

SERVICE DOCUMENTATION

RESUME FORMATTING



Resume Formatting

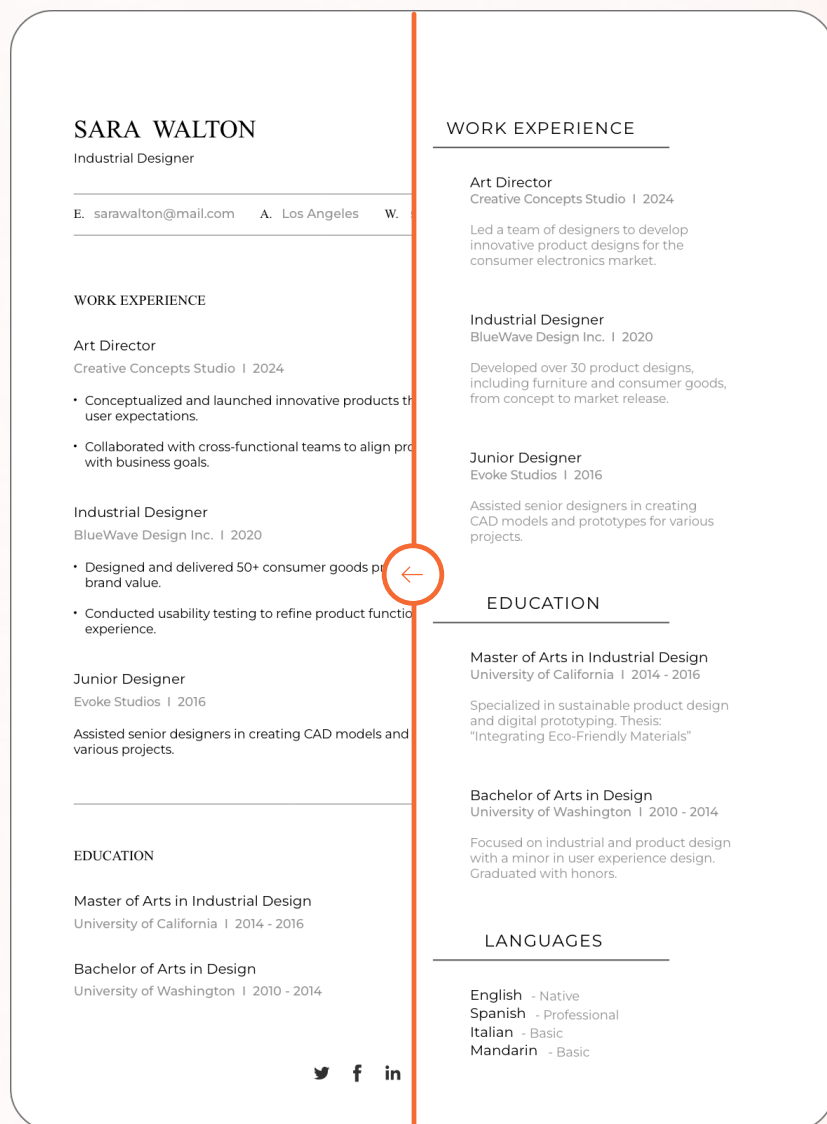
Format any document type and scale at pace, deliver high-quality bespoke documents 80% faster than current methods, using secure OCR and NLP technology. MeVitaе's templating solution integrates seamlessly with 30+ ATS and HCM platforms or can be used as a fully functional standalone solution. It enables one-click, configurable templating across 25+ parameters, retaining structure and improving consistency.

BEFORE MEVITAE

Pre-optimised CV

AFTER MEVITAE

Optimised Template



20+ **ATS platforms**



ORACLE



icims



JOBVITE

greenhouse

bambooHR



JazzHR

Solution at a Glance



| SPEED AND EFFICIENCY

Update, share, or adjust templates at any point in your hiring workflow. Whether refining layouts, adapting content, or supporting new roles, MeVitae lets teams manage templates quickly and efficiently, reducing manual effort and speeding up turnaround times.



| PROFICIENT TEMPLATING

No need to worry about file types or inconsistencies. MeVitae supports a wide range of document formats including docx, doc, PDF, RTF, ODT, TXT and handles multilingual content.



| DELIVERING CONSISTENCY

Enhance efficiency with flexible, ATS-integrated templates or a standalone solution that keeps workflows uniform, reduces manual editing to maintain consistency across every stage of recruitment.

Solution at a Glance



| CONFIGURABLE ANONYMISATION

Automatically remove personally identifiable information such as names, dates, hobbies, and location during formatting. Flexible anonymisation controls help you reinforce unbiased evaluation while preserving all relevant, job-ready content.



| BESPOKE TEMPLATES

Customise and control the look and feel of your documents with templates tailored to your organisation's branding. Create a polished, consistent, and professional presentation ensuring your hiring materials reflect your identity.



| SAFE AND SECURE

MeVitae ensures complete data protection with GDPR compliance, ISO-certified security, and end-to-end encryption keeping all candidate and client information safeguarded at every step.

