

Homepage

Register/Login – Select [Create New Account](#) or [New Users Click Here](#) below email/password login

Document Center – View and edit all of your documents

Inside – Read descriptions of each module

Optimal 2.0 Video – View a video introduction to Optimal 2.0

Samples – View the Optimal Resume pre-loaded samples or Willamette customized samples

Contact Info for the Willamette Career Center

Connect with Optimal Resume – Link to Optimal Resume on Twitter, Facebook, LinkedIn and read the Optimal Resume Blog

Document Center

Resume Builder

Create New Resume

- Name your new resume *OR* upload resume from existing file
- *Help Video* is available to the right of the screen under *Getting Started*

Browse Section Sets

- Select or browse by *Category*, and *Subcategory* (Note: Willamette Chronological subcategory)

Browse Samples

- Select an occupational *Category*, then select the appropriate *Experience Level*
 - *Zoom-in* to view sample document
 - *Select* sample to insert into document

Edit, Add & Save Content

- **Edit** sections by clicking within that section
- **Add** a section by selecting *Add Section* under the *Sections* heading in the right-hand toolbar
- **Add** a sub-section, such as an employer or job, by using the options on the right-hand toolbar
- **Delete** sections by clicking the trash can icons under the *Sections* heading in the right-hand toolbar
- *Reorder* sections by selecting *Reorder* under the *Sections* heading in the right-hand toolbar
- After selecting a section, a *text box* or *text field* will appear
 - The *text box* has custom *text editor* toolbar, including a table builder and the option to insert lines or bullet points and hyperlinks. *Section Examples* and *Infobytes* are found along the text editor toolbar.
- Refer to the **Tools** on the right-hand toolbar to view resume samples, tips, section examples, action verbs, and other helpful resume information
- *Save*, *Cancel* or *Delete* your changes

Style your document

- Style options are available on the right-hand toolbar under the *Documents* heading. You can choose *Style Resume*, *Format Header*, or *Spell Check*
- To format individual sections of your resume, make sure all sections have been saved and then select *Style Resume*. The *Styling Palette* will then open.
 - *Edit Layout*, *Font*, *Bullets*, *Lines*, or *Spacing* (Click on *wand icon* to view affected areas)
- To choose a template to style your resume, access the *Styling Palette* by clicking *Style Resume* and then choosing the *Pre-Styles* tab.

Additional Options

- *Rename* your document
- *Clone* – copy your resume
- *Download* – download your resume as a Word document or view the document in HTML
- *Switch Resumes*– use this option to begin working on a previously created resume

Letter Builder

Create New Letter

- Name your new letter *OR* upload letter from existing file
- *Help Video* is available to the right of the screen under *Getting Started*

Browse Letter Samples

- Select an occupational *Category*, then select the appropriate *Experience Level*
 - *Zoom-in* to view sample document
 - *Select* sample to insert into document

Start From Scratch

- Select this button (on the “Create New Letter” screen) to construct your letter without a template

Edit, Add & Save Content

- *Edit* sections by hovering over them with mouse and clicking *Edit*
 - If you have completed your profile, the return address section will be populated with your information. Check that this information is correct.
 - Enter information of the addressee in the fields provided and enter a greeting
- Edit the body of your letter in the section(s) provided
 - The text box has custom *text editor* toolbar, including a table builder, the option to insert lines or bullet points, and insert hyperlinks
 - To view examples for what to write, click the *Examples* button in the text editor toolbar
- Edit your *closing, signature*, and indicate any *enclosures* in the final section
- *Save, Cancel* or *Delete* your changes

Style your document

- Style options are available on the right-hand toolbar under the *Documents* heading. You can choose *Style Resume, Format Header, or Spell Check*
- To format individual sections of your letter, make sure all sections have been saved and then select *Style Letter*. The *Styling Palette* will then open.
 - *Edit Layout, Font, Bullets, Lines, or Spacing* (Click on *wand icon* to view affected areas)
- To choose a template to style your resume, access the *Styling Palette* by clicking *Style Letter* and then choosing the *Pre-Styles* tab.

Additional Options

- *Rename* your document
- *Clone* - copy your resume
- *SpellCheck* –highlight misspelled words in red
- *Download* –download your letter as a Word document or view the document in HTML
- *Print Preview*
- *Switch Letters* – use this option to begin working on a previously created letter

Portfolio Builder

Create New Portfolio

- Name Portfolio

Add Projects

- Name and enter description for project
- Add Files
 - Upload *file* or create *link* to a website
 - Enter name, description, and any special viewing requirements/instructions for the file

View Portfolio

- Options to *view* or *edit* any files in the portfolio
- Options to rename, delete, save as a Zip file, preview, or switch portfolios
- Add another project to the portfolio by clicking the *ADD PROJECT* button, or add files to the current project by selecting *Add Files*

Interview Prep

Create New Interview

- Name your interview
- Select *Continue Interview*

Select Options

- Choose and select from the different *Interview Types*
- Select *Length and Format*
 - 1 question – 20 questions, Spoken and Recorded, Spoken Only, Written, No Recording
- Select *Interviewer* - By name, or random
- Once option selections have been made, select *Continue Interview* at bottom of the screen.

Adjust Camera & Microphone

- Select *Allow* for video and microphone access
- Adjust Camera
 - Choose driver that corresponds to computer camera and view test video
- Adjust Microphone
 - Specify recording device, view activity level and adjust volume
- Once Camera and Microphone adjustments have been made, select *Continue Interview* at bottom of the screen.

Start Recording

- *Play Question* and interviewer video will appear and ask question
 - Closed-captioning text of question will appear at bottom video screen
- Record your answer, selecting *Record* underneath your video image
 - Select *play, redo* or *save*
- If you need help answering a question, play the *Coach* to hear suggestions for quality responses.
- Once you are satisfied with your responses, select *Save Interview* on at bottom of the screen.

View previously recorded interview

- Select interview from document center, play interview, skip between sections by selecting *Next*

Additional Options

- *Rename* your interview
- *Delete* your interview
- *Preview* what your interview would look like on a website
- *Switch Interviews* to view other saved interviews, or interviews in progress
- For help select *click here* on top right hand side of the screen

Website Builder

Create New Website

- Name Website
 - Enter a name for your website and click *Start New Website*

Select Content

- Choose which module-created materials you would like to appear on your website by checking the *Enable* box and then selecting which file in that module that you would like displayed on your website
 - These will show up as the separate pages of your website

Select Template

- Choose a design/style for your webpage
 - Click on the photo of the template to preview your website in that style
 - Check the *select* box and then the *Save & Continue* button to apply the template to your website

Customize Sidebar

- This is an option to add links to your social media profile(s) or a link to share your website
 - Check the *Enable Sidebar* box to select the buttons you would like to display on your website. For sharing your social media profiles, enter the URL of your public profile.

Manage Your Websites

- To make edit your website, select the website you wish to edit under *Manage Your Websites* in the Document Center
 - Here you can rename, delete, clone, activate/deactivate, preview and add a passcode for your website.
 - Enable/disable modules and materials that appear on your website. Be sure to click the *Update* button at the bottom of the page after you do this to save your changes.
 - Click the *Update Template* button to choose a different style for your website
 - Click the *Update Sidebar* button to modify the sidebar that appears on your website.

Additional Features

Calendar

View any live Webcasts or Career Center events

Account

View and Edit your profile information, including login

Contact

Message the career Center or Report bugs/Request enhancements directly to Optimal Resume

Help

Module help – PDF format

Troubleshooter – Search by issue