

Using Optimal Resume

Valdosta State University Career Opportunities

Creating an Account

Please follow the directions on the slides provided.

Where to go?

<https://valdosta.optimalresume.com/>

Optimal Resume at VALD: x

Secure | <https://valdosta.optimalresume.com>

PTIMALRESUME CAREER & TALENT SUITE

NEW USER LOGIN

VALDOSTA STATE UNIVERSITY

University Center, Entrance 5
1205 N. Patterson St.
Valdosta, GA, 31698

229.333.5942

Welcome

VALDOSTA is pleased to announce its partnership with OptimalResume, a comprehensive, web-based program which allows you to build, customize, manage, and promote resumes. Click [READ MORE](#) to see all the Student Resources offered by Career Services.

[READ MORE](#)

INSIDE

Inside you'll find a variety of career tools to help you CREATE, PRESENT, MANAGE and SHARE your professional credentials.

[GET STARTED](#)

VIDEO TUTORIALS NEW

RESUME BUILDER SAMPLES

WEBSITE BUILDER SAMPLES

Getting Started

- ◆ Click the “Get Started” button

The screenshot shows a web browser window with the URL <https://valdosta.optimalresume.com>. The page layout includes:

- Header:** Social media icons for Facebook, Instagram, Twitter, and Pinterest.
- Welcome Section:** A heading "Welcome" followed by a paragraph: "VALDOSTA is pleased to announce its partnership with OptimalResume, a comprehensive, web-based program which allows you to build, customize, manage, and promote resumes. Click READ MORE to see all the Student Resources offered by Career Services." Below this is a blue "READ MORE" button.
- INSIDE Section:** A heading "INSIDE" followed by the text: "Inside you'll find a variety of career tools to help you CREATE, PRESENT, MANAGE and SHARE your professional credentials." Below this text is a white button with the text "GET STARTED", which is circled in red.
- Feature Tiles:** Three colored tiles: a blue "VIDEO TUTORIALS" tile with a "NEW" banner, a green "RESUME BUILDER" tile with a "SAMPLES" banner, and a grey "WEBSITE BUILDER" tile with a "SAMPLES" banner.
- Footer:** A blue banner with "OPTIMAL WEBINARS" on the left, a central image of a smiling man in a headset, and "LIVE TRAININGS" and "RECORDED TRAININGS" on the right, each with a "VIEW" button.
- Page Bottom:** The text "CONTACT US" and "VALDOSTA STATE UNIVERSITY" in a white box, with a link "Here's how you can contact us" below it.

Creating an Account

Students:

- ◆ Type your Valdosta State email in the blank box
- ◆ Then fill out the required information on the next page

Alumni

- ◆ Click on the Alumni tab at the bottom of the box
- ◆ You will then need to call Career Opportunities (229-333-5942) for an access code


Creating a Resume

Getting Started

- ◆ Click on Create New Resume


Optimal Resume at VALD x


Secure | <https://valdosta.optimalresume.com/modules/documentcenter.php>


 **VALDOSTA STATE UNIVERSITY**
University Center, Entrance 5
1205 N. Patterson St.
Valdosta, GA 31698
229.333.5942

Home → Document Center


Create a new document or manage your existing documents. Need Help?


 **NEW JOB SEARCH TUTORIALS AVAILABLE!** [VIEW](#)


 **RESUMES**


 [Create New Resume](#)

Manage Your Resumes

Exploring 1  Delete

Testing  Delete

 **WEBSITES**

 [Create New Website](#)

Manage Your Websites

No Websites

Messages Announcements Tips Resources Feedback and Support

Name Your Resume

1. Name your resume
2. Then click “Start Resume”

The screenshot shows a web browser window with the URL <https://valdosta.optimalresume.com/modules/resume/new.php>. The page features the Valdosta State University logo and contact information. A navigation menu includes Home, Document Center, and New Resume. A blue banner reads "Build your resume. Click here for help." The main content area is titled "NAME RESUME" and contains a form with the label "Name this resume" and an empty text input field. A red circle highlights the input field, with a "1" next to it. Below the input field is a green "START RESUME" button and a grey "or Cancel" link, both highlighted with a red circle and a "2" next to it. To the right, there is a "Getting Started" help section with a video player for "About Resume Builder". The footer includes "LIVE TRAINING" and "RECORDED TRAINING" with a small video feed of a person.

