



Building Your Optimal Impression

Interview Prep & GPS Tool

 **OPTIMALRESUME.COM**
THE OPTIMAL FIRST IMPRESSION

May 2017



What we will cover

- Access your Account
- Document Center
 - Skills Assessment
 - Resume
 - Letters
 - Portfolios
 - Video Resumes
 - Websites
 - Interviews

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THE OPTIMAL FIRST IMPRESSION



May 2017

Illinois workNet - Optimal Resume

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www.illinoisworknet.com/resume

Resume Writing Guide

Prepare Your Resume

A resume is required for most jobs. Employers will look at your resume to get a summary of your education and work experience. It is a critical document because it is used to decide if you will get an interview. It provides a first impression of your skills and abilities. That means it needs to be as perfect as possible.

Writing your resume can be intimidating. That's why breaking it down into chunks can help make it easier to tackle.

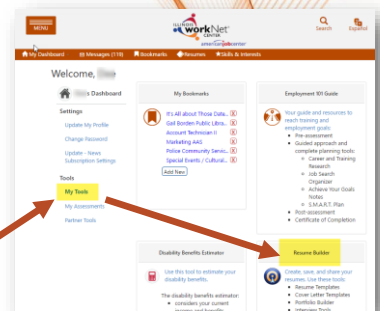
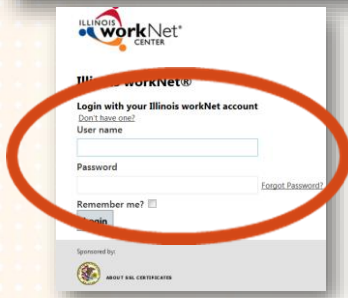
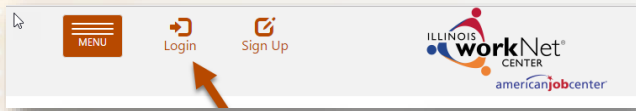
Below, you will find four articles on each step in the resume writing process. After this, you can also read




Resume Writing Process



Log-In to Access Resume Builder



1. Complete any Contact Information that may be missing.
2. Enter your Career Preferences.
3. Hold CTRL for Multiple Selections.
4. Save.
5. You can change Industry at any time.



ILLINOIS workNet CENTER TRAINING • CONNECTING DEVELOPING ILLINOIS' WORKFORCE OPTIMALRESUME.COM THE OPTIMAL FIRST IMPRESSION

Home Document Center Search Jobs ACCOUNT Contact Help

Update Your User Profile
IMPORTANT:
 Please be sure to scroll down, agree to the "Terms and Conditions" and click "Save and Continue" button or your data will not be saved.

Logged in as: Dee Reinhardt Logout

Update Your User Profile

CONTACT/LOGIN INFORMATION Career Preferences

✔ Congratulations! You have successfully registered at ILLINOIS WORKNET. Some of the required fields from your profile are not completed. Please complete your profile now.

Career Preferences

* Preferred Industry: hold CTRL for multiple selection (max. 5)

Academic
 Accounting
 Agriculture/Farming/Agribusiness
 Architecture - Commercial
 Architecture - Landscape
 Architecture - Other

* Preferred Job Function: hold CTRL for multiple selection (max. 5)

Accounting/Finance
 Administrative/Clerical
 Advertising
 Advertising/Marketing/Public Relations
 Aerospace/Aviation/Defense
 Agriculture, Forestry, & Fishing

* Preferred Work Type: hold CTRL for multiple selection (max. 5)

Career/Degreed
 Co-op
 Contractor
 Externship
 Fellowship
 Full Time

PREVIEW PROFILE

* = Required Field

Contact/Login Information

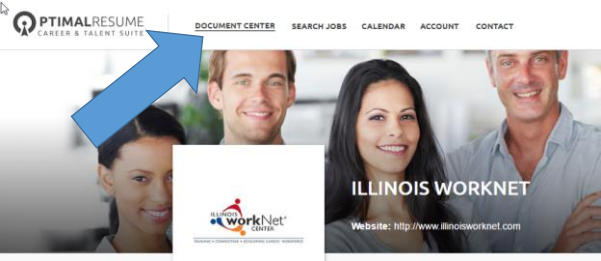
✔ Full Name *
 ✔ Email *
 ✔ Address 1 *
 Address 2
 ✔ City *
 ✔ State/Province *
 ✔ Zip/Postal Code *
 ✔ Country *
 ✔ Phone *

Career Preferences

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Document Center

- The Document Center offers storage for files you create or upload.
- Access it from the Resume home page.



