

TTUHSC SON CAREER SERVICES CENTER

Optimal Resume

How to Guide

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Logging on - First time users

To access Optimal Resume, Go to <u>www.ttuhsc.edu/son/career</u> On the right, select "For students" Select "Access Optimal Resume"

Log in by selecting "Create new account"

		Fmall Password
Never Been Here Befor	e? CREATE NEW ACCOUNT 🧿	New Users Click Here Forgot Password?
		Click He
Inside		How It Works
Resume Builder	> 🖹 Letter Builder >	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
Portfolio Builder	> 🛃 Skills Assessment >	variety of tools to help you CREATE, PRESENT, MANAGE and SHARE your professional credentials.
Interview Prep	Video Resume	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
Website Builder	ResumeGPS Find a job faster	in print, as you can download your materials in a number of formats Manage an unlimited number of career documents from one central location Stars you can do with your burger of print of the print of
Jobs & Internships	>	 Share your deventions with your hetwork 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 booin
		to begin.

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: Home DOCUMENT CENTER Account Contact Help You are in the Document Center ъ Create a new document or manage your existing documents. Need Help? Looking for a job? Make your resume searchable by employers! Follow 3 easy steps. RESUMES LETTERS Create a new resume or -Create New Resume Create New Letter open an existing one. Manage Your Resumes Manage Your Letters 📋 Delete <u>Cover</u> <u> Delete</u> Donna's Practice 🗑 Delete Donna's test <u> Delete</u> Donnas test 2 <u> Delete</u> 🛅 Delete 🕑 Show All (12)



New Resume Build your resume. <u>Click here</u> for help.

🔒 NAME RESUME

Name this resume

Name the resume, then select "start resume"

Upload resume

If you already have a resume, you can upload it here. Note that



You have 3 options for creating your resume.

Home Document Center Search Opportuni	les Employers My Applications Cale	ndar Account Contact Help Logged in as: Mark McNasby
Browse Section Sets Select a set of sections and build your resume	Browse Samples Select a sample and edit it with information	your Start From Scratch Start adding sections and create you resume from scratch.
Bard & Suray With Experime Work Experime Economic Economic		- Int i fam. Int i fam
Heners and Awards		

Option 1: Browse Section sets

Your resume will be divided into sections Browse section sets by experience level and industry/resume type

Oategories	Subcategories	Sections
✓ <u>Students/Recent Grads</u> Experienced Professionals	Accounting/Finance Administrative/Cierical Agriculture Architecture/Drafting Automotive/Mechanical Aviation Basic Undergraduate Business Chronological Communications/Media Criminology/Justice Cullinary Curriculum Vitae	AREAS OF SPECIALIZATION ATECHNICAL SKILLS EDUCATION EMPLOYMENT HISTORY OTHER TRAINING PROFESSIONAL MEMBERSHIPS REFERENCES CONTINUE

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.

Categories	Experience Levels	
Architecture and Engineering (3) Arts, Design & Entertainment (3) Building & Grounds (3) Business & Finance (3) Computer & Math (3) Construction (3) Education & Training (3) Farming (3) Federal (3) Food Preparation (3) Healthcare Practitioners (3) Healthcare Support (3)	Entry-level (1) Mid-Career (1) Experienced (1)	TIP: If you use a sample, do not lin yourself to healthcare or nursing samples. Choose one based on how looks to you. A sample from any industry can be adapted to fit nursing

