



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
School of Nursing
Career Services Center

TTUHSC SON CAREER SERVICES CENTER

Optimal Resume

How to Guide

Table of Contents

Logging on	2
Begin the resume	3
Styling the resume	
The Styling Palette.....	8
Layout and Font.....	9
Dividing Lines and Spacing	10
Format the Header and Second Page.....	11
Final Steps – Saving and sharing.....	12
Contact us	14

Logging on - First time users

To access Optimal Resume,
Go to www.ttuhs.edu/son/career
On the right, select “For students”
Select “Access Optimal Resume”

Log in by selecting “Create new account”

Optimal University

OPTIMALRESUME.COM
THE OPTIMAL FIRST IMPRESSION

Never Been Here Before? [CREATE NEW ACCOUNT](#)

Email Password [LOGIN](#)

[New Users Click Here](#) [Forgot Password?](#) [Employers Click Here](#)

Inside

- Resume Builder >
- Letter Builder >
- Portfolio Builder >
- Skills Assessment >
- Interview Prep >
- Video Resume >
- Website Builder >
- ResumeGPS *Find a job faster* >
- Jobs & Internships >

Samples

- Resume Samples
- Letter Samples

How It Works

Welcome to Optimal 2.0, a career management platform brought to you by OptimalResume.com in partnership with your organization. Inside, you'll find a variety of tools to help you CREATE, PRESENT, MANAGE and SHARE your professional credentials.

You can use this website to:

- **Create** high-impact, interactive career materials based on your career goals
- **Present** your materials online — with our easy-to-use website builder — and in print, as you can download your materials in a number of formats
- **Manage** an unlimited number of career documents from one central location
- **Share** your credentials with your network on your own professional website and across social networking sites

If you have used the system before and already have an account, simply log in to begin.

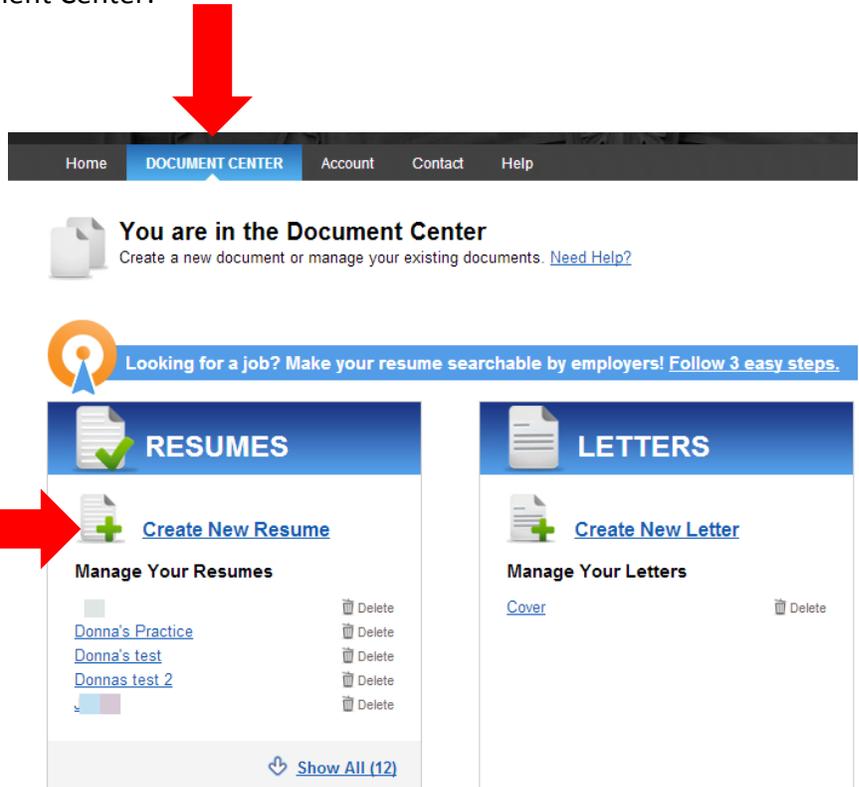
Otherwise, hit [Create New Account](#).