OPTIMALRESUME.COM CAREER & TALENT SUITE DOCUMENT CENTER SEARCH JOBS CALENDAR ACCOUNT CONTACT

ILLINOIS WORKNET
 Website: http://www.illinoisworknet.com

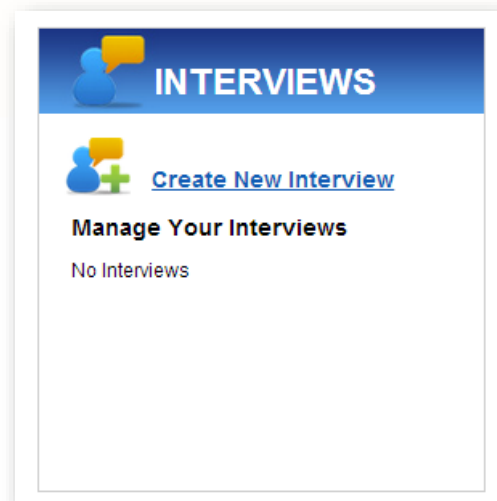
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Interview Prep



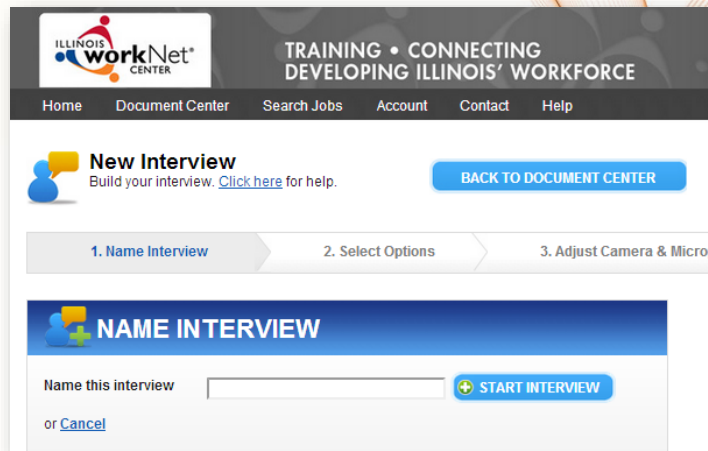
Interview Prep

- ✓ Assessment done
- ✓ Skills done
- ✓ Resume done
- ✓ Letters done
- ✓ Video resume done
- ✓ Website done
- Interviews??

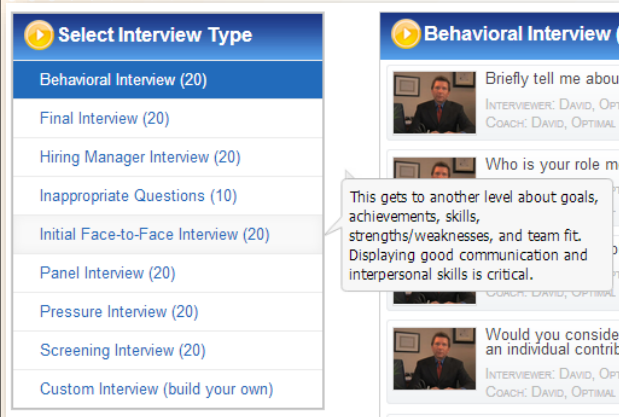


Interview Prep

- Optimal Resume offers you the opportunity to practice interview questions and see/hear your response
- Name your interview



