

# OPTIMAL RESUME

Brought to you by  
Lorain County Community College  
Employment and Career Services

## IT IS RECOMMENDED THAT YOU PRINT THIS DOCUMENT FOR REFERENCE

Optimal Resume is quite flexible. Start by creating an account then come back later to finish the resume in stages if you want. It's easy! Optimal Resume allows you to access your resume via the web and to keep it updated on a 24/7 basis in real time. There are numerous examples and wording help throughout the process and plenty of resume output formats to choose from. Spell checking and format help is also provided. Optimal Resume does the hard work. All you have to concentrate on is content.

### **Follow these steps to complete your resume:**

Log onto <http://lccc.optimalresume.com> **IMPORTANT – do not enter “www” as part of the URL.**

Take a few minutes to check out the HOME page. Be sure to click on "How It Works", Resume Formats" and FAQs (frequently asked questions.)

Notice that you can Create, Present or Manage your resume.

**NOTE: As you go through the process of building your resume, don't forget to click the Submit button to save your work!**

\*Make sure that your computer's pop-up blocker is disabled. If your pop-up blocker is currently engaged you will receive a default message with instructions on how to disable the pop-up blocker .

\*Click on the **Get Started** button on the top right of the screen.

\*Create your user profile.

\*Click on the **Create New Resume** button.

\*Enter resume name. This is what your resume will be saved under. Your resume name must be one word, 3 to 30 characters in length with no spaces and may only contain letters, numbers, underscores and dashes.

\*Click **Create**.

\*Read instructions carefully, then click on the **Next** button.

\*Enter your contact information. Note: This will be the contact information that shows up on your resume.

\*Define your categories. This is where you will determine what your resume categories are going to be (ie. Education, Technical Skills, etc.)

-Need an example? Click on the green **Example** button to get a variety of sample templates that you can chose from.

\*It is important to note that these are only sample resume categories. You should adjust the categories to fit your specific skills/profession/areas of study,etc.

Note: Each category has its own “Infobyte” section which allows you to elaborate on your qualifications. Infobytes can only be used with your interactive resume website and allows the information to be viewed as the reader moves their mouse over a certain word or section.

\*Once your categories are defined hit the **Next** button.

\*Highlight the experience sections of your resume by checking the boxes that apply.

\*Click **Next**.

\*You will then start writing your resume.

\*Each category will provide you with a list of examples - click on the green **Examples** button and you will get a list of examples that will point you in the right direction. Once again, these are examples only!

\*There is also a green **Action Word** button that will present you with a list of possible action words that can enhance your resume’s wording.

\*Once you are done with each section click the **Next** button on the bottom of the page.

\*Once you have inputted all your data into your resume, choose the **Check the Spelling** button at the bottom of the screen.

\*Click the **Preview** button on the bottom right of the page to look at your resume.

\*Don’t forget to click the **Submit** button to save your work!

**SEE RESUME BUILDER DOCUMENT FOR STEP BY STEP INSTRUCTIONS TO BUILDING YOUR RESUME**

## Formatting your resume:

\*Once your data is put into your resume. Reformat it!

\*After saving your resume, go to your optimal resume homepage.

\*Click on the *Edit and Style* button. This is where you can make changes regarding the content of your resume and/or style of your resume.

\*Click on the *Style Resume* button. This is where you can customize the format of your resume with the click of a button!

\*Note: Your resume will not pop-up, instead there will be sample resume. **This is how your resume will look.**

\*Once you have found a format that you like, make sure that you click on the *Submit* button to save your work!

\*To preview/save your resume in word, click on the image. **This is the only place you will be able to see your resume in its finished state.**

Important: Optimal Resume automatically creates a link or URL for your resume, which will appear at the bottom of your finished resume. If you do not have an active resume website you will need to download the resume and manually delete this line.

**NOTE: once completed, your resume can be downloaded as a Word® compatible (RTF) and/or Plain Text.** RTF stands for Rich Text Format. This is a special file type that has become the standard as a common format for all word processors.

## Create your own resume website:

Optimal Resume also allows you to have your resume viewable as a Flash™ website. Your resume website is not live automatically -- When you feel you are ready, simply click "Set Link to LIVE" button on the Manage Your Account page so it can be viewed by others. Please review the "How It Works" page for additional specifics.