[Contact Us](#)

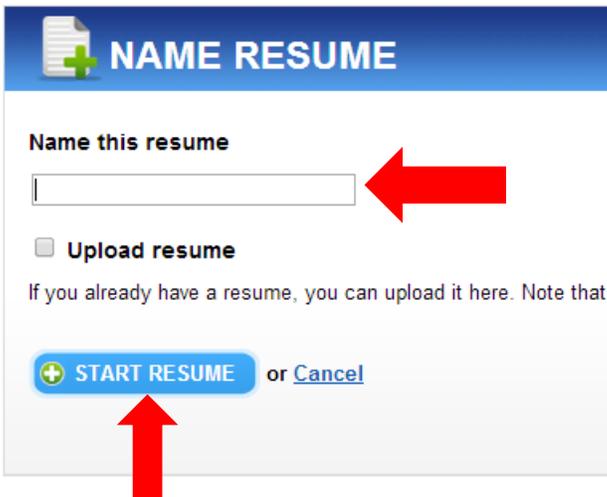
You will be taken to a “Validation” page. Select “click here” to log in.
Complete your “Contact info” and “Education info”, accept terms, and then “save and continue”

Begin the Resume

Begin by going to the Document Center:

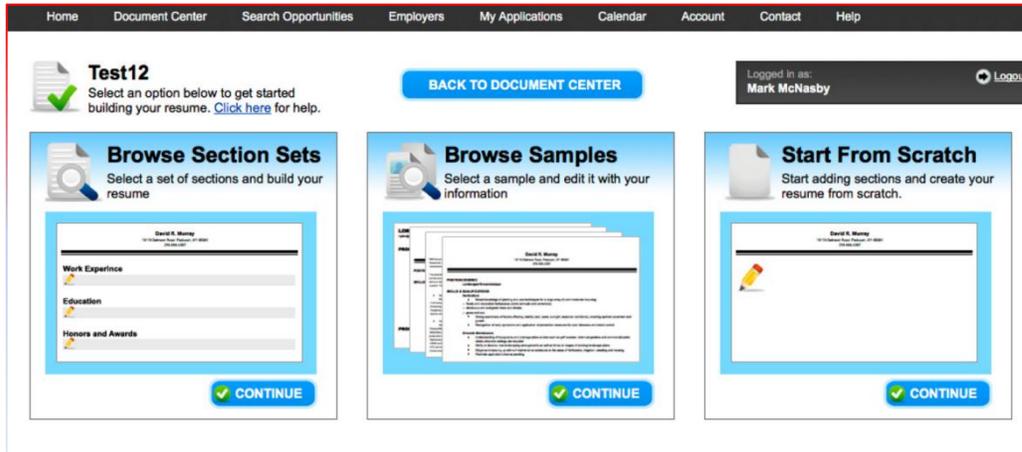


Create a new resume or open an existing one.



Name the resume, then select "start resume"

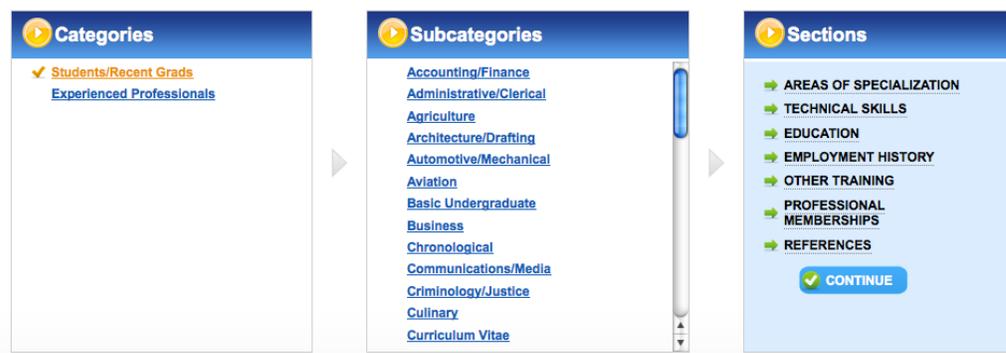
You have 3 options for creating your resume.



