
name: zerocv description: Generate targeted resumes and CVs for job applications using lens-based filtering. Use this skill when users need to create resumes, CVs, cover letters, or application documents for specific job roles (Project Manager, Developer, Marketing, Community Manager, Founder, Event Producer, etc.). The skill uses a sophisticated lens system to filter and reframe career experience for different audiences, ensuring each CV highlights the most relevant experience.

ZeroCV - Dynamic Resume Generator

Generate highly targeted resumes that adapt career history for different roles using lens-based filtering and AI-powered reframing.

Overview

ZeroCV uses a multi-layered approach to CV generation:

1. **Career Data Layer** - Comprehensive career history with granular work items, all tagged across 4 taxonomy dimensions
2. **Lens Configuration Layer** - 7+ pre-configured lenses that filter and translate experience for specific roles
3. **AI Generation Layer** - Claude generates contextual summaries following lens-specific translation rules

When to Use This Skill

Use this skill when the user requests:

- "Generate a resume for [role type]"
- "Create a CV for this job posting"

- “Help me apply for [specific position]”
- “I need a resume that emphasizes [skill/experience]”
- “Rewrite my CV for a [industry/role] position”

Available Lenses

The system includes these pre-configured lenses:

1. **project-manager** - Infrastructure delivery, stakeholder management, facility setup
2. **ai-automation** - AI Implementation PM, business automation, technical delivery
3. **full-stack-developer** - Production systems, modern stack, technical depth
4. **marketing** - Growth, brand building, audience engagement, B2B sales
5. **community-builder** - Community management, cultural impact, safe spaces
6. **founder** - 0-to-1 building, entrepreneurship, wearing all hats
7. **event-producer** - Festival production, compliance, end-to-end delivery
8. **content-producer** - Video, documentary, creative content

Workflow

Step 1: Understand the Request

Ask clarifying questions if needed:

- What role/position are they applying for?
- Is there a specific job posting? (If yes, get the full text)
- What aspects of their experience should be emphasized?
- What format do they need? (1-page, 2-3 page, portfolio version)

Step 2: Select the Appropriate Lens

Based on the target role, select the most relevant lens:

- **Infrastructure/Operations PM roles** → `project-manager` lens
- **AI/Automation/Technical PM roles** → `ai-automation` lens
- **Software Engineer/Developer roles** → `full-stack-developer` lens

- **Marketing/Growth roles** → `marketing lens`
- **Community/DevRel roles** → `community-builder lens`
- **Startup/Entrepreneurial roles** → `founder lens`
- **Event/Festival Production** → `event-producer lens`
- **Content/Video Production** → `content-producer lens`

If uncertain which lens to use, read the lens configurations to understand each lens's audience priorities and filters.

Step 3: Load the Lens Configuration

Read the specific lens configuration from `references/lens-configurations.yaml`:

```
# Read the entire lens config file to understand available lenses
Read references/lens-configurations.yaml
```

Pay special attention to:

- `audience_priorities` - What hiring managers care about
- `translation_rules` - How to reframe experience
- `reframe_examples` - Concrete before/after examples
- `vocabulary` - Language to use and avoid
- `ai_prompt_template` - Detailed generation instructions

Step 4: Load Career Data and Context

Read the career data and narrative context:

```
# Load comprehensive career history
Read references/career-data.yaml

# Load qualitative framing and quotes
Read references/narrative-context.yaml

# Optional: Review taxonomy for understanding tag structure
Read references/career-taxonomy.yaml
```

Step 5: Generate the CV

Follow the lens-specific `ai_prompt_template` exactly. Key principles:

MANDATORY: Generate Both Versions

CRITICAL: Always generate BOTH versions - this is non-negotiable:

1. **First:** 1-page application version (for ATS, quick screening)
2. **Then:** 2-3 page master version (for detailed applications)
3. **Ask:** "Do you also want the full portfolio version?"

Do NOT skip the 1-pager. Both serve different purposes.

Apply Translation Rules

Each lens has specific translation rules. For example:

Project Manager Lens:

- Lead with: Infrastructure delivery, facility projects
- Downplay: Marketing metrics, creative direction
- Structure: Facility projects → Business setup → Systems → Operations → Events (supporting evidence)
- Vocabulary: "delivered", "established", "coordinated" (not "built", "coded")

AI Automation Lens:

- Lead with: Delivery outcomes + PM mechanics, then technical credibility
- Positioning: "PM who can de-risk architecture" not "builder who did PM"
- Include: Requirements, UAT, pilot, rollout, change management keywords
- Vocabulary: "delivered", "led delivery of", "owned" (not "built", "coded")

Developer Lens:

- Lead with: Systems and scale, production experience
- Translate: "Workshop" → "membership platform serving 1,000 users"
- Emphasize: Real users, production scale, modern stack evolution

Follow Output Format Requirements

According to the lens configuration `output_formats` section:

Application Version (1 page):

- Headline + value prop (2 lines)
- Selected Outcomes (4-6 bullets) - THIS WINS THE SKIM
- Experience (condensed, 2-3 bullets per role)
- Skills (one line)
- Must fit on one page

Master Version (2-3 pages):

- Headline + value prop
- Selected Outcomes
- Experience (full detail)
- Selected Projects
- Skills
- Recognition

Apply Localization

Default market is Europe (Berlin). Apply these adjustments:

- Phone: +49 176 8457 6501 (with spaces)
- Terminology: "load-in/load-out" not "bump-in/bump-out"
- Language: "German (B1/B2 conversational, technical vocabulary developing)"
- Welding: "MIG/TIG welding (non-structural, scenic/artistic work)"
- Add: "SOPs" to documentation artifacts (Germans love process)