3 Samples

Food Preparation - EL	Food Preparation - EX
MATTINE W R. GREIGONY 1011 Rune Dimer Denser, CONDC 2013/01.024	JEINTIFER ALLEN 2016 Kunne fann fan han (X-M CB mit 000 Mitt Mitt Stad Delgariaan
CALIF TAX	
UNAL DVL	HARAGE HERT PROPILE
MEADING AN ALCOUTING	The prior of repatience in the load and hencemp industry, including 7 years in management. Consider a second of producing assessibling heatman works. Research, and consider industry in following.
To sould a residurant in other sing and retaining a strong continuer (sure by applying a granien for the colorary axis and a strong work	 Country privilem aufring and skilled destine making methy address symming guilt in a high energy, include drives arriver and
ena.	 Promi delity in facility, min, mentione and lead mention mention mention expensions. Effective condex specificies and relationship menumers with
PERSONE PROFILE	Constitution or generating report and televal having a decay's assumed any constant article
 Experience working in a labeler environment, Ming orders and developing mean iterus. Alable is used to the environment in anticipation of anticipation of anticipation. 	 Exercise investigge allower mandated with and repulsions generating researce operations.
 Brong teconomic shifts and ability to work independency with corp little expension. 	ACCOMPLISHMENT HIGHLIGHTS
 Restinal communitations for being dependable and hardworking. 	 An or provide a support of the support
CODADIC INCLU	 Consistently achieved seeps numbers and somewhele in these the corporate affine for performance as using Pool & Bernage
 Prepared a unionizer of entropy, seguidation, descents and entropy ments. 	 Denome Instrument and the first state of the complete transmission and states and states and the complete transmission of the complete
 Channel the grill, built preparation surfaces, counters and flaces. May high standards for fixed concentration services and colless. 	previ narajn
 Terrol and supervised system. 	 Special and parity and performance by decorpt and resource a networks through property. Benjani and a parity and performance by decorpt and resource and interview through performance entropy.
 Material investory logs and planal orders to replexib studes of tobleware, linera, paper, disorder applies, uniting 	
 Rearised on the builder covers of deliveries and evaluated the quality of states, posity, 5th, segmidies, and bained pools. 	Reference Companying
NUTLIN AND PROVIDENCE	East Protections, CA, 2003 - 2009
	Kanned Mangari, thank Ten Capital (2011). 2011) Eith could cound the first capital countries for a field in francial detailers and an entering and an interaction and in the set
Care, part total, tamping co	including anisotroported manager, association (cf. Core managers and honore managers Collaborated with source managers are not develop annual holipse
Biner Order Cask, Rockes Bread and Breaklast Resident CO	and a consolid recomments to many anticipant approx. Consolid and implemental annual and quantity marketing plane.
Prep Cask Lahore, New World Diren, Denum, CD	 Raked anter shappe subtracche free activital 29% 80% es 80% 10%, me ar exacuted durationar negar al 90% energy parent
Lanch and Dimor-Code, Irola American Revisavati, Dorran, CO	 Instructive range durk means 1.1 (i) prepares new 1.5 preparisis. Instructive durk 1.32, mean and means that for any order consists of dense of constants meaning means that in while
MELTURY MERVICE	 Initiated workly manager matrices PAL compilable reports mana.
US Vary - Machina Mex E.1 - Reservable Discharge	And and Annual Markets (Markets Annual Markets)
CE3 shainaí	Managed 70: Free of Sector and Sector 31 million represent Sectors, with additional, indirect responsibility for 73 basic of Sector anglegoes. Trained and
	approving the management space.
	Analysis area shapper and course and results and so shared and to sharehold another to the
	 Assisted the general manager with ensuine and implementation of all marketing plans.
	suggest un salar le film q.
	 Maintend numerous waits the by matering the paint of add (POE) spaces and anothing well is reaching POE issue.
	 Person on the present stage is query space of marginal model of Person
	Proof at Normage (FAR) Manager, Etherha Barre, Soc. Teacons, CA, 2011, 2011 Measure and consistent accel for the sections. Including characterization and instructions, artists and conversional accelerational and
	control of both and had constant segmental formable priors from sections in support probable operations. An exist of the segmentation as well manager
	and and carting produced to Field Research.
	alconius of paratice to and
	 Merapit all anticing and all contentions assays from handled by Stokes and Developed and instances of contents to reveal a second rate for the facility's assession.
	 Read-labor is a consultant resource basis for managem, anothering employee actuality regioner, its ipleasy actions and other example.
	 Internation Internation of the pair course management appairables to triation, discuss and marker losses.
	Manage Management & Res for Section 25, 1997, 2011
	 Marqui Anne Agrenami, vito reposibility for non-fair UC/100 in on a daily hair. Major area of account-biny inductionality for ander
	sequen
	 Maintain quality service and case affective symptoms listing agential of memoine management design and dealerging/basiness conditions
	 Personal also fire par loss initial sussianisatar paintas
Zoom In Select	😳 Zoom In 🛛 🖌 Select

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.

BI <u>U</u> 44·0/⊟ ∞]3	Examples Action Verbs Infoby
SENIOR MODEL MAKER & MODEL SH Talented Model Maker whose designs a launch of 200+ new products and new appliances, consumer electronics and	OP MANAGER and prototypes have been instrumental in the market brands for major consumer products, consumer 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, Therma

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.

STYLING I	LETTE	8	
	Undo	Redo	
Pre-Styles Layou	t Font Bullets Line	Spacing	
			TIP: Be sure to select the dropdown box so
Document	t Margins		you adjust all areas, including
			Document Margins
Fop Margin:	.5 🔻		Document Format
Right/Left:	.5 🔻		Header Format
Bottom:	.5 🔻		Section Title Layout
			• Experience Section Lavout

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).

STYLING PALE E Undo C Redo Pre-Styles Layout Font Bullets Lines Spacing Document Primary Font Type: Times New Roman Accent Font Type: Times New Roman C	f you hover your mouse over the nagnifying glass, you will be able which areas are affected by the	
	STYLING PALETTE	
The bullets tab allows you to adjust the size look of bullets.	Undo C Redo Pre-Styles Layout Font Bullets Lines Spacing Bullet Style: 2 O	and

Indent Level: 🔍 🕜 🔳 🔳 🔳

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

1	STYLING PALETTE	
5"	💽 🥌 🥐 Redo	
	Pre-Styles Layout Font Bullets Lines Spacing	-
	Header Dividers	
	Line Above Header: 🔍 🕖	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.
	-	
	Line Style:	

	Line Under Address: 🔍 🖉 Line Style:	
6	STYLING PALETTE Control Contro	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.
ġ	▼ Header Spacing ▼	
1000	Space Under Top Header Line: 🔍 🕜 Line Height: 🛛 🔻	Drop down boxes allow you to access the different sections and the different spacing heights.
	Space Under Header Above Line: 🔍 🕜 Line Height: 8 🔻	The green magnifying glass shows the affected area before the changes are made.
1020	Space b/w Address and First Section: 🔍 🕜 Line Height: 10 🔻	
11.10	Space Under Section Titles: 🔍 🕜 Line Height: 10 🔻	

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:

STYLING PALETTE Undo Redo Pre-Styles Layout Font Bullets Lines Spacing Header Format Click to Change Layout	"Click to Change Layout" will quickly adjust the look of the header.
Drag and drop fields into your selected layout below Headline Phone 2 Phone 3 Address 2 Header Content Drag and drop header fields here: Name Name Name Address 1 Phone 1 Email	You may drag and drop the fields into the header. Select "apply"
Address Layout: Horizontal Address Layout must be set to Horizontal since an address is on a line with another	"Address layout" – Select horizontal if you want the address on the same line.
header element. Show Address No T Labels: Show Phone Labels: No T	"Show address labels" - If "yes" is selected, labels such as "City" will be printed out. We recommend setting this to "no".
Field Delimiter.	"Field delimiter" – If your contact information is on one line, the delimiter is used to divide each section, such as state and phone number
Show Phone Number: Show Email: Line Under Header Information:	"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

Or share via social media:

	🖸 SHARE 📲 😭 🚑)	
_	Y Twitter	
h	🔿 Print	
4	🖾 Email	
	^{digg} Digg	
5'	f Facebook	
	in LinkedIn	
	★ Favorites	
	+ More (294)	
	Sign In	л
	AddThis Privacy 🕨	

One last step....

Have your resume reviewed before sending it out to employers. For instructions on making an appointment, go to <u>www.ttuhsc.edu/son/career</u> > 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.ttuhsc.edu/son/career

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

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