

## OPTIMALRESUME SELF DIRECTED LEARNING RESUME FROM SCRATCH & SAMPLE

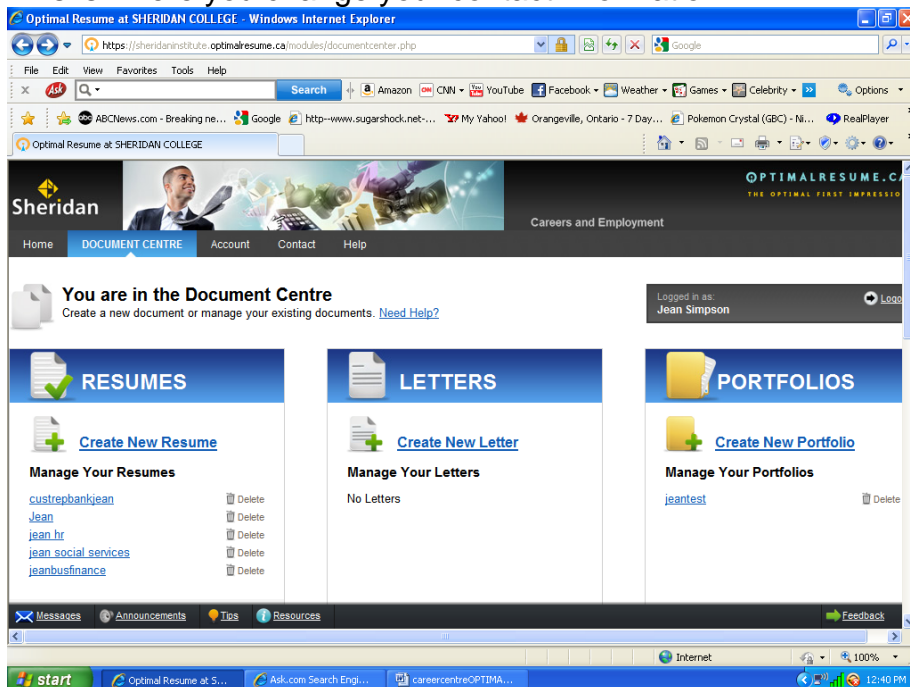
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### LOG IN

1. Log onto <https://sheridaninstitute.optimalresume.ca/login.php>
2. Click on Create New Account
3. Enter your Sheridan email address (the system verifies users via the Sheridan email), click continue
4. Check your Sheridan email for your verification code.
5. Enter your email address and randomly selected verification code
6. If username and password exists, log in

### ACCOUNT INFORMATION

7. Click account 3<sup>rd</sup> tab at top of page
8. This is where you change your contact information

9. 

The screenshot shows a web browser window displaying the 'Optimal Resume at SHERIDAN COLLEGE' website. The user is logged in as 'Jean Simpson'. The main navigation bar includes 'Home', 'DOCUMENT CENTRE', 'Account', 'Contact', and 'Help'. The 'DOCUMENT CENTRE' is active, showing a 'You are in the Document Centre' message and three main sections: 'RESUMES', 'LETTERS', and 'PORTFOLIOS'. Each section has a 'Create New' button and a 'Manage Your' section. The 'RESUMES' section lists several documents with delete icons. The 'LETTERS' section shows 'No Letters'. The 'PORTFOLIOS' section shows one portfolio named 'jeantest'.

**RESUME FROM SCRATCH – If you choose not to work from a sample (you cannot use a sample once you started from scratch)**

1. Click BACK TO DOCUMENT CENTRE highlighted in blue, top left
2. Click Create New Resume
3. Type a name for the resume, (hint use the employer name or type of resume you are targeting)
  - i. You may also upload your resume but you cannot edit it on this system (hint upload this resume anyway as this is a great place to store all of your resumes so you are always ready for any job opportunity and use as a reference for developing other resumes)
4. Click START RESUME
5. Click the CONTINUE under the heading START FROM SCRATCH
6. If you wish to change your contact information, go back to ACCOUNT and make changes

### **ADD SECTIONS**

7. Click Add Section, under SECTIONS on right
8. Click SELECT under GENERAL SECTON
9. Click PROFILE AND SUMMARY
10. Click Add, 5<sup>th</sup> down on right
11. Click X on right of that window
12. Type Highlights of Qualifications in SECTION NAME
13. Type your relevant information, two achievements, computer, languages, awards, experience where and what
14. Click SAVE
15. Click EXAMPLES, (Orange tab on right)
16. Click OBJECTIVE
17. Click third add,
18. Click X on top right
19. Type OBJECTIVE in SECTION NAME
20. Click Save

#### **Headings In This Order**

OBJECTIVE  
 QUALIFICATIONS SUMMARY  
 EDUCATION  
 PLACEMENTS  
 WORK EXPERIENCE  
 AWARDS  
 CONTINUING EDUCATION

### **REORDER SECTIONS**

1. Click reorder on right
2. Click and drag Objective from third in order to second in order
3. Click Apply

### **EXPERIENCE SECTION (USING ACTION VERBS)**

1. Click add section
2. Click middle table experience
3. Type information in text boxes, Section Name: Work Experience, Employer Name etc, For dates use: 12/20/2010
4. Click Examples for list of job duty examples
5. Click x in top right
6. Click action verbs

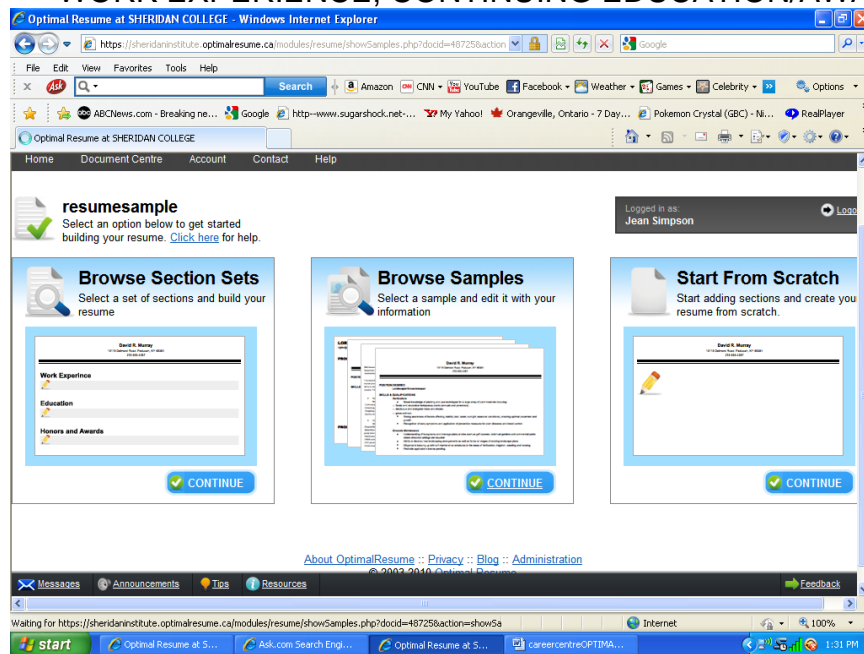
7. Click Tactical
8. Click Charted, then add the job duty you charted followed by an achievement
9. Click Save

## EDITING EMPLOYERS

1. Click add/delete employers under work experience on right
2. Click the plus sign to add an employer or click the trash can on right to delete an employer

## CONTINUE ADDING SECTIONS

1. Continue adding sections until resume is complete
2. Add Subject Headings TECHNICAL SKILLS (if in computer, engineering, accounting type programs), EDUCATION, PLACEMENT EXPERIENCE, WORK EXPERIENCE, CONTINUING EDUCATION/AWARDS



## Resume Tips

Same Font  
 11 or 12 Font Size  
 Two Pages MAX  
 Proofread 3 times  
 Less Bolding, Italics etc  
 Name, Page Number  
 and Telephone  
 Number on Page Two

## RESUME SAMPLES

10. Click CREATE NEW RESUME
11. Name Resume
12. Click CONTINUE
13. Click CONTINUE UNDER BROWSE RESUME SAMPLES
14. Click Community & Social Services on left
15. Click on one of the samples
16. Click USE THIS SAMPLE ON TOP OF SAMPLE
17. Double click on the section you wish to work in and make edits accordingly

## SPELL CHECK

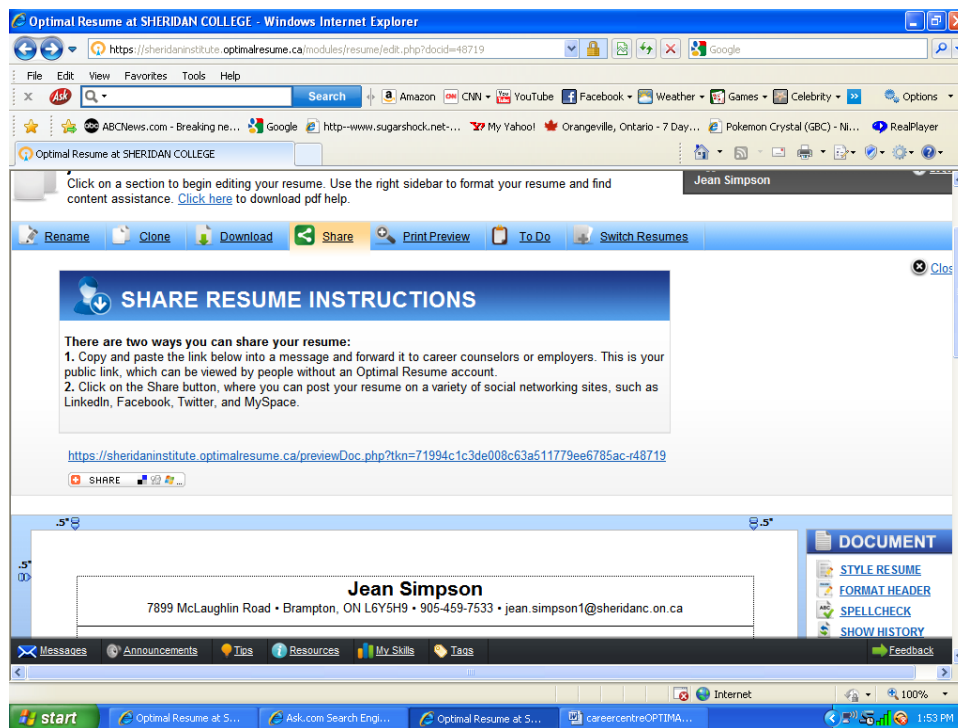
18. Click spell check on right
19. Right click on the word to correct spelling

## SHOW HISTORY

1. Click the show history button on right to retrieve resume you completed but didn't use, a tool to help retrieve lost data etc.

## FORMAT AND STYLE

1. Click Style resume or format Header on right to change style and formatting of your resume



## SHARING YOUR RESUME

20. Click Share Tab
21. 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, and MySpace.

## FURTHER LEARNING

1. Click PDF document while in resume editing to review learning tips, top of screen
2. Click resume video tutorial on right towards bottom of screen