Option 1: Browse Section sets

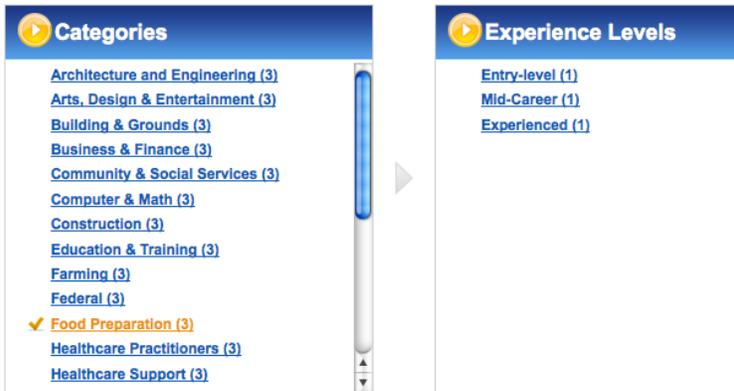
Your resume will be divided into sections

Browse section sets by experience level and industry/resume type



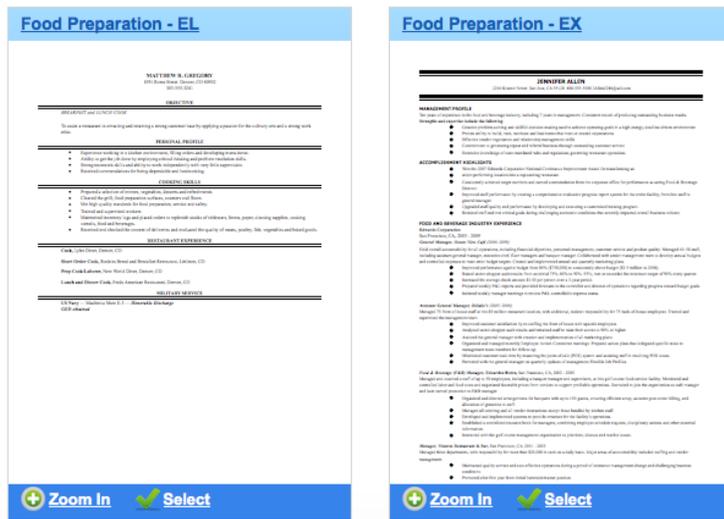
Option 2: Browse samples

Look at completed resume samples, categorized by job family/(industry) and experience level
If you see a sample you like, edit it with your information.



TIP: If you use a sample, do not limit yourself to healthcare or nursing samples. Choose one based on how it looks to you. A sample from any industry can be adapted to fit nursing.

3 Samples

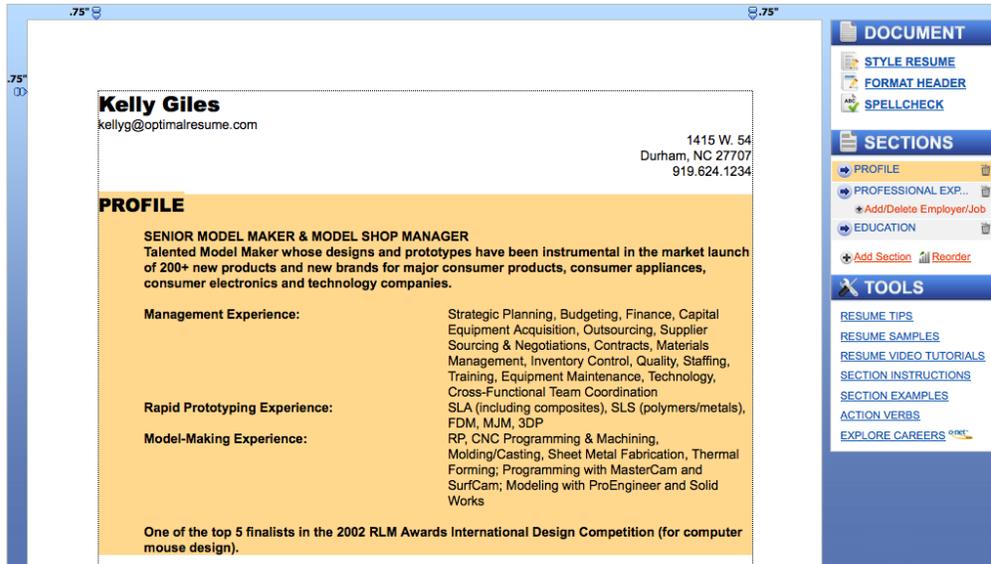


Option 3: Start from Scratch

Choose Start from Scratch and start with a blank canvas
Use the tools section of the right toolbar for content assistance (create sections, and build content)

Now it is time to begin entering your information.

