



Building Your Optimal Impression

Resume 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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May 2017

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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.

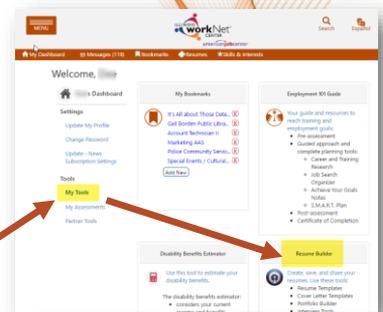
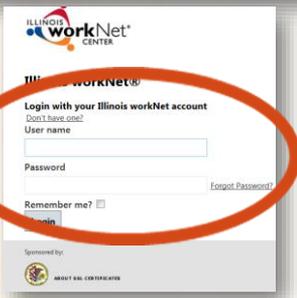
Below, you will find four articles on each step in the resume writing process. After this, you can also read



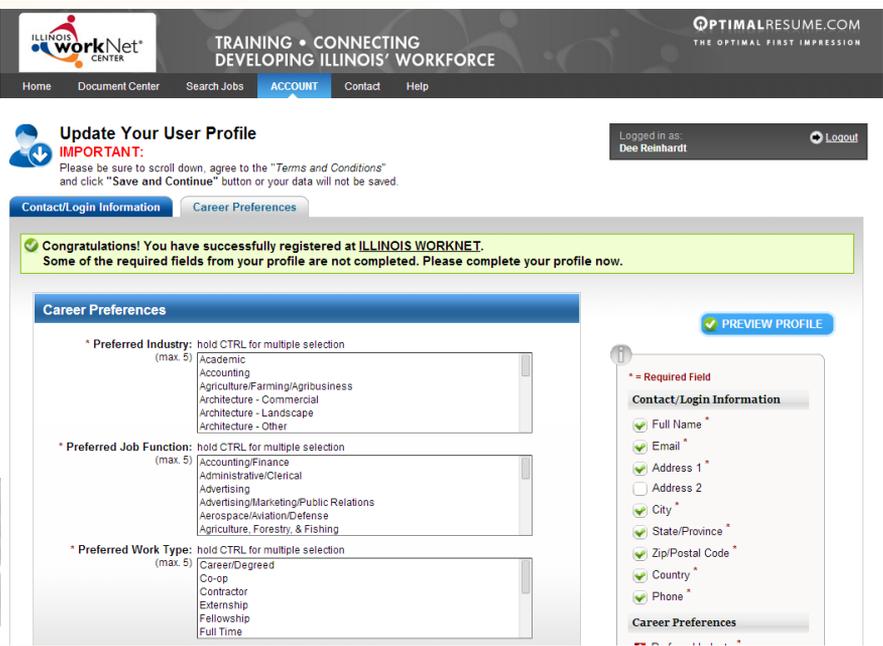
Resume Writing Process



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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Document Center

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



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Resume Builder



Resume Builder

- Create a new resume
- Upload an existing resume
 - You cannot edit a resume that you upload

New Resume

Build your resume. [Click here](#) for help.

BACK TO DOCUMENT CENTER

NAME RESUME

Name this resume

Upload resume

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

+ START RESUME
or Cancel



Resume Builder

- Three options are available to create a new resume

Dee main
Select an option below to get started building your resume. [Click here](#) for help.

Browse Samples
Select a sample and edit it with your information

Browse Section Sets
Select a set of sections and build your resume

Start From Scratch
Start adding sections and create your resume from scratch.

Logged in as: **Dee Reinhardt** [Logout](#)

CONTINUE

Resume Builder

- **Start from Scratch** is for experienced resume writers – you have a blank slate

Start From Scratch
Start adding sections and create your resume from scratch.

Dee scratch
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.

Rename Clone ResumeGPS Download Share Print Preview

Looking for job? Make your resume searchable by employers. Opt in now!

Dee Reinhardt

SPELLCHECK
SHOW HISTORY

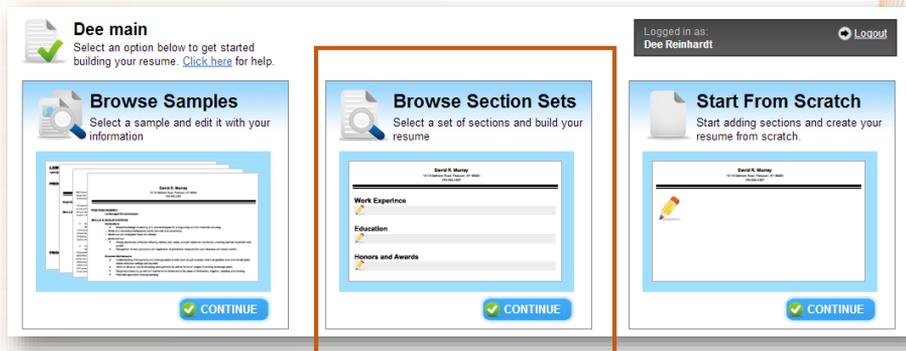
SECTIONS
Add Section

TOOLS
RESUME TIPS
RESUME SAMPLES
RESUME VIDEO TUTORIALS
SECTION INSTRUCTIONS
SECTION EXAMPLES
ACTION VERBS
EXPLORE CAREERS

CONTINUE

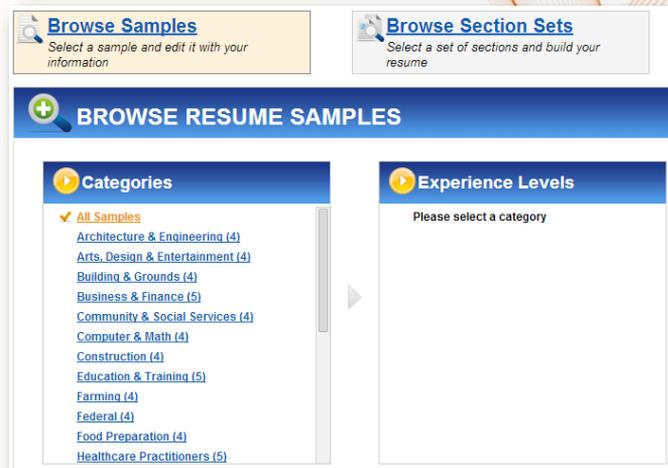
Resume Builder

- **Browse Sections** – provides the section headers, you complete the rest of the information.



Resume Builder

- **Browse Samples** – provides templates from which you can select a resume to use
- 145 total samples are available



Resume Builder - Sample

The screenshot shows the 'BROWSE RESUME SAMPLES' interface. It features three main sections: 'Browse Samples', 'Browse Section Sets', and 'Start From Scratch'. The 'BROWSE RESUME SAMPLES' section is active, displaying a grid of filters for 'Categories' (e.g., Healthcare Support, Human Resources, etc.) and 'Experience Levels' (Entry-level, Mid-Career, Experienced). To the right, there are 'TOP 5 TIPS FOR WRITING BEST-IN-CLASS RESUMES'. Below the filters, a section titled '6 Samples' displays three resume thumbnails with names like Bentley T. Freestone, Sarah K. Bakersfield, and Simon R. Lassiter.

- Pick from industry category and experience level
- Samples appear at the bottom of the screen



Resume Builder - Sample

Review the sample thumbnail views

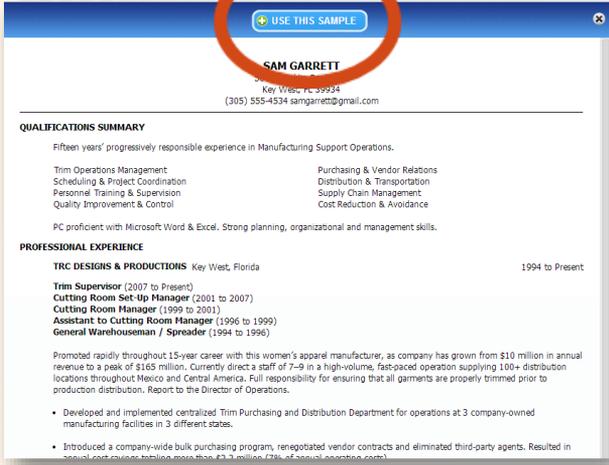
6 Samples

This section displays six detailed resume samples in a grid. Each sample includes contact information, education details, and specific sections like 'Objective' or 'Qualifications Summary'. The samples are:

- Production - EL 1:** Bentley T. Freestone, Automotive Industry Production Management.
- Production - EL 2:** SARAH K. BAKERSFIELD, 222 Grant Avenue, #21, Warren, PA 16365.
- Production - EX 1:** SIMON R. LASSITER, 27 Elm Street, Grove Park, IL 60678.
- Production - MC 1:** DAVID L. ANDERSON, 7209 Custer Drive, Pittsburgh, PA 15922.
- Production - MC 2:** SAM GARRETT, 5645 Franklin Boulevard, Key West, FL 39934.
- Production - MC 3:** Susan Anderson, 212 Harrison Road, Apt. 409, Cranville, OK 45535.



Resume Builder - Sample



USE THIS SAMPLE

SAM GARRETT
Key West, FL 39954
(305) 555-4534 samgarrett@gmail.com

QUALIFICATIONS SUMMARY
Fifteen years' progressively responsible experience in Manufacturing Support Operations.

Trim Operations Management	Purchasing & Vendor Relations
Scheduling & Project Coordination	Distribution & Transportation
Personnel Training & Supervision	Supply Chain Management
Quality Improvement & Control	Cost Reduction & Avoidance

PC proficient with Microsoft Word & Excel. Strong planning, organizational and management skills.

PROFESSIONAL EXPERIENCE

TRC DESIGNS & PRODUCTIONS Key West, Florida 1994 to Present

Trim Supervisor (2007 to Present)
Cutting Room Set-Up Manager (2001 to 2007)
Cutting Room Manager (1999 to 2001)
Assistant to Cutting Room Manager (1996 to 1999)
General Warehouseman / Spreader (1994 to 1996)

Promoted rapidly throughout 15-year career with this women's apparel manufacturer, as company has grown from \$10 million in annual revenue to a peak of \$165 million. Currently direct a staff of 7-9 in a high-volume, fast-paced operation supplying 100+ distribution locations throughout Mexico and Central America. Full responsibility for ensuring that all garments are properly trimmed prior to production distribution. Report to the Director of Operations.

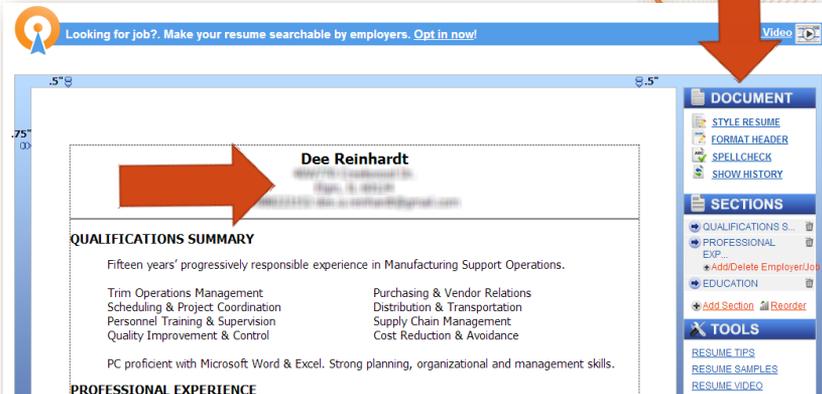
- Developed and implemented centralized Trim Purchasing and Distribution Department for operations at 3 company-owned manufacturing facilities in 3 different states.
- Introduced a company-wide bulk purchasing program, renegotiated vendor contracts and eliminated third-party agents. Resulted in **total cost savings totaling more than \$3.3 million (20% of total cost per garment)**.

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- Review a full-size sample
- When you find one you wish to use, select **Use this Sample**

Resume Builder - Sample

- After making your selection, the builder automatically enters your contact information
- You can edit the different areas with **YOUR** information



Looking for job? Make your resume searchable by employers. Opt in now!

Dee Reinhardt
Key West, FL 39954
(305) 555-4534 samgarrett@gmail.com

QUALIFICATIONS SUMMARY
Fifteen years' progressively responsible experience in Manufacturing Support Operations.

Trim Operations Management	Purchasing & Vendor Relations
Scheduling & Project Coordination	Distribution & Transportation
Personnel Training & Supervision	Supply Chain Management
Quality Improvement & Control	Cost Reduction & Avoidance

PC proficient with Microsoft Word & Excel. Strong planning, organizational and management skills.

PROFESSIONAL EXPERIENCE

DOCUMENT

- STYLE RESUME
- FORMAT HEADER
- SPELLCHECK
- SHOW HISTORY

SECTIONS

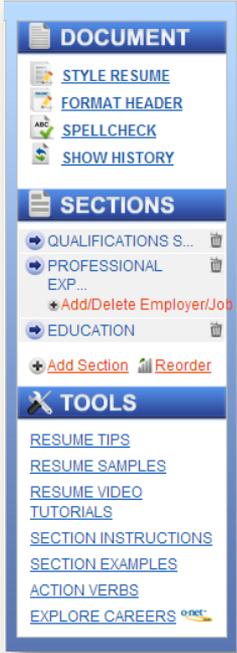
- QUALIFICATIONS S...
- PROFESSIONAL EXP...
- EDUCATION
- Add/Delete Employer/Job
- Add Section Reorder

TOOLS

- RESUME TIPS
- RESUME SAMPLES
- RESUME VIDEO TUTORIALS

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Resume Builder - Sample

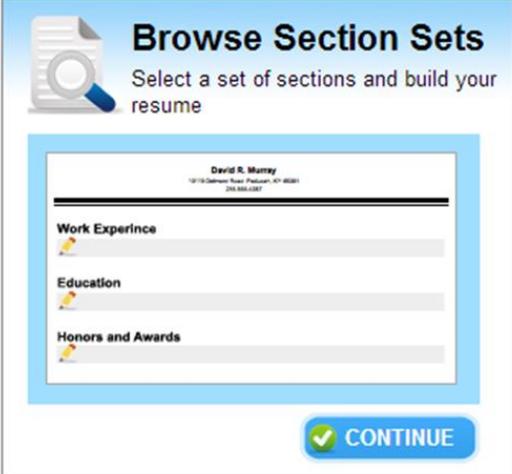


- The edit tools help you:
 - Style your resume
 - Format
 - Spellcheck
 - Edit, reorder or delete sections
 - By offering tips and instructions

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Resume Builder – Section Sets



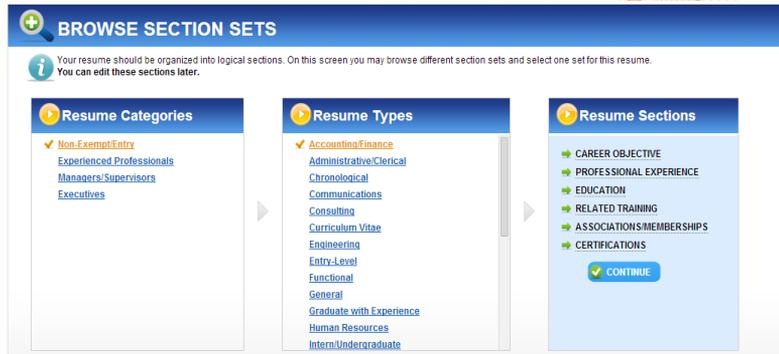
- **Browse Section Sets** – allows you to set up your resume with only the sections
- Enter YOUR information

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Resume Builder – Section Sets

- Select from **Categories**
- Select **Resume type**
- Standard sections are recommended



