Getting Started with OptimalResume

Walden University Career Services Center

http://careercenter.waldenu.edu
Objectives

• Learn how to create an account in OptimalResume
• Discover the various tools OptimalResume provides
Resume Builder
Resume Builder

BROWSE RESUME SAMPLES

Categories
- Public Policy Administration (2)
- Social Work (1)
- Architecture & Engineering (7)
- Arts, Design & Entertainment (8)
- Building & Grounds (4)
- Business & Finance (10)
- Computer & Math (10)
- Construction (7)
- Education & Training (9)
- Farming (4)
- Federal (4)
- Food Preparation (7)
- Healthcare Support (8)

Experience Levels
- Entry Level (4)
- Mid-Career (3)
- Experienced (1)

TOP 6 TIPS FOR WRITING BEST IN-CLASS RESUMES

1. Describe the “institution” that you work for. Teaching in an elementary school is an entirely different job than teaching in a secondary school, which is an entirely different job than teaching at a college. Be certain to explain the “institution” in which you work and the students that you teach, train and/or support.

2. Education matters. For people in education, corporate training, library sciences and re...

USE THIS SAMPLE

MELANIE LIN
513 Park House Ln.
Providence, RI 02902

(401) 555-2351
Melanie.Lin@domain.com

PROFILE
Beginning a career as an Instructional Technologist, with relevant credentials and Master’s Degree in Instructional Design & Performance Technology. Have spent 12 years developing new learning technologies for an online high school, familiar with the unique challenges of all online curricula. Committed to working with teachers and administrators to design effective resources for students, often adapting and revising concepts to meet the demands of the classroom.

- Instructional Systems
- Student Engagement
- eLearning
- Multimedia Projects
- Analytics
- Mobile Applications

TECHNICAL SKILLS
- Adobe Photoshop
- QuickTime
- Blackboard
- Adobe Illustrator
- Canva
- WIX
- Adobe Captivate
- Microsoft Publisher
- Microsoft Office Suite

EDUCATION
Penn State University, 2012
M.S. in Instructional Design & Performance Technology
Professional Letter
Browse the samples below and choose one to edit with your information.
Click here for help.

Browse Samples
Select a sample and edit it with your information.

Browse Letter Types
View descriptions of different letter types with paragraph examples:
- Networking
- Thank You
- Follow-up
- Application Letter
- Decline Job Offer
- Accept Job Offer

Start From Scratch
Start adding sections and create your letter from scratch.
TOP 5 TIPS FOR WRITING BEST IN-CLASS LETTERS

PURPOSE: Job Posting Letters are written to apply for specific jobs and opportunities. As such, it is critically important that these letters be sharp and distinctive in order to favorably position you against other well-qualified candidates. Accuracy is a must and each letter should be customized to the position.

1. Write to someone and not just a department, division, or office.

GREGORY R. DODSON, JR.
3405 Miller Circle
Miami, FL 33190

June 10, 2014

Mrs. Maria Perez
Director of Human Services
City of Mayfield
1040 Town Square Plaza
Room 503
Mayfield, KY 42083

Dear Mrs. Perez:

My understanding is that you are seeking a candidate with a Bachelor in Social Work degree and relevant intern or work experience in the field. Look no further, I’m right in your backyard!

I bring to you a unique blend of educational and work qualifications that briefly include:

- Graduated from Adelphi University with a BSW degree specializing in case work planning
- Interned at the Miami Social Work Services Department two years
- English, Spanish and Portuguese Literate
Portfolio Builder
Website Builder

Professional Website
Begin building your website. Click here for help.

ADD PAGES TO YOUR WEBSITE

- RESUMES
  - Enable
  - Order

- LETTERS
  - Enable
  - Order

- PORTFOLIOS
  - Enable
  - Order

You must check "enable" to add a document type to your website, and all websites must include at least one document.
## Professional Portfolio

### Academic Artifacts

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
<th>Requirements</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capstone Project</td>
<td>n/a</td>
<td>n/a</td>
<td>Download</td>
</tr>
</tbody>
</table>
Now It’s Your Turn!

• Create and manage multiple documents
• Share your accomplishments and experiences