If you have not started your resume, or you have a resume that you would like to restructure, Optimal Resume is just the tool for you. This free web-based resume builder allows you to create professional looking resumes and letters in minutes. To get started, go to https://uark.optimalresume.com/validate_user.php. Enter your University of Arkansas student ID number and click "Continue." After your account is created, you will be prompted to create a password and complete a profile with your personal information. You can login to your Optimal Resume account at: https://uark.optimalresume.com/ using your full UARK email address (including @uark.edu).

RESUMES — Creating a Resume in Optimal Resume

Once you have created your account, you are ready to start your resume:

1. To begin a new resume, find the Resumes box in the Document Center and click "Create New Resume." You will be asked to enter a name for your resume on the next page. We suggest using your first and last name.
2. You will then be able to browse a variety of section sets or sample resumes:
   - By selecting "Browse Section Sets" you will be able to choose between lists of sample sections to use in your resume. Select a subcategory such as "Business." The sections that will be included in your resume will appear to the left. Click "Continue" to use the sections listed or select another subcategory for other options.
   - By selecting "Browse Samples" you will be able to view entire resumes, which include sections, as well as writing samples. Select a category such as "Business & Finance" or "Transportation." Then select an experience level: entry, mid-career or experienced. The available samples will appear below. Choose a sample and click "Select."
3. You are now able to add and edit the content of your resume. When you click on a section you can edit the content for that area using the tool bar that appears above the section. You can bold, italicize, underline and bullet text using this tool bar. You can also view sample wording by clicking "Examples" and "Action Words." The "Infobyte" button on the toolbar allows you to add an optional description or further details that will only appear on the online version of your resume. You can add new sections to your resume, reorder existing sections or delete a section by hovering over a section title and clicking "Options."
4. When you are finished editing the content of your resume, you can use the blue menu bar at the top of the screen to do the following:
   - **Rename** allows you to change the name of your resume
   - **Clone** allows you to create an exact copy of your resume
   - **Style** allows you to pick a different format for your resume
   - **Spell Check** highlights spelling errors in your resume
   - **Download** allows you to download your resume in Word-compatible, PDF, HTML and Plain Text formats
   - **Print Preview** shows how your resume will appear in downloadable versions
   - **Switch Resumes** shows all of the resumes you have created and allows you to select a different resume to edit
5. Your resume will automatically be saved in the Documents Center. You can access your resume when you login by clicking on the resume name in the "Resumes" box.

LETTERS — Creating a Letter in Optimal Resume

Optimal Resume also has a letter building feature that allows you to create many different letter types, including cover letters and thank you letters. The steps to creating a letter are similar to the step outlined above to create a resume. Click "Create New Letter" in the Letters box in the Document Center, name the letter and click "Start Letter". You will then have the option of browsing letter types, browsing sample letters, or starting from scratch. Follow the steps to add and edit the content of your letter. Your letter will automatically be saved in the Documents Center. You can access your letter when you login by clicking on the letter name in the "Letters" box.

Optimal Resume also offers a virtual Interview Trainer to help students refine their interview skills and prepare for upcoming interviews.

1. To begin the Interview Trainer, click "Create New Interview" in the "Interviews" box in the Document Center.
2. Name the interview and click "Start Interview."
3. Select an interview type from one of the eight types available, ranging from first-round behavioral interviews to final-round interviews. Click on an interview type to view a description of each.
4. Next, choose the length of your interview by selecting the number of questions.
5. You will also need to select an interview format. You can choose from:
   - Spoken and Video: Records video responses with a webcam and microphone and allows you to evaluate physical attributes such as eye contact, facial expressions, and body language.
   - Spoken Only: Requires a microphone to record voice responses to questions.
   - Written: Allows you to type responses to interview questions.
   - No Recording: Allows you to view interview questions without responding.
6. For all interview formats except "Written" you will also need to select an interviewer. We suggest that you choose the "Random Interviewer" option to prepare you for different types of potential interviewers and questions.
7. Next, click "Continue Interview" and follow the steps below for the interview format you selected.
   "Spoken and Video" or "Spoken Only" interview format:
   - Before you begin your interview you will need to adjust your microphone and/or camera. You must click "Allow" in the pop-up box to continue. When you have finished this process, click "Continue Interview."
   - To begin the interview, click "Play Question" in the "Interviewer" screen.
   - When you are ready to record your response, click "Record" in the "Candidate" screen. Recording begins three seconds after you click "Record." When your answer is complete, click "Stop." You can then play your answer back, redo the recording or save your answer. When you are satisfied with your answer, click "Next Question."
   "Written" format:
   - You will be brought directly to the interview page where you will see a list of interview questions. To answer a question, click the "Respond" link under the question, type your answer in the text field and click "Save."
   "No Recording" format:
   - You will be brought directly to the interview page to view interview questions and will not need to respond.
8. You can select "Save Interview" at the bottom of the screen if you would like to complete the interview later or save it for future reference. You can access your interviews in the Document Center in the "Interviews" box.

Tips to remember: Optimal Resume Interview Trainer has a "Coach" feature available in the interview module. For every question, the interview coach will be available to provide tips for answering that particular question. When you are working on a question, click play to hear the coach's advice. If you are struggling with your interview skills or to develop an answer to a particular question, don't forget to ask a Career Advisor for assistance. Complete the Optimal Resume Interview Trainer as many times as you want to be prepared for any situation!

WEBSITES | **Creating a Website in Optimal Resume**

Optimal Resume allows you to display your completed resume and letter to potential employers on your own secure website. Select "Create New Website" in the Document Center to get started. Name the website and click "Start Website." Next you will select which documents you want to be displayed. To include a resume or letter, click "Enable" in the appropriate box. Select the documents you wish to display and click "Save & Continue." Next you will need to choose a website template. Pick a design and click "Save & Continue." You also have the option of adding a sidebar to your website, which links to your social media profiles such as Facebook and Twitter. We recommend that you NOT enable the sidebar.

Questions?
Contact the George W. Edwards, Jr. Career Development Center
Willard J. Walker Hall 226 | 479.575.6100

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