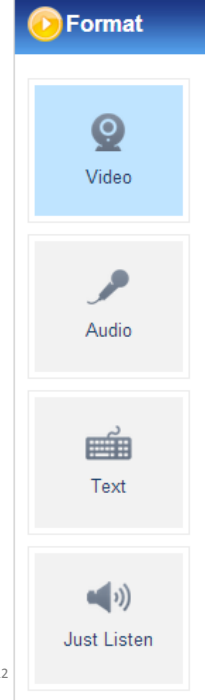
Interview Prep



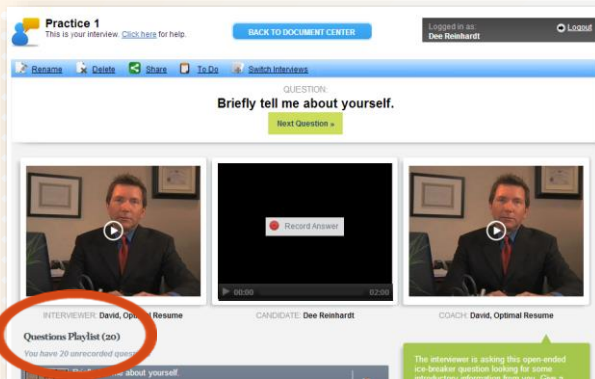
- Hover over the category to see what is included
- Select the type of interview you would like to practice

Interview Prep

- Practice options include:
 - Video – record your voice and image
 - Audio – record your voice only
 - Text – Type your answers
 - Just Listen – listen to the questions from the interviewers



Interview Prep



- After selecting an interview type the number of questions in the Playlist are shown in parenthesis

Interview Prep

- Choose the audio/video and connect to your webcam
- Completed recordings are noted with a green flag
- Share your questions with a career counselor

Adobe Flash Player Settings
Camera and Microphone Access
illinoisworknet.optimalresume.com is requesting access to your camera and microphone. If you click Allow, you may be recorded.

Questions Playlist (20)
You have 19 unrecorded questions

Briefly tell me about yourself.
INTERVIEWER: DAVID, OPTIMAL RESUME
COACH: DAVID, OPTIMAL RESUME

Would you consider yourself more of a team player or an individual contributor?
INTERVIEWER: DAVID, OPTIMAL RESUME
COACH: DAVID, OPTIMAL RESUME

SHARE IN INTERVIEW INSTRUCTIONS

There are two ways you can share your interview:
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 interview on a variety of social networking sites, such as LinkedIn, Facebook, Twitter.

<https://illinoisworknet.optimalresume.com/previewCoc.php?tn=6990c2098c028f412a5454964e712bd4-0242973>

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Resume GPS

Resume GPS

- Open the resume
- Select **Resume GPS**
- Check the box to Opt-In

The screenshot shows the ResumeGPS interface. At the top, there is a navigation bar with buttons for 'Rename', 'Clone', 'ResumeGPS', 'Download', 'Share', and 'Print Preview'. Below this is a blue header with the 'OPT-IN' logo. A checkbox is present with the text: 'This is my GPS Resume. GPS Resumes are searchable by employers and can be included in resume books.' An orange arrow points to this checkbox. Below the checkbox, there is a section titled 'Dee - section set' with instructions: 'Click on a section to begin editing your resume. Use the content assistance. Click here to download pdf help.' The 'ResumeGPS' button in the navigation bar is circled in orange. To the right, there is a video player for 'About Resume GPS' with a play button and a video title 'OPTIMALRESUME.COM THE OPTIMAL FIRST IMPRESSION'.

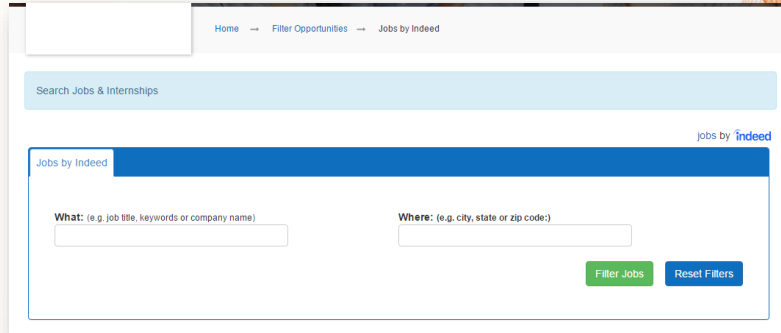
Resume GPS

- After you opt-in complete:
 - Keyword Tags
 - Location
 - Photo
 - Education Information
 - Career Preferences
- Check for:
 - Messages
 - Statistics
 - Online Interviews
 - Video Conferences