“They even have a new templating feature that seems really interesting and makes the redacted CV look very professional.”

DAVID J. 1K-5K EMPLOYEE SIZE. PROFESSIONAL SERVICES. ”

Metrics:

Templating streamlines document formatting with consistent, bias-mitigated layouts that enhance efficiency, reduce manual effort, and ensure a fair, professional, and scalable hiring workflow across your organisation.

95%

ACCURACY

Ensure consistent and compliant-ready outputs every time.

50+

DOCUMENT FORMATS

Export to dozens of formats with seamless cross-platform compatibility.

90%

TIME SAVED

Generate content instantly with templates that eliminate manual work.

50+

LANGUAGES

Create globally-ready content with built-in multi-language support.

Onboarding:

ONBOARDING & POST-SALES SUPPORT

Each client is introduced to a dedicated Customer Success Manager to guide implementation and ongoing success. Client requirements include all configurations available and best practices are captured to create a tailored implementation plan; covering HR system integration, user acceptance testing, and digital training sessions.

Once live, clients benefit from quarterly catch-ups and access to MeVitae's support team. Our 2025 performance consisted of Monday to Friday, 9am–5pm (UK time) support hours, 100% response and resolution SLAs achieved, and 99.74% system availability.

TECHNICAL SUPPORT:

Data backup and recovery:

Point-in-time recovery is enabled by default. All entities are securely stored for 7 days, allowing rapid restoration to any moment within the previous week.

MeVitae's maintenance & outage windows

MeVitae conducts quarterly maintenance exclusively over weekends (Saturday & Sunday). Advance notice is provided when any service impact is expected.

No outage windows are needed.

Hosting options and locations

Our services are hosted on public cloud services, or by a select number of sub-processors, also hosted in public cloud environments.

TECHNICAL REQUIREMENTS

To complete technical integration, the following access is required (full details provided during onboarding):

01

Admin-level ATS access

02

API service user for API operations

03

IT or implementation partner support for SSO and full technical setup [required for only some ATSs or editor access]

SERVICE PROVIDER	SUPPORTED LOCATION	PURPOSE
Microsoft Azure	UK, Netherlands, Ireland, Germany	Cloud service provider for data storage and processing.
Amazon Web Services	UK, Ireland, Germany	Cloud service provider for data storage and processing.
Google Cloud Platform	UK, Netherlands, Belgium, Germany	Cloud service provider for data storage and processing.
Redis	UK, Netherlands, Belgium, Germany	Cloud service provider for data storage and processing (hosted on Google Cloud Platform).
CloudConvert	Germany	Cloud service for converting documents (docx, odt, etc.) for redaction.
Cloudflare	Worldwide CDN	Cloud service for network protection.
SendGrid	US, EU	Cloud service for sending emails. Used to verify emails addresses and send notifications.

*More available on request

Offboarding:

SUPPORT

Should a client leave MeVitae, integrations are cleanly disconnected on the termination date. Users receive clear instructions for any actions required on their side. Data extractions can be requested at any time during or at the end of the contract, with flat-file downloads fully supported.

Security Overview:

SECURITY GOVERNANCE

Security is at the forefront of all we do. With board-level oversight and ISO/IEC 27001 and 9001 certifications, MeVitae follows a rigorous Information Security Policy supported by specialised controls, from cryptography to personal data protection. Standards are upheld through ongoing internal audits and monthly leadership reviews.

Operational Security

CHANGE & CONFIGURATION MANAGEMENT:

Every infrastructure or personal-data-related change follows recognised frameworks (CSA CCM, SSAE-16/ISAE 3402). Formal risk assessments, enforced controls, and CTO sign-off to ensure a tightly governed environment.

VULNERABILITY MANAGEMENT:

Automated Azure scanning, GCP Docker image analysis, quarterly internal penetration tests, and annual CREST-certified assessments keep threats in check. Risks are evaluated using OWASP guidance, with critical issues patched within 24 hours.

PROTECTIVE MONITORING:

A dedicated Security Incident Management Procedure enables rapid containment and guarantees customer notifications within one hour.

ISO/IEC 27001 and 9001

INCIDENT MANAGEMENT

Fully aligned to ISO/IEC 27001 and 9001, MeVitae provides round-the-clock incident reporting via phone or email, supported by real-time detection systems. Every incident is managed through a structured workflow, from containment to authority communication, with customers notified within an hour and receiving a full report within 48 hours.

SECURE DEVELOPMENT

MeVitae's development lifecycle is built on industry best practices and independently assessed against ISO/IEC 27001 and 9001, ensuring security is embedded into every stage of product creation.





For any questions, please contact:
riham@mevitae.com