Job Ad Integration

If user provides a job posting, integrate it deeply:

1. **Headline:** Match the job title exactly or closely
2. **Summary:** Rewrite to "scream" the role from the ad

3. **Hero Section:** Expand most relevant experience based on ad
4. **Selected Projects:** Add role-specific projects section
5. **Domain Knowledge:** Trim to what matters for THIS role

Example: For "Artist Production Studio PM":

- Make Berlin art work the HERO
- Add "Selected Art / Installation Projects" section
- Keep: welding, metalwork, rigging
- Drop: engine rebuilds, gearbox work

Apply PM-Specific Rules (for PM lenses)

For `project-manager` and `ai-automation` lenses:

PM Proof Checklist - Must demonstrate:

- Roadmap ownership
- Stakeholder alignment
- Scope control
- Delivery cadence
- Risk management
- KPI definition
- Change management

Quantification - Add PM-flavoured numbers:

- Budgets managed
- Contractor/vendor counts
- Team/crew sizes
- Install duration
- Safety outcomes

Implementation Keywords (for ai-automation) - Must appear explicitly:

- requirements, process mapping, UAT, pilot, rollout

- training, change management, stakeholder comms
- handover, runbooks, support model

Red Flag Avoidance

- **Spelling:** GearWrench, Levi's, TuffLift (not Gearwrench, Levis, Tufflift)
- **Vague claims:** Substantiate OR soften ("one of Australia's largest" not "Australia's largest")
- **Dates:** Update to "Present" if role is ongoing
- **Founder framing:** Use "Owner / Project Lead" to emphasize delivery not identity

Step 6: Create the Document

Use the `docx` skill to create professional Word documents:

```
# Invoke the docx skill to create formatted resume  
Skill: docx
```

When creating the CV:

- Use professional formatting (proper margins, readable fonts)
- Ensure proper spacing and hierarchy
- Include contact details clearly
- Save both versions with clear filenames:
 - `Jimmy_Goode_[Role]_CV.docx` (1-page version)
 - `Jimmy_Goode_[Role]_Portfolio_CV.docx` (master version)

Step 7: Deliver to User

Provide both documents with a brief explanation:

"I've created two versions of your [Role] CV:

1. **1-page application version** - Optimized for quick screening and ATS
2. **2-3 page master version** - Detailed for direct-to-hiring-manager applications

Both versions emphasize [key aspects based on lens]. Would you like me to also create the full portfolio version with project deep-dives?"

Advanced Features

Custom Lens Creation

If the user needs a role not covered by existing lenses:

1. Identify the closest existing lens as a template
2. Ask user about the target role's priorities
3. Adapt the translation rules accordingly
4. Generate using custom rules

Cover Letter Generation

If user requests a cover letter:

1. Use the same lens to understand role priorities
2. Pull 2-3 most relevant accomplishments from filtered career data
3. Write compelling narrative connecting experience to role requirements
4. Keep concise (3-4 paragraphs maximum)

LinkedIn Profile Optimization

Apply lens filtering to optimize LinkedIn:

1. Headline: Role-specific positioning
2. About: Adapt summary using lens translation rules
3. Experience: Reframe bullets using lens vocabulary
4. Skills: Order by relevance to target lens

Key Principles to Remember

1. **Lens Fidelity:** Follow the lens translation rules precisely - they're based on what hiring managers actually look for
2. **Quantification:** Always include numbers, metrics, scale indicators
3. **Translation Not Lying:** Reframe truthfully - same facts, different emphasis
4. **Both Versions Required:** Never skip the 1-page version

5. **Context Matters:** Job posting integration can transform relevance

File References

All data files are in the `references/` directory:

- **career-data.yaml** - Complete career history with all work items and tags
- **career-taxonomy.yaml** - Tag structure (skills, functions, outcomes, domains)
- **lens-configurations.yaml** - All lens configs with filters and AI prompts
- **narrative-context.yaml** - Qualitative framing and press quotes

Troubleshooting

Issue: CV feels too long **Solution:** Follow the 1-page application format strictly. Use condensed bullets.

Issue: Experience doesn't match role **Solution:** Re-read the lens translation rules and reframe examples. Same facts, different angle.

Issue: Missing key keywords **Solution:** Check lens-specific keyword lists (especially for PM lenses). ATS filters are literal.

Issue: Tone feels wrong **Solution:** Review lens vocabulary (prefer/avoid lists). Match the language to the role.

Examples of Lens Translation

Project Manager Lens

Before (generic): "Founded Kustom Kommune motorcycle workshop"

After (PM translation): "Delivered 400sqm production facility from concept to operation: site selection, lease negotiation, fitout management, equipment procurement, safety compliance, and membership systems — serving 1,000+ active users over a decade"

AI Automation Lens

Before (builder framing): "Built RFID member check-in system"

After (implementation PM framing): "Delivered access control system: requirements gathering, vendor selection, hardware coordination, software integration, user training, and ongoing maintenance protocols"

Developer Lens

Before (founder framing): "Founded motorcycle workshop"

After (developer framing): "Built membership platform serving 1,000 users with RFID access, payment processing, and real-time analytics"

Summary

ZeroCV transforms comprehensive career data into laser-targeted resumes by:

1. Filtering experience through role-specific lenses
2. Applying systematic translation rules
3. Following hiring manager priorities
4. Generating both quick-scan and detailed versions

The key is lens fidelity - trust the translation rules, they're designed based on what each role's hiring managers actually look for.