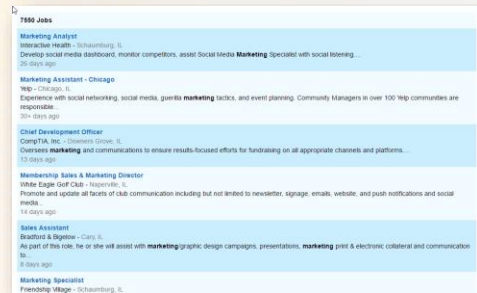
The screenshot shows the 'Update ResumeGPS Profile' page. At the top, there is a blue header with the 'OPT-IN' logo. Below this, there are two checkboxes: 'This is my GPS Resume. GPS Resumes are searchable by employers and can be included in resume books.' and 'Check this box to make your contact information private. Note: You may still receive messages from employers who view your resume.' Below these is a text input field for 'Update your search profile below:'. The page is divided into several sections: 'RESUME TAGS' (with a text input field and a note 'Tags are a smart way to categorize your documents. You can assign multiple tags in a separate document.'), 'LOCATION' (with fields for City, State, and Zip), 'CAREER PREFERENCES' (with options for 'Willing to relocate', 'Work type', and 'Open to volunteering'), 'UPLOAD PHOTO' (with a 'Choose File' button), 'EDUCATION INFORMATION' (with fields for 'Class Standing', 'Major(s)', 'GPA', 'Work Experience', and 'Work Status'), and 'Language Skills'. At the bottom, there are four panels: 'MESSAGES' (with a 'Show only: New messages' dropdown), 'STATISTICS' (with the text 'No organizations have clicked on your resume.'), 'ONLINE INTERVIEWS' (with a 'Status' dropdown), and 'VIDEOCONFERENCES' (with the text 'No videoconferences have been scheduled.').

Search Jobs in Optimal Resume

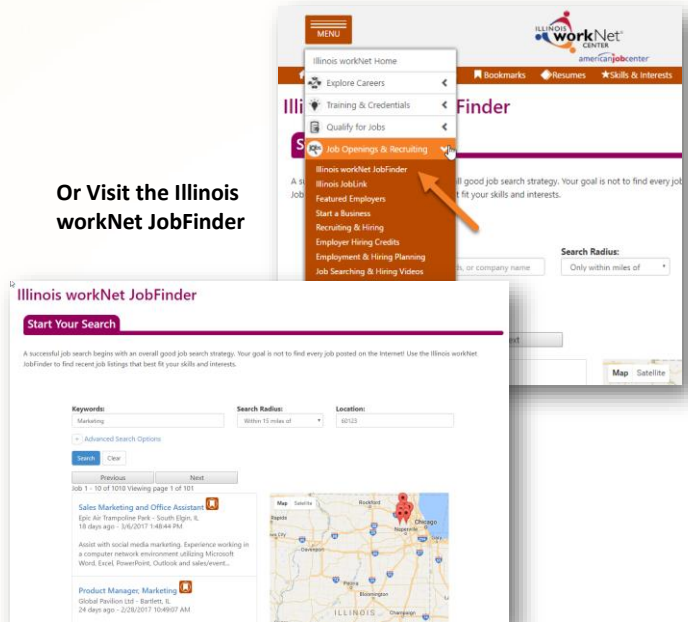
- Filter jobs by:
 - What
 - Where



Check the list Daily



Or Visit the Illinois workNet JobFinder



Watch videos on each topic

- Resume Builder Series Videos

- https://www.youtube.com/watch?v=aN9VmjFBxYM&list=PLlkuU1ld_xm_yHfUGpXfTYyV2PVuknJR
- Accessing the Resume Builder on Illinois workNet
- Managing your Resume Builder Account
- Creating a Resume with the Resume Builder Tool
- Creating Cover Letters with the Resume Builder Tool
- Creating Portfolios with the Resume Builder Tool
- Assessments on the Resume Builder Tool
- Practice Interviews on the Resume Builder Tool
- Create a Video Resume
- Create a Personalized Website



Thanks for watching

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Questions may be directed to:

- Illinois workNet– info@illinoisworknet.com

To see archived videos:

<https://www.illinoisworknet.com/Qualify/Pages/Videos.aspx>

OR:

<http://www.youtube.com/illinoisworknet>

To get information on our upcoming webinars, follow us on social media:

