



Building Your Optimal Impression

Letter and Portfolio Builder 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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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.

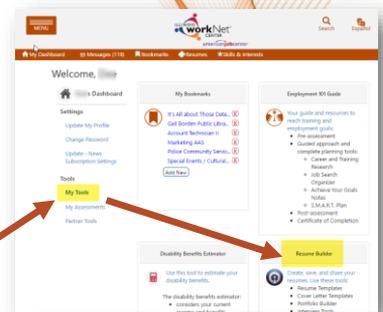
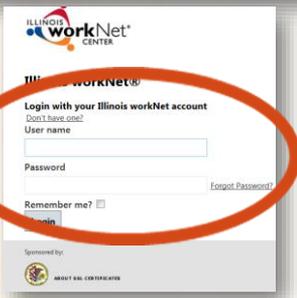
Below, you will find four articles on each step in the resume writing process. After this, you can also read



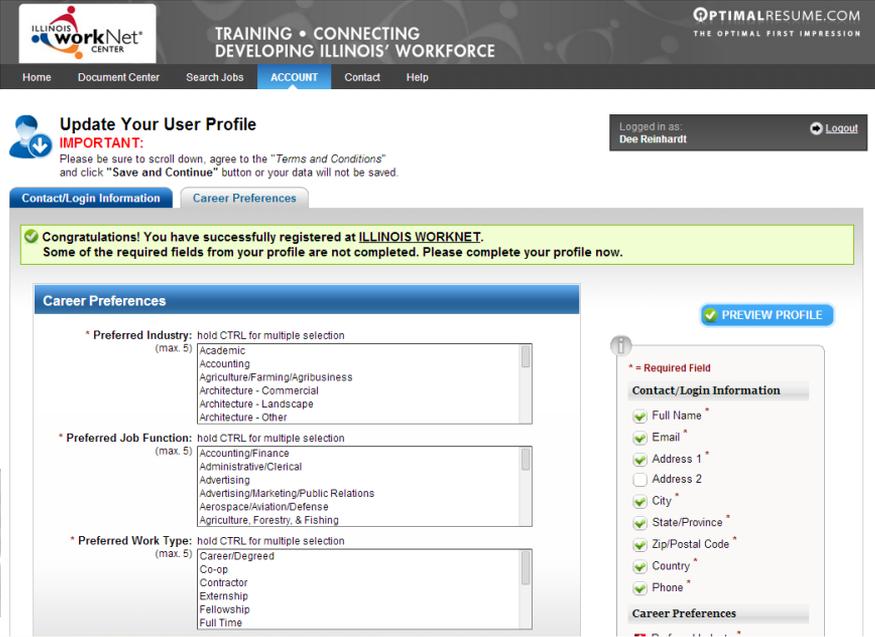
Resume Writing Process



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.

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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

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

ILLINOIS workNet CENTER Career & Talent Suite

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Document Center

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



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

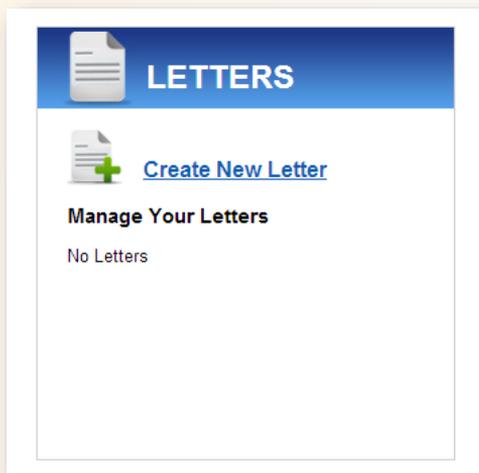
ILLINOIS workNet CENTER Career & Talent Suite

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Letter Builder



Letter Builder



- **Letter Builder** helps you build letters in the same way as the Resume Builder
- Access letters from the **Document Center**
- Select **Create New Letter**
- Choose from an existing letter



Letter Builder

New Letter
Build your letter. [Click here for help.](#) [BACK TO DOCUMENT CENTER](#)

NAME LETTER

Name this letter

Upload letter
 If you already have a letter, you can upload it here. Note that you can't edit an uploaded letter.

