



HOW TO MAKE AN OPTIMAL FIRST IMPRESSION

 **OPTIMALRESUME.COM**
THE OPTIMAL FIRST IMPRESSION

ACCESS YOUR ACCOUNT

Illinois workNet CENTER

Login with your Illinois workNet account
Don't have one?
User name
Password
Remember me?
Login
Forgot Password?

My Dashboard Messages (119) Bookmarks Resumes

Dashboard Profile Password
Bookmarks Assessments Interests
Resumes Disability Benefits Estimator Partner Tools

Welcome, [User Name]

My Bookmarks
It's All about Those Date...
Gail Borden Public Libra...
Account Technician II
Marketing AAS
Police Community Servic...
Special Events / Cultural...
Add New

Employment 101 Guide
Your guide and resources to reach training and employment goals:
• Pre-assessment
• Guided approach and complete planning tools:
◦ Career and Training Research
◦ Job Search Organizer
◦ Achieve Your Goals Notes
◦ S.M.A.R.T. Plan
• Post-assessment
• Certificate of Completion

Disability Benefits Estimator
Use this tool to estimate your disability benefits.
The disability benefits estimator:
• considers your current income and benefits.

Resume Builder
Create, save, and share your resumes. Use these tools:
• Resume Templates
• Cover Letter Templates
• Portfolio Builder
• Interview Tools

HOW TO MAKE AN OPTIMAL FIRST IMPRESSION

THE DOCUMENT CENTER

- Access to all parts of the tool
- Top menu provides access to:
 - Job Search through Indeed
 - Calendar of Optimal Trainings
 - Account Information Details
 - Contact to Optimal Resume

The screenshot displays the 'Document Center' interface of the Optimal Resume Career & Talent Suite. At the top, the user is identified as 'CHELSEA JONES'. The main header features a banner for 'ILLINOIS WORKNET' with the website URL 'http://www.illinoisworknet.com'. Below the header, a navigation bar includes 'Home' and 'Document Center'. A light blue bar prompts the user to 'Create a new document or manage your existing documents. Need Help?'. A blue banner with a magnifying glass icon encourages job seekers to 'Make your resume searchable by employers! Follow 3 easy steps.' and offers a 'Play Video' button. A dark blue banner advertises 'NEW JOB SEARCH TUTORIALS AVAILABLE!' with a 'VIEW' button. The main content area is organized into a grid of document management cards. Each card has a title, a 'Create New' button, and a 'Manage Your' section. The cards are: 'RESUMES' (No Resumes), 'LETTERS' (No Letters), 'PORTFOLIOS' (No Portfolios), 'ASSESSMENTS' (No Assessments), 'INTERVIEWS' (No Interviews), 'VIDEO RESUMES' (No Video Resumes), and 'WEBSITES' (No Websites).



ASSESSMENTS

- Three assessment tools:
 - Skills Inventory
 - Accomplishment Sheet
 - Proficiency List
- Suggested items based upon profile information
- Add snippets that provide brief examples

The screenshot displays the 'ASSESSMENTS' section of a user interface. At the top, there is a blue header with a document icon and the word 'ASSESSMENTS'. Below this, there is a 'Create New Assessment' button with a plus sign icon. Underneath, the text 'Manage Your Assessments' is followed by 'No Assessments'. A table titled 'ABILITIES (52)' is shown, with columns for 'SKILLS', 'COURSES', 'SERVICE / VOLUNTEER WORK', and 'MEMBER ACTIVITIES'. The table lists three skills: Oral Comprehension, Oral Expression, and Written Comprehension, each with an 'Add' link in the 'COURSES' column.

ABILITIES (52)		EXPERIENCES + ADD MORE		
		X DELETE	X DELETE	X DELETE
+ ADD MORE		Courses	Service / Volunteer Work	Member Activities
<input type="checkbox"/>	Oral Comprehension	Add	Add	Add
<input type="checkbox"/>	Oral Expression	Add	Add	Add
<input type="checkbox"/>	Written Comprehension	Add	Add	Add



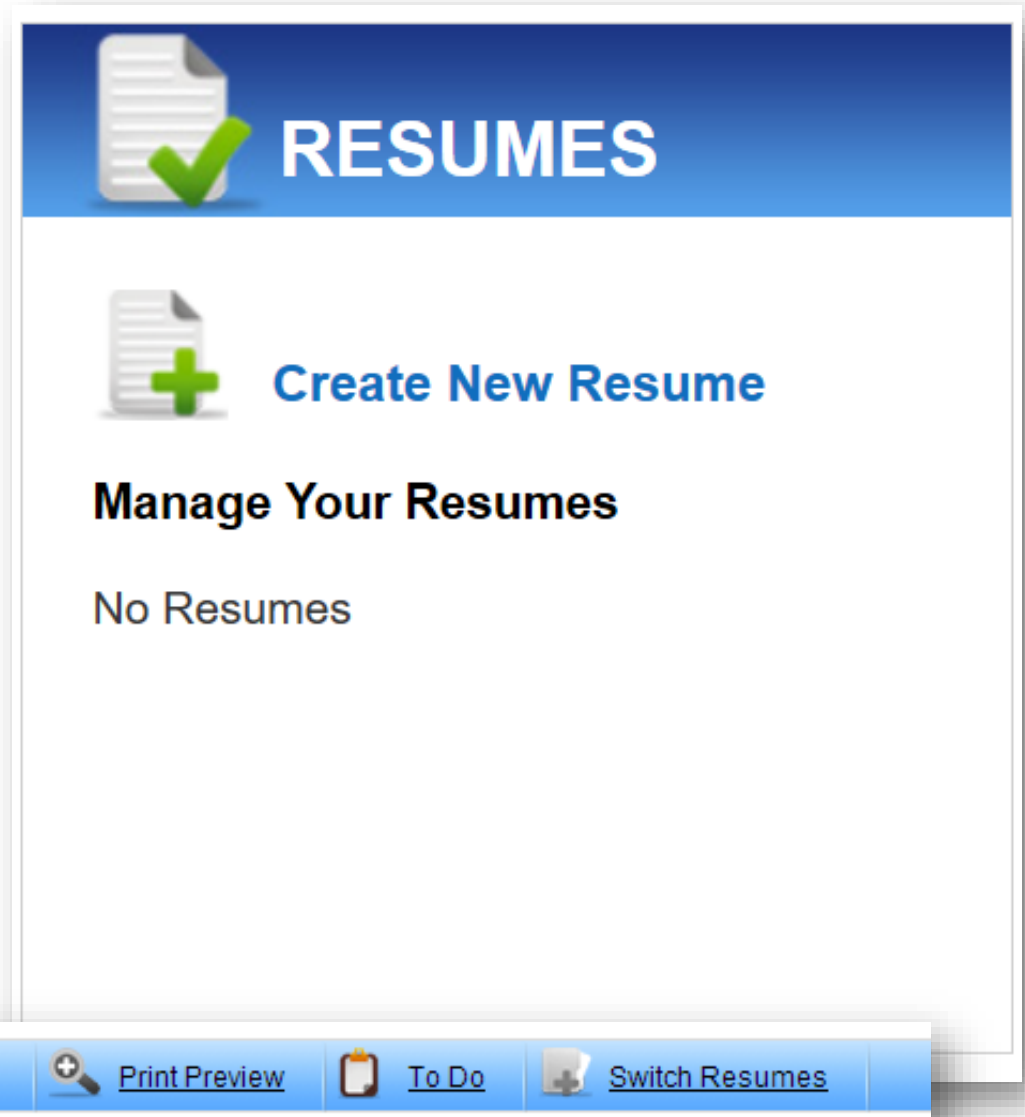
PORTFOLIOS

- Compile a “folio” of:
 - Documents
 - Pictures
 - Links
 - Presentations
- Create more than one
 - By project
 - By job



RESUME

- Options:
 - Start from Scratch
 - Use Headings
 - Use Templates by Industry and Experience
- Editing Tools:
 - Style and Format
 - Spellcheck
 - Tips, Suggestions and Instructions



