

Tool Options	Optimal Resume
Sign-in	Sign-in with your Illinois workNet account and return any time to see your saved items and create new items
Career preferences	Select industry, job function, work type - FT PT etc., can select up to 5 of each category, can preview choices or change
Demographic information	All contact information
Document center navigation	Yes
Switch between documents	Yes
SKILLS	
Skills assessment	Based on industry suggestions, able to add and delete, can create multiple assessments based upon industry
Skills inventory	Number of skills suggested by industry, can be added or deleted
Able to add anecdotes	For all skills
Abilities	Based on industry choice, able to add and delete
Linked to ONET	Yes
Proficiency level available	Yes, can add amount of time and comments
Switch between documents	Yes
RESUME	
Create new	145 templates, topics, or blank
Create multiple	Yes
Edit existing	Yes
Copy old	Able to clone a new version from existing
Upload	Yes, not editable
WYSIWIG editor and Formatting options	Yes

Provides example verbiage, action verbs and infobytes	Yes
Links to "my skills" and ONET keywords	Yes
Searchable by employers with GPS tool	Yes
To-do list for follow-up	Yes
Print or Download	Microsoft Word Compatible, PDF, HTML or Plain Text
Share	Provides link to share by email, web or social media
Switch between documents	Yes
LETTERS	
Create new	Yes
Upload Existing	Yes but cannot edit
Options	36 Sample Templates, 9 types of letters including Broadcast, employer inquiry, job response, networking, reminder, thank you, follow-up, acceptance, references; or the ability to start from scratch
Copy	Can rename, clone, download, share, print, or switch between letters
WYSIWIG editor and Formatting options	Yes
Provides example verbiage, action verbs and infobytes	Yes
To-do list for follow-up	Yes
Print or Download	Microsoft Word Compatible, PDF, HTML or Plain Text
Switch between documents	Yes
Share	Provides link to share by email, web or social media
PORTFOLIOS	

Create a portfolio to store career related documents - images, certificates, recommendation letters, presentation files, etc.	Yes
Types of Templates	Admissions, Chronological, Creative, File Cabinet, Functional, Professional, Qualifications, or start from scratch
To-do list for follow-up	Yes
Rename, Delete or Save as Zip file	Yes
Share	Provides link to share by email, web or social media
Switch between documents	Yes
INTERVIEWS	
Create practice interviews	Yes
Types of Interviews	Behavioral, final, hiring manager interview, inappropriate questions (10), initial face-to-face interview, panel, pressure, screening, or custom built by user - each with 20 sample questions (except as noted)
Options to practice	Video recording, audio recording, text answers, just listen
Explanations	Each question has an explanation of why the question might be asked and a suggestion as to how to answer
Rename, Delete, Share, Create To Do list, Switch between interviews	Yes
VIDEO RESUME	
Create a video resume	Yes
Use a teleprompter or not	Yes
Create a script to use with teleprompter including introduction, objective, qualifications, and closing	Yes
Practice before recording - test speed of text roll and size of text on teleprompter	Yes
WEBSITE	

Create a job search website	Yes
Add components to website	Includes picking one of each resumes, video resume or letter, multiple portfolios and skills (with anecdotes) and video resume
Select from 28 template designs	Yes
Customizable	Yes
Able to create multiple websites	Yes
Custom URL	Yes
Rename, Delete, Clone, Create a To Do list, Add PassKey, Preview, Switch between, Deactivate	Yes
Track hits on website	Yes
SEARCHABLE RESUME	
Employers can search users resume by selecting opt-in on GPS search in resume tool bar	Yes
SEARCH JOBS	
Source of jobs	SimplyHired database
Search features include	Keyword (can search by job title only), city, state, organization name, work experience, education, posted within (up to 30 days), has salary information
To search	Can search without accessing any resumes
Search on other sites	Resumes created with Optimal can be used for job search on a number of sites that are included in the tools available through Illinois workNet resources including Indeed, LinkedIn, Monster, CareerBuilder
RESOURCES	
Linked to other resources	Access ONET database from letters and resumes