[START LETTER](#) or [Cancel](#)

- After selecting **Create new letter**
- **Name** the letter
- Select **Start Letter**
- Option to upload a letter
 - Uploaded letters cannot be edited.



Letter Builder

- Options include:
 - Samples
 - Types
 - Start from Scratch

Basic Cover
 Browse the samples below and chose one to edit with your information.
[Click here for help.](#) [Logout](#)

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.



Letter Builder

- Browsing displays samples based upon Categories & Experience Levels

Basic Cover
Browse the samples below and chose 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

Start From Scratch
Start adding sections and create your letter from scratch

Logged in as: **Dee Reinhardt** Logout

BROWSE LETTER SAMPLES

Categories

- All Samples
- Broadcast / Inquiry (8)
- Follow-Up (4)
- Job Fair (2)
- Job Postings (6)
- ✓ Networking (4)
- Referral (4)
- Thank-You (4)

Experience Levels

- Entry-level (2)
- Mid-Career (1)
- Experienced (1)

TOP 5 TIPS FOR WRITING BEST-IN-CLASS LETTERS

PURPOSE: Networking Letters are written to alert your personal and professional contacts that you're in the marketplace for a new position and would appreciate their help and any referrals or contacts they can offer. They also work towards expanding your network by adding new contacts and sharing information.

1. Write "familiar" letters to your first tier of network contacts. Your first tier of network contacts are people that... [Read More](#)

Letter Builder

- Browsing Letter Types provides types of letters with sample paragraphs

Basic Cover
Select an option below to get started building your letter. 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

Start From Scratch
Start adding sections and create your letter from scratch

Logged in as: **Dee Reinhardt** Logout

BROWSE LETTER TYPES

Letter Types

- Broadcast Letter
- Employer Inquiry
- Specific Job Response
- Networking
- Reminder
- Thank-You
- ✓ Follow-up
- Acceptance
- References

Description

If you have not gotten a response from an employer for some time following an interview, consider crafting a follow-up letter to remind them about the interview and to inquire about your status as an applicant. A follow-up letter reaffirms your organizational skills and professionalism. In it, it is important to express your continued interest in the position, as well as to highlight any significant points discussed during the interview that the employer might have forgotten. A follow-up letter should always be courteous and should not criticize the employer for neglecting to contact you.

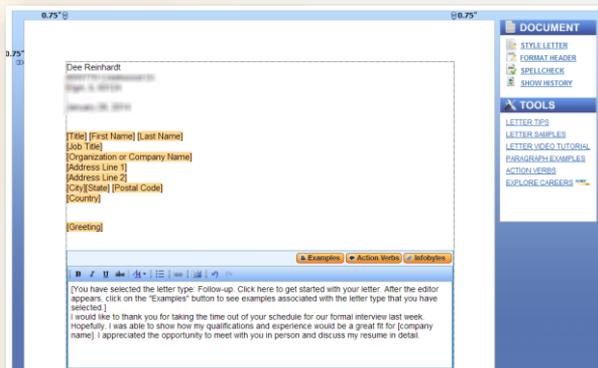
SELECT

Letter Builder

- Sections are offered with sample language to use



Letter Builder



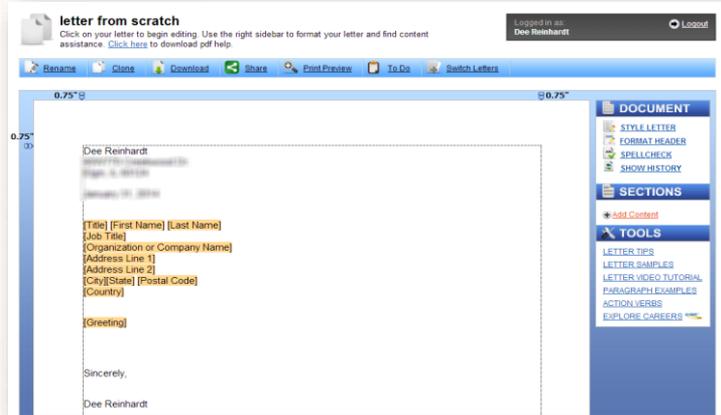
The editing tools included are the same across the platform:

- Examples
- Action Verbs
- Infobytes
- Style
- Formatting
- WYSIWYG
- Tools



Letter Builder

- **Starting from Scratch** provides only your name and address



Portfolio Builder

Portfolio Builder



- Access from the **Document Center**
- Compile your collateral materials in one place for easy access



Portfolio Builder

- **Name the portfolio**



Portfolio Builder

- Select from a **Template** or **Start from Scratch**

Dee2
Select portfolio template sample. [Click here](#) for help.

Logged in as: **Dee Reinhardt** Logout

1. Name Portfolio 2. **Select Template** 3. Add Projects 4. Add Files 5. Portfolio

Browse Templates
Create your portfolio from an existing template

Start From Scratch
Create your portfolio from scratch without a template

CONTINUE

CONTINUE

Portfolio Builder

- From **Templates**, determine what type of portfolio you want to create

Dee2
Select portfolio template sample. [Click here](#) for help.

Logged in as: **Dee Reinhardt** Logout

1. Name Portfolio 2. Select Template 3. Add Projects 4. Add Files 5. Portfolio

Browse Templates
Create your portfolio from an existing template

Start From Scratch
Create your portfolio from scratch without a template

BROWSE PORTFOLIO TEMPLATES

Your portfolio should be organized into logical sections. On this screen you may browse different portfolio templates. You can edit the portfolio projects and files later.

Portfolio Templates

- Admissions Portfolio
- Chronological Portfolio
- Creative Portfolio
- File Cabinet Portfolio
- Functional Portfolio
- Professional Portfolio
- Qualifications Portfolio

Portfolio Builder

- Multiple options are available

FILE CABINET PORTFOLIO

Job and Internship Files

File Name	Description	Requirements	Action
Quarterly Report	n/a	n/a	Download

COURSEWORK

FUNCTIONAL PORTFOLIO

Writing Samples

File Name	Description	Requirements	Action
Quarterly Report	Quarterly report presented to managers at ABC	n/a	Download

Graphics

CREATIVE PORTFOLIO

Websites

File Name	Description	Requirements	Action
MyOptimalCareer	n/a	n/a	View

Photography

File Name	Description	Requirements	Action
Gabi the Puppy	On weekends, I volunteer at ABC	n/a	Download View

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Portfolio Builder

- The Portfolio starts with the basics, but you can include specific projects

DEE2

ADD PROJECT

Writing Samples Graphics Websites PowerPoint Presentations Videos

ADD NEW PROJECT

Name this project

Describe this project

CONTINUE / ADD FILES or Cancel

RETURN TO PORTFOLIO

EXISTING PRO.

All Your Projects

- Writing Samples
- Graphics
- Websites
- PowerPoint Presentations
- Videos

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Add a file to the portfolio

ILLINOIS WORKNET ATIM PRESENTATION

Add File

Upload File Link to Website

Choose File No file chosen

Name this file

Describe this file

Special viewing requirements

SAVE FILE or Cancel

RETURN TO PORTFOLIO

Upload a file or add a link to a website

Add File

Upload File Link to Website

(eg: http://www.yahoo.com)

Add special notations

ILLINOIS WORKNET ATIM PRESE

Add File

Upload File Link to Website

File

wtl_ATIM_Logo_RGB_web_1390941626.png
30.0 KB

Download Delete

Name this file

ATIM logo

Describe this file

logo for the ATIM program in .png format

Special viewing requirements

SAVE FILE or Cancel



Portfolio Builder

- Store files by project

Illinois workNet ATIM presentation [Add Files](#) [Edit Project](#) [Delete Project](#)

Created a series of PowerPoint presentations for the Accelerated Training in Illinois Manufacturing for [More](#)

Image Gallery Display Mode: List Grid Mosaic

Images (1) [List Display](#) [Grid Display](#) [Mosaic Display](#)

File Name	Description	Requirements	Action
ATIM logo	logo for the ATIM program in More	n/a	Download View Edit

DELETED SELECTED



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>

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