RESUMES

Create New Resume

Manage Your Resumes

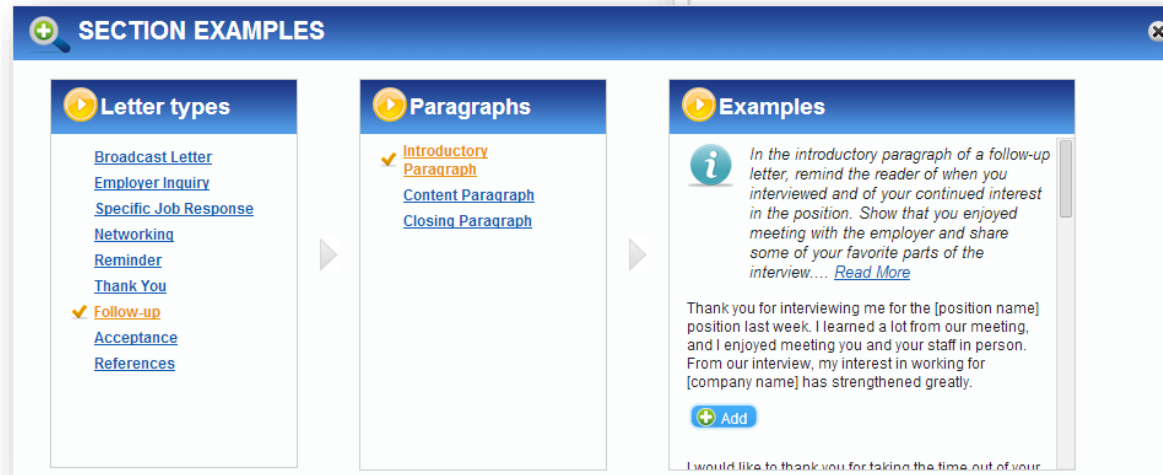
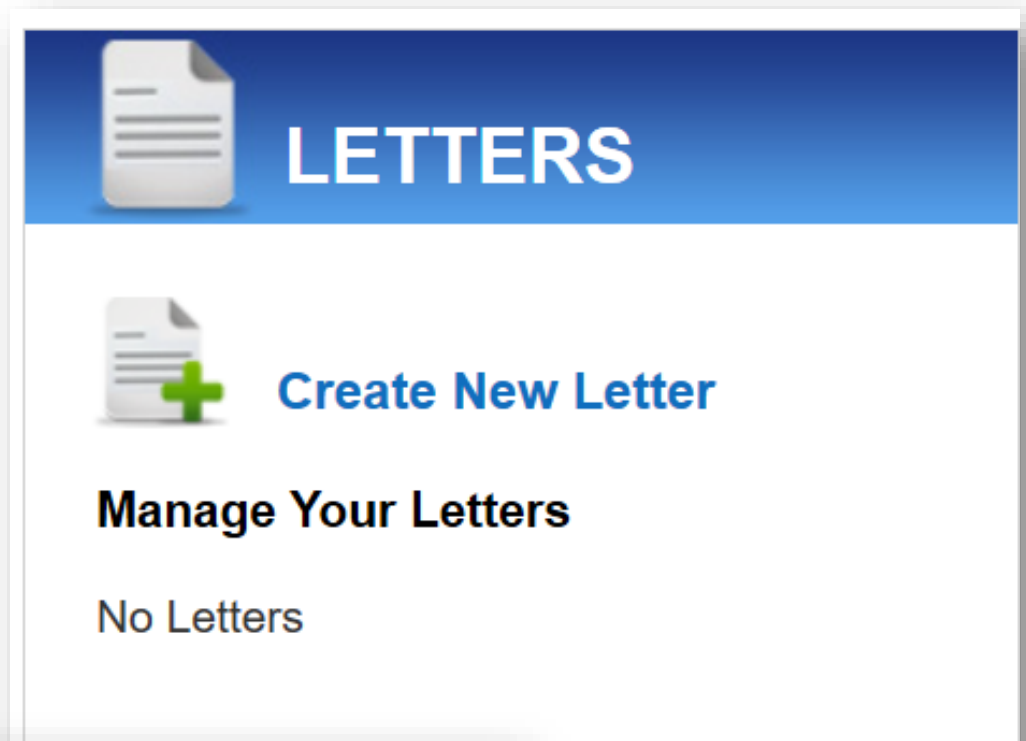
No Resumes

Rename Clone ResumeGPS Download Share Print Preview To Do Switch Resumes



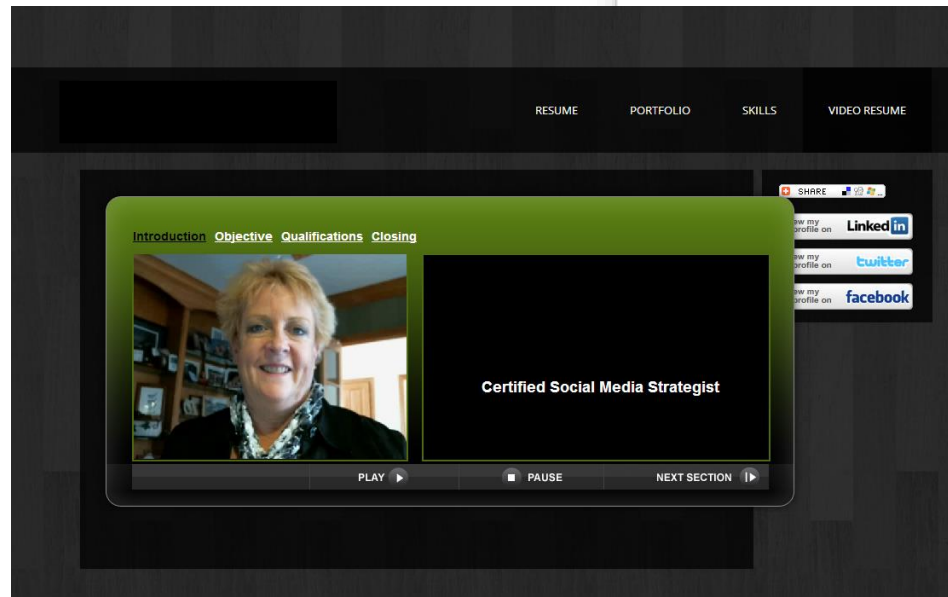
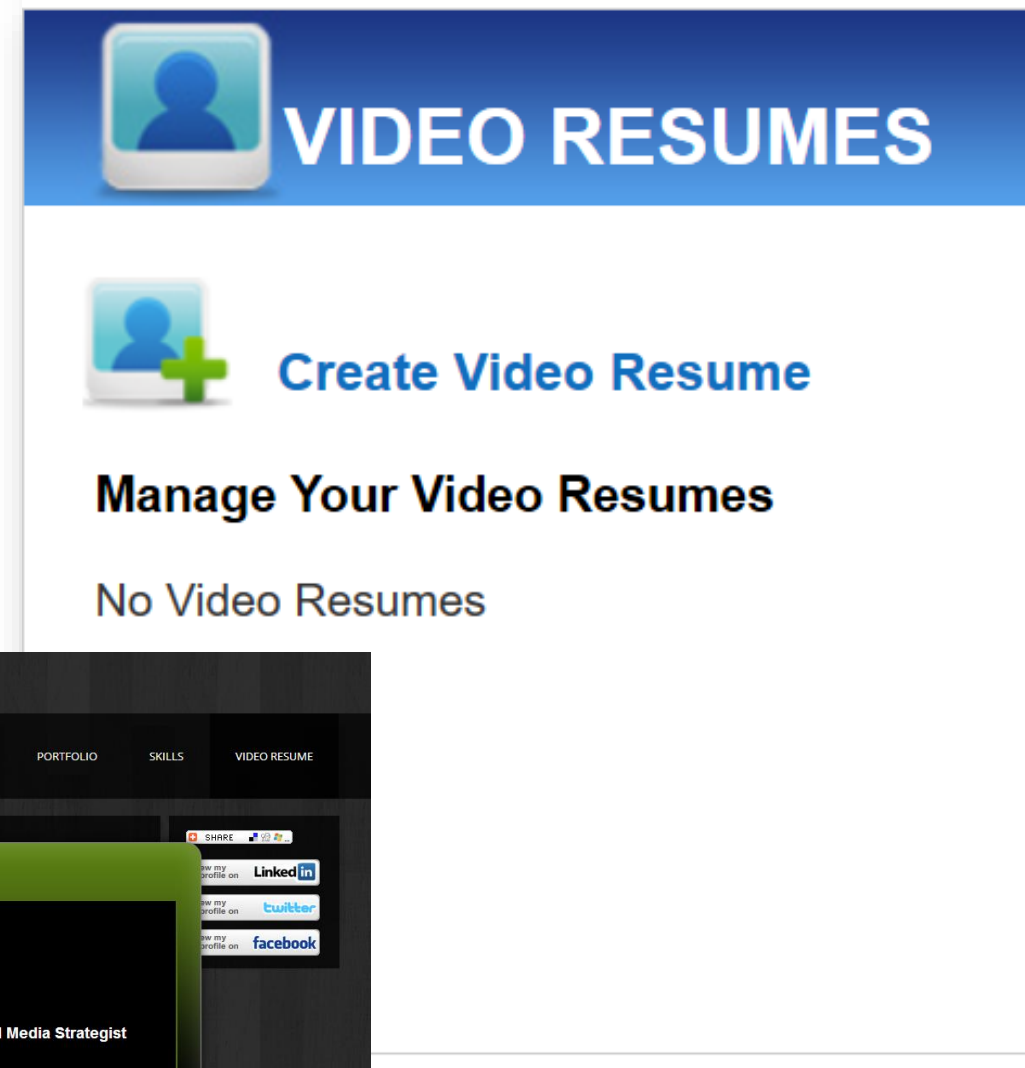
LETTERS

- Functions similarly to Resumes
- Eight types of letters
- Three experience levels
- Save, copy, share