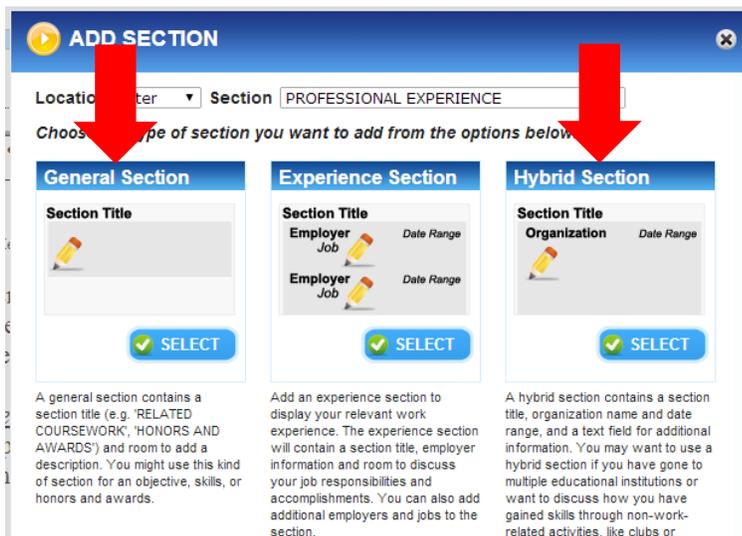
You will be required to enter your contact information which will be used in the header.



Whether you selected section sets or are using a sample, it is easy to edit your resume:

- Add a new section from the right side bar, or click on an existing section to edit.
- Reorder sections or delete sections, using the right side bar.
- Use the tools for styling and content assistance

To edit an existing section, simply select a section. It will turn orange when you are in the editing mode.



TIP: The Experience section has several available fields, many of which you may not need. When adding clinical experiences or even work experience, this section requires additional fields you may NOT have information for. We recommend you add a "General Section" or "Hybrid Section" which allows your more flexibility. You can add headings or bulleted lists within the text.

- Use the tools for styling and content assistance

TIP: Be sure to use the spell check located on the right side bar.

- Press “save” to exit the editing mode.

PROFILE

[Examples](#) [Action Verbs](#) [Infobytes](#)

B I U [Color] [Background Color] [List] [Link] [Image] [Video]

SENIOR MODEL MAKER & MODEL SHOP MANAGER
Talented Model Maker whose designs and prototypes have been instrumental in the market launch of 200+ new products and new brands for major consumer products, consumer appliances, consumer electronics and technology companies.

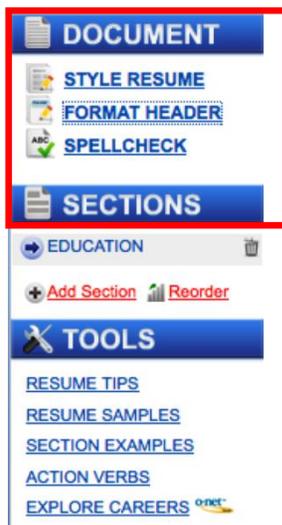
Management Experience:	Strategic Planning, Budgeting, Finance, Capital Equipment Acquisition, Outsourcing, Supplier Sourcing & Negotiations, Contracts, Materials Management, Inventory Control, Quality, Staffing, Training, Equipment Maintenance, Technology, Cross-Functional Team Coordination
Rapid Prototyping Experience:	SLA (including composites), SLS (polymers/metals), FDM, MJM, 3DP
Model-Making Experience:	RP, CNC Programming & Machining, Molding/Casting, Sheet Metal Fabrication, Thermal Forming; Programming with MasterCam and SurfCam; Modeling with ProEngineer and Solid Works

One of the top 5 finalists in the 2002 RLM Awards International Design Competition (for computer mouse design).

