

**Here are the fool-proof steps to get you through the Optimal Resume process. It's really simple, just follow along.**

1. From our home page <http://www.willamette.edu/dept/careers/> click on Resume and Cover Letter: <http://www.willamette.edu/dept/careers/vcc/resume/index.html>
2. Then in the right hand box click on "Use Optimal Resume's templates and tools."
3. On this login page, first watch the 2 videos on "Resume Basics" and "Resume Bullets."
4. On top of page click 'Create an account', or Login (if you have an account) at the home page
5. In the Document Center click on Create New Resume
6. At 'Name This Resume' just enter your first and last name - click on Start Resume
7. Select 'Browse Samples' - click on Continue
8. Go to WU sample resumes - click
9. See resumes at bottom of screen: 'Experience levels' - click on the one that is appropriate for you.
10. At "4 Samples" choose the one that matches you best "Select"
11. Click on "Use This Sample." Move the cursor on the resume and click on the highlighted section to edit. Be sure to look at samples. You can select samples to paste in and type over them to add your text.
12. You will need to save each section as you go along. Once you finish the last section and save, go up to the top navigation bar and click on Download.
13. Select Microsoft Word Compatible. Save it on your desktop or as a file. Now you can go in and tweak it for your final copy.
14. Attach your final draft to an email as a PDF and send it to career services to be reviewed: [career-services@willamette.edu](mailto:career-services@willamette.edu)
15. As a class assignment, send the resume to your professor as instructed (email, hard copy or WISE, etc.)