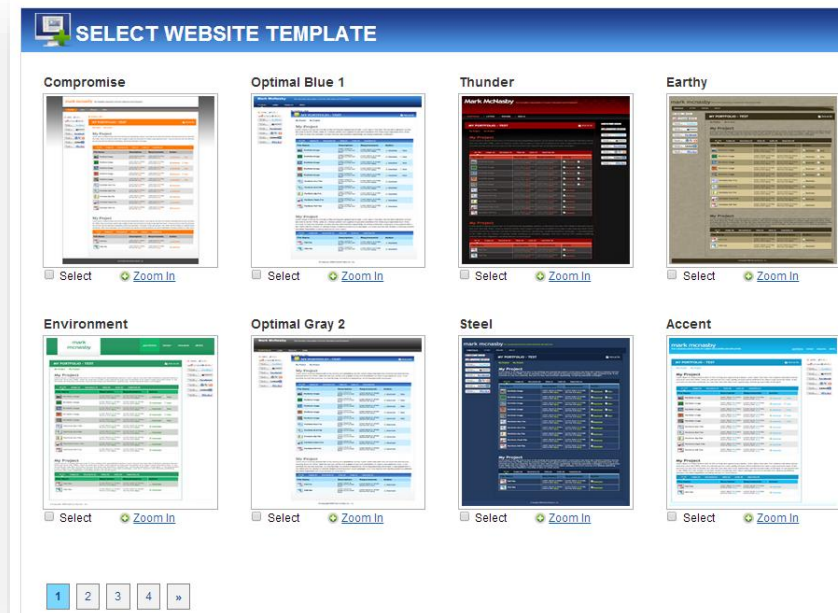
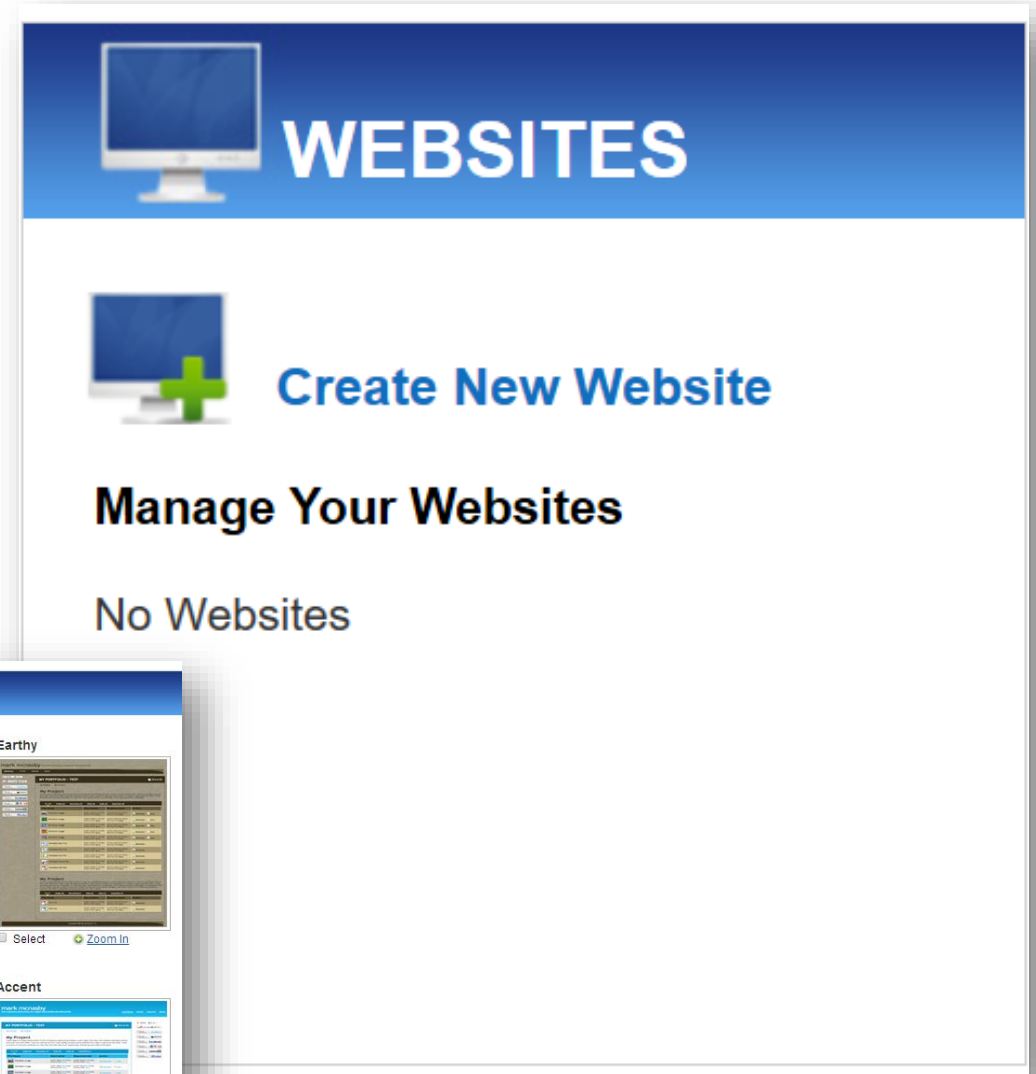
VIDEO RESUME

- Requires a web cam
- Teleprompter option
- Highlight sections with text



WEBSITE

- Combine all Resume Builder features into a website (similar to LinkedIn)
- Design selections



INTERVIEWS

- Practice Interviewing
 - Listen only
 - Audio only
 - Video/Audio
- 9 Types of Interview Questions
 - 20 questions per interview session
 - Provides question and correct answer

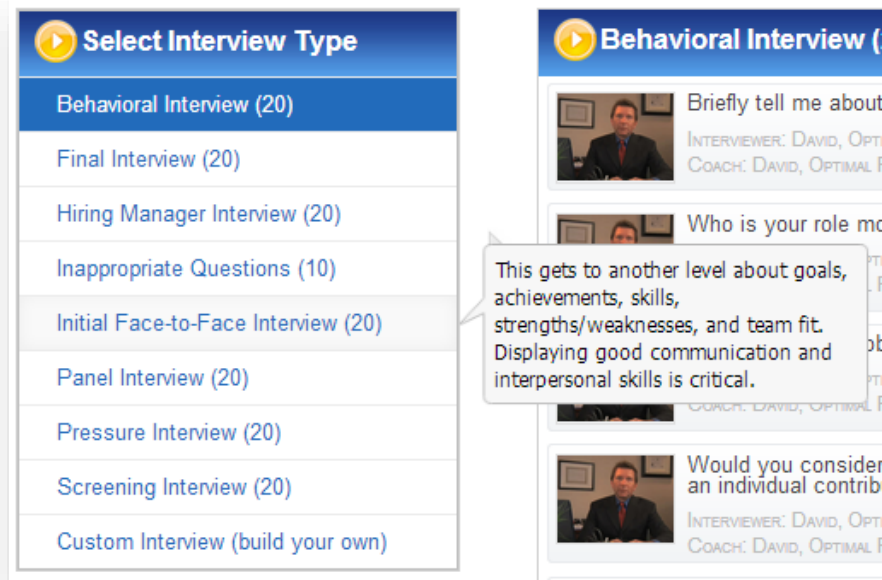


INTERVIEWS

Create New Interview

Manage Your Interviews

No Interviews



Select Interview Type

- Behavioral Interview (20)
- Final Interview (20)
- Hiring Manager Interview (20)
- Inappropriate Questions (10)
- Initial Face-to-Face Interview (20)
- Panel Interview (20)
- Pressure Interview (20)
- Screening Interview (20)
- Custom Interview (build your own)

Behavioral Interview (20)

Briefly tell me about your goals, achievements, skills, strengths/weaknesses, and team fit. Displaying good communication and interpersonal skills is critical.

INTERVIEWER: DAVID, OPTIMAL F
COACH: DAVID, OPTIMAL F

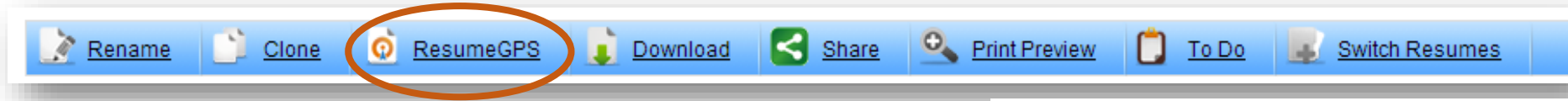
Who is your role model?

Would you consider an individual contribution?

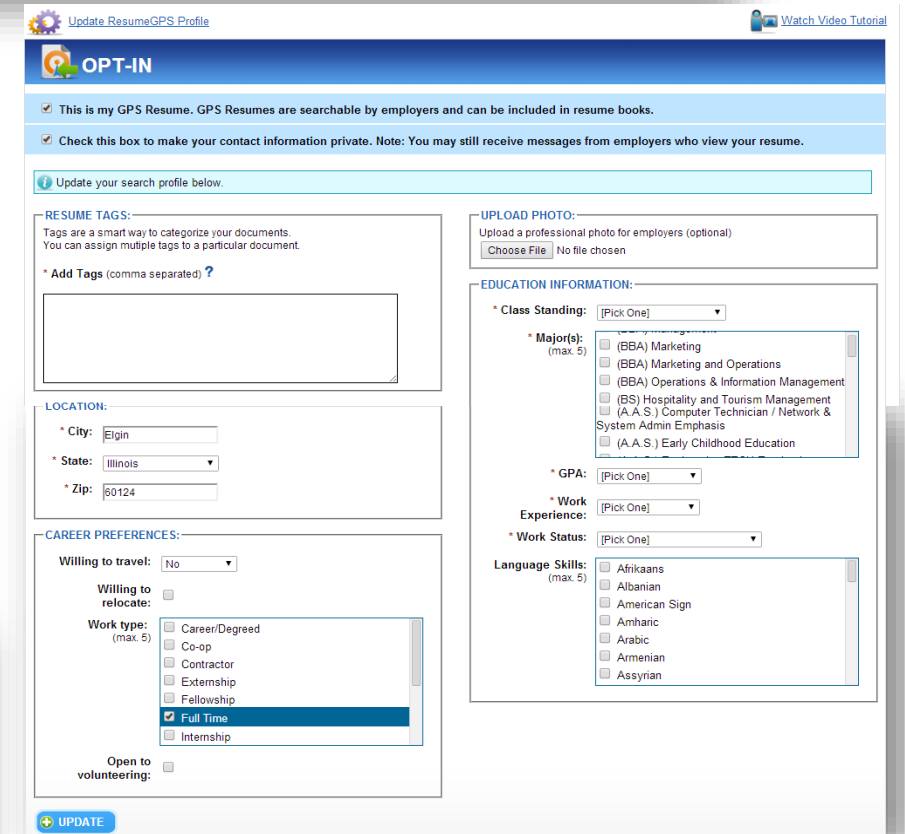
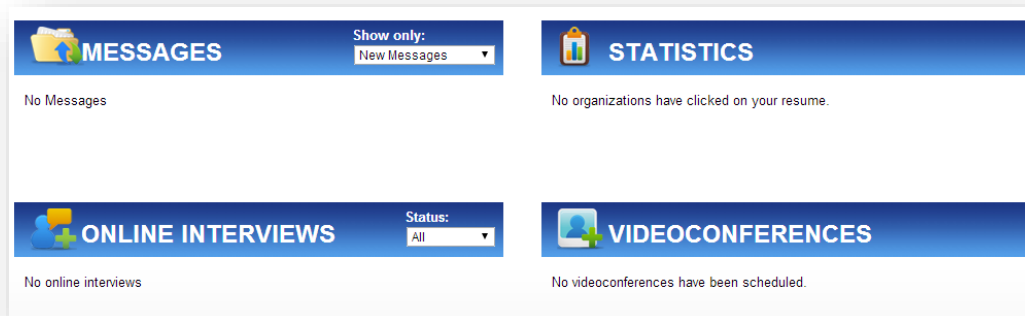
INTERVIEWER: DAVID, OPTIMAL F
COACH: DAVID, OPTIMAL F



RESUME GPS

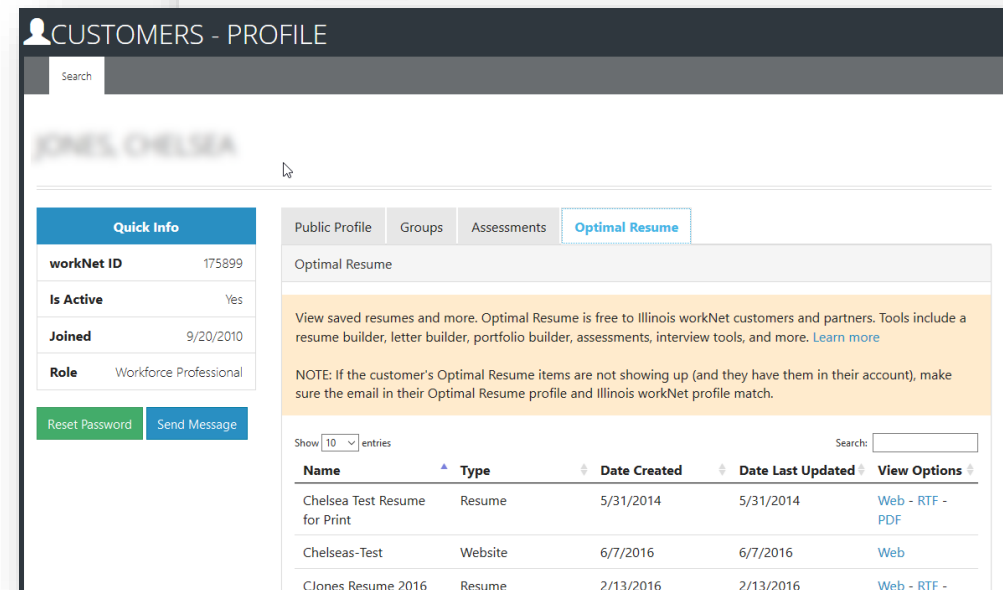
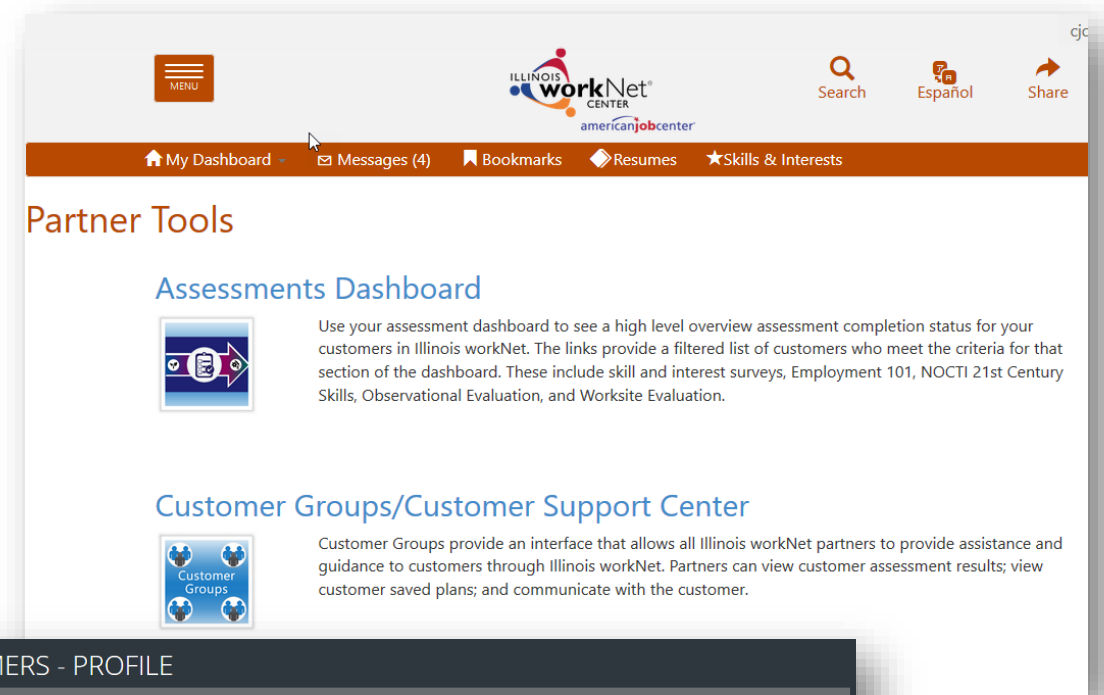


- Opt-in from tool bar on resume
- Complete the information
- Check your:
 - Messages
 - Statistics
 - Online Interview requests



CUSTOMER GROUP ACCESS

- From Illinois workNet “My Dashboard”
 - Partner Tools
 - Customer Groups
 - Select Group
 - Select Customer in Group
 - View or Review Optimal Activity



Name	Type	Date Created	Date Last Updated	View Options
Chelsea Test Resume for Print	Resume	5/31/2014	5/31/2014	Web - RTF - PDF
Chelseas-Test	Website	6/7/2016	6/7/2016	Web
Clones Resume 2016	Resume	2/13/2016	2/13/2016	Web - RTF -



ILLINOIS WORKNET RESOURCES

- www.illinoisworknet.com/resume
 - YouTube Playlist
 - How-To Instructions
 - Examples of Resumes
 - Links to useful articles
- www.illinoisworknet.com/QualifyArticles
- www.illinoisworknet.com/Jobs
- www.illinoisworknet.com/ExploreCareers
- apps.il-worknet.com/SiteAdministration/Groups/Default
 - How-To Instructions
 - Access Information

The screenshot displays the Illinois WorkNet website interface. The top navigation bar includes a menu, login, sign up, and search options. The main content area is divided into several sections:

- Prepare Your Resume:** Features an article titled "Stand Out from the Crowd" with a date of June 17, 2016. It includes a list of "Resumes that make a great first impression..." and "Select a Format" options (Functional, Chronological, Combination).
- Careers, Wages & Trends:** Offers tools to "Explore Careers to Find the Right Match for You" and "Find Demand Occupations".
- Explore Career Pathways:** A grid of career categories such as Agriculture, Architecture, Arts, Business, Education, Finance, Government, Health, and Hospitality.
- Illinois workNet JobFinder:** A search interface with fields for "Keywords", "Search Radius", and "Location". It shows search results for "Special Agent" and "Laborer (Building)".
- Related Articles:** Links to articles like "Why Work Ethic Skills Matter" and "Understanding the Big Picture Skills Matter".



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HOME: <https://www.illinoisworknet.com/>



EMAIL: info@illinoisworknet.com



MORE INFO: www.illinoisworknet.com/resume



FACEBOOK



TWITTER



YOUTUBE



LINKEDIN



LINKEDIN GROUP



PINTEREST