What Next?

- ◇ You can browse sample resumes
- ◇ Start a resume with sections provided for you
- ◇ Start a blank resume with the ability to add the sections you want

The screenshot shows a web browser window with the URL <https://valdosta.optimalresume.com/modules/resume/showSectionsSamples.php?docid=4526506&action=showSectionsSamples>. The page features the Valdosta State University logo and contact information: University Center, Entrance 5, 1205 N. Patterson St., Valdosta, GA 31698, and phone number 229.333.5942. A navigation bar includes links for Home, Document Center, and Testing One. Below the header, a light blue banner prompts users to "Select an option below to get started building your resume. Click here for help." Three main options are presented in blue-bordered boxes:

- Browse Samples:** Select a sample and edit it with your information. Includes a preview of a resume and a "CONTINUE" button.
- Browse Section Sets:** Select a set of sections and build your resume. Includes a preview of a resume form with sections for Work Experience, Education, and Honors and Awards, and a "CONTINUE" button.
- Start From Scratch:** Start adding sections and create your resume from scratch. Includes a blank resume form with a pencil icon and a "CONTINUE" button.

Browse Sample Resumes

◇ Great tool to know what your resume should contain

1. Identify the category of job
2. Then select your experience level
3. Browse the available sample resumes

The screenshot displays the 'Browse Resume Samples' page on the Optimal Resume website. The page features three main navigation options: 'Browse Samples' (Select a sample and edit it with your information), 'Browse Section Sets' (Select a set of sections and build your resume), and 'Start From Scratch' (Start adding sections and create your resume from scratch). The 'Browse Resume Samples' section is highlighted with a red circle and contains a 'Categories' list (with 'All Samples' selected) and an 'Experience Levels' dropdown menu. Below these are three sample resume thumbnails for 'Accountants - EC', 'Accountants - EX', and 'Accountants - EX 2', which are also circled in red. Red numbers 1, 2, and 3 are placed next to the categories, experience levels, and sample resumes respectively.

Browse Section Sets

- ◆ Allows you to fill in the sections of the resume
- 1. Select your Category
- 2. Select your resume type
- 3. You are able to see the sections of the resume type you selected
- 4. Click “Continue”

The screenshot displays the 'Browse Section Sets' interface on the Valdosta State website. The interface is divided into three main sections: 'Resume Categories', 'Resume Types', and 'Resume Sections'. Each section is numbered 1, 2, and 3 respectively. In the 'Resume Categories' section, 'Students/Recent Grads' and 'Experienced Professionals' are selected. In the 'Resume Types' section, 'Career Changer' is selected. In the 'Resume Sections' section, a list of sections is shown, including 'PROFILE', 'SUMMARY OF SKILLS', 'RELEVANT EXPERIENCE', 'ADDITIONAL EXPERIENCE', 'VOLUNTEER WORK', 'EDUCATION', and 'ADDITIONAL TRAINING'. A 'CONTINUE' button is located at the bottom right of the 'Resume Sections' panel. Red circles highlight the selected options in each step and the 'CONTINUE' button.

Start from Scratch

- ◇ This allows you to add the sections you want into your resume
- ◇ The top section will automatically fill