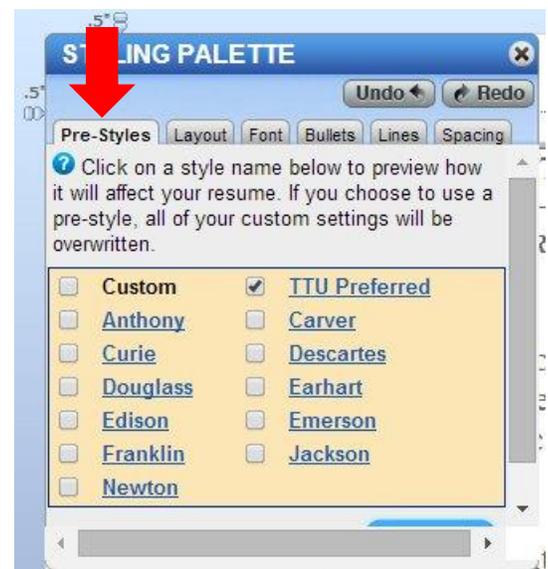
or [Cancel](#)

Styling the Resume

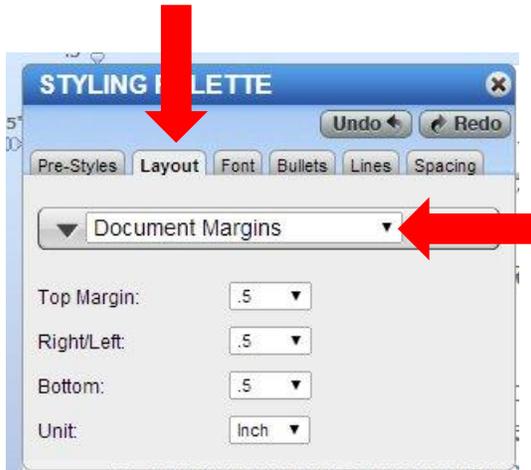
Optimal Resume allows you a great deal of flexibility to ensure no two resumes look the same. Use the Styling Palette to make sure your resume stands out.



Begin by selecting a basic style in the Pre-Styles tab. Checking the box will actually convert your resume to that style. To view what it would look like before applying the changes, select the name of the style in blue. You can always choose another style or undo.



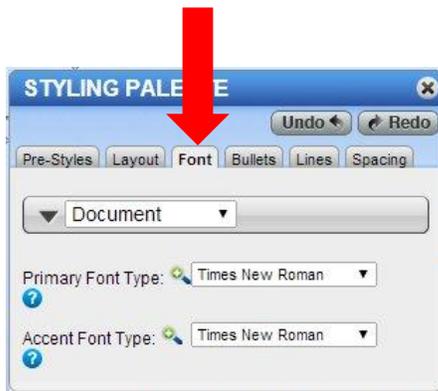
Next, choose the Layout tab. This will allow you to adjust the margins.



TIP: Be sure to select the dropdown box so you adjust all areas, including

- Document Margins
- Document Format
- Header Format
- Section Title Layout
- Experience Section Layout

Next, go to the Font tab. You will be able to adjust the font for the document, headers, and sections (by going through the dropdown box).



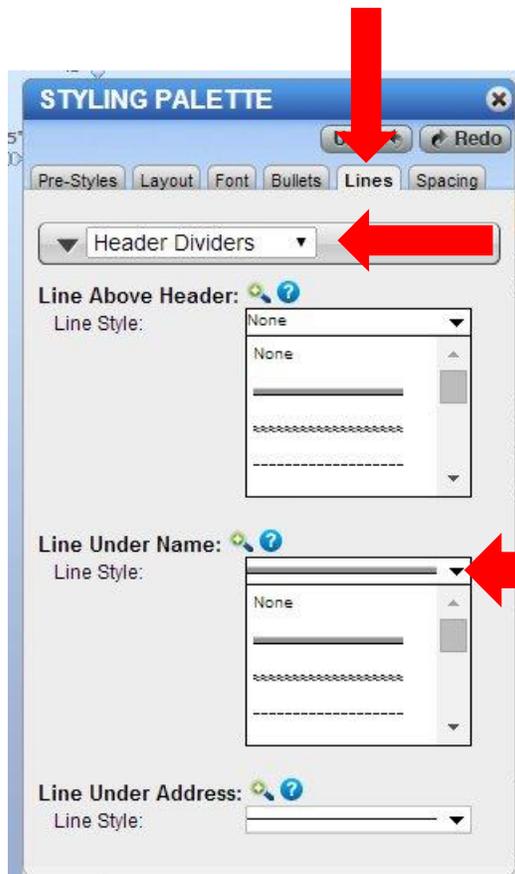
TIP: If you hover your mouse over the green magnifying glass, you will be able to see which areas are affected by the

The bullets tab allows you to adjust the size and look of bullets.



and

The lines tab allows you to change the look of lines or even completely remove them.



TIP: Be sure to use the dropdown boxes to adjust or remove the lines in resume sections. In addition, use the drop down boxes to look at different line styles.



The final section of the Styling Palette, is the Spacing section which allows you to adjust the amount of spacing between different sections of the resume.

Drop down boxes allow you to access the different sections and the different spacing heights.

The green magnifying glass shows the affected area before the changes are made.

There are two ways to adjust the header. Either open the Format Header box, or from the Styling Palette, Layout Tab, dropdown box Header. Either method will bring up the Header format box:



“Click to Change Layout” will quickly adjust the look of the header.

You may drag and drop the fields into the header. Select “apply”

“Address layout” – Select horizontal if you want the address on the same line.

“Show address labels” - If “yes” is selected, labels such as “City” will be printed out. We recommend setting this to “no”.

“Field delimiter” – If your contact information is on one line, the delimiter is used to divide each section, such as state and phone number

“Secondary page header” Select the fields you want showing on the second page. You may chose whether to have a line under the second page header, or not.

TIP: Put at least your name on the second page, in case the two pages become separated

Final Steps



Rename – Change the name of your document

Clone – Make a copy of your document (like “Save As”)

Review Center – Submit your document for review by a counselor

Download – Save a printable version of your document (*See Tip box below)

Print Preview – See how your document will look in print. (The PDF is typically longer than the template. We recommend you download it as a Word document and make adjustments as needed. (See TIP box below.)

To do – Create a to-do list for yourself

Switch Resumes – Open another resume in the builder

*TIP: If you use a MAC, or if you want to make additional edits that are not allowed by Optimal Resume, you can download it as a Word document and then continue to make edits.



You may share your resume with instructors, family or friends.



You can either share the link:

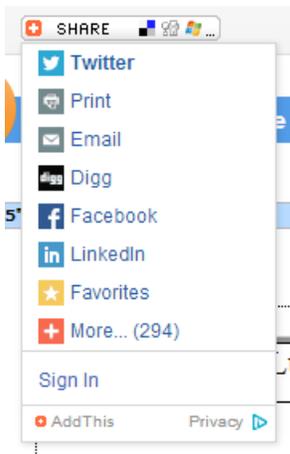
SHARE RESUME INSTRUCTIONS

There are two ways you can share your resume:

1. Copy and paste the link below into a message and forward it to career counselors or employers. This is your public link, which can be viewed by people without an Optimal Resume account.
2. Click on the Share button, where you can post your resume on a variety of social networking sites, such as LinkedIn, Facebook, Twitter.

[https://ttu.optimalresume.com/previewDoc.php?tkn=\[redacted\]&id=82df8499d11-r2376912](https://ttu.optimalresume.com/previewDoc.php?tkn=[redacted]&id=82df8499d11-r2376912)

Or share via social media:



One last step....

Have your resume reviewed before sending it out to employers. For instructions on making an appointment, go to www.ttuhsu.edu/son/career > For students > Instructions on requesting a counseling appointment.

Contact info

Texas Tech University Health Sciences Center
School of Nursing Career Services Center
HSC 2C200
800-493-3954 x 4
www.ttuhsoc.edu/son/career

Christy Meriwether, Senior Director
Room 2C203
christy.meriwether@ttuhsc.edu
P: 743-4299

Donna Balko, Career Counselor/Employer Relations
Room 2C206
Donna.balko@ttuhsc.edu
P: 743-9204