The screenshot displays a web browser window with the URL <https://valdosta.optimalresume.com/modules/resume/edit.php?docid=4526516>. The page features a navigation bar with links for Home, Document Center, and Testing One. A blue banner at the top provides instructions: "Click on a section to begin editing your resume. Use the right sidebar to format your resume and find content assistance. Click here to download pdf help." Below this is a toolbar with icons for Rename, Clone, Resume Book, Download, Share, Print Preview, To Do, and Switch Resumes. The main editing area shows a resume for "John Doe" with contact information: "1500 N Patterson St, VSU ????, Valdosta, GA 31698" and "1234567898, jjdoe@valdosta.edu". A right sidebar contains a "DOCUMENT" section with links for STYLE RESUME, FORMAT HEADER, SPELLCHECK, and SHOW HISTORY. Below that is a "SECTIONS" section with "Add Section" and "Reorder" buttons. The "TOOLS" section includes links for RESUME TIPS, RESUME SAMPLES, RESUME VIDEO TUTORIALS, SECTION INSTRUCTIONS, SECTION EXAMPLES, ACTION VERBS, and EXPLORE CAREERS.

Editing Your Resume

Editing Sections on Your Resume

- ◆ Double click on the Section Head you would like to edit
- 1. Shows examples of what would be appropriate for this section
- 2. Shows different categories of action words to use
- 3. Adds additional information
- 4. Click “save” when done editing a Section

The screenshot displays the 'Optimal Resume at VALDosta' website interface. The browser address bar shows the URL: <https://valdosta.optimalresume.com/modules/resume/edit.php?docid=4526524>. The page title is 'Optimal Resume at VALD'. The main content area shows a resume for 'John Doe' with contact information: '1500 N Patterson St, VSU ????, Valdosta, GA 31698' and '1234567898, jjdoe@valdosta.edu'. The 'Profile' section is selected, and a red oval highlights three buttons: 'Examples', 'Action Verbs', and 'Infobytes', labeled 1, 2, and 3 respectively. A 'SAVE' button is labeled 4. The right sidebar contains a 'DOCUMENT' section with options: 'STYLE RESUME', 'FORMAT HEADER', 'SPELLCHECK', and 'SHOW HISTORY'. Below that is a 'SECTIONS' list with items: '1 Profile', '2 Education', '3 Licensure And Ce...', '4 Experience', '5 Memberships', '6 Additional Train...', '7 Honors', '8 Technical Skills', and '9 Activities'. The 'Collapse Sections' button is at the bottom of the sidebar.

Side Bar

◇ Document

1. Changes the Style of your resume
2. Formats the top bar of your resume
3. Checks the spelling in your resume
4. Shows past versions of your resume

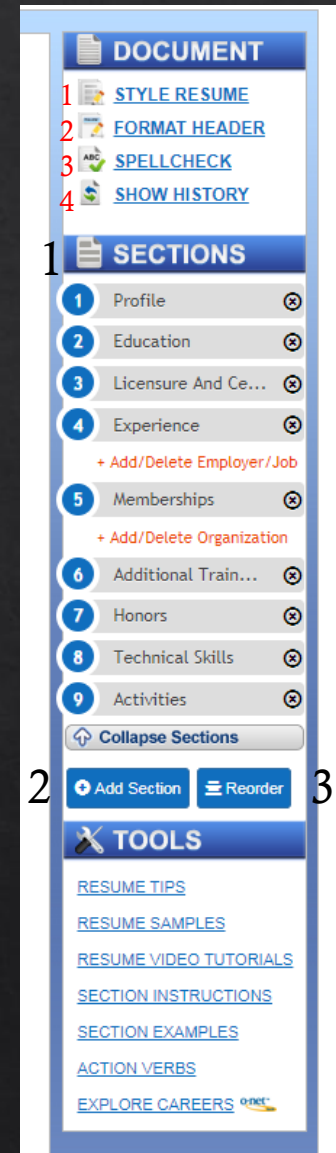
◇ Useful if you make a mistake or like an earlier edit of your resume

◇ Sections

1. Shows the different Sections of your resume
2. Allows you to add sections to your resume
3. Allows you to reorder the sections of your resume

◇ Tools

◇ Has different Tips and helpful information



Top Bar

1. Allows you to rename your resume
2. Create a copy of your resume
3. Create a book of your resumes
4. Download your resume
5. Share your resume
6. Preview what your resume will look like after being printed
7. Create/edit a To Do list for your resume
8. Switch between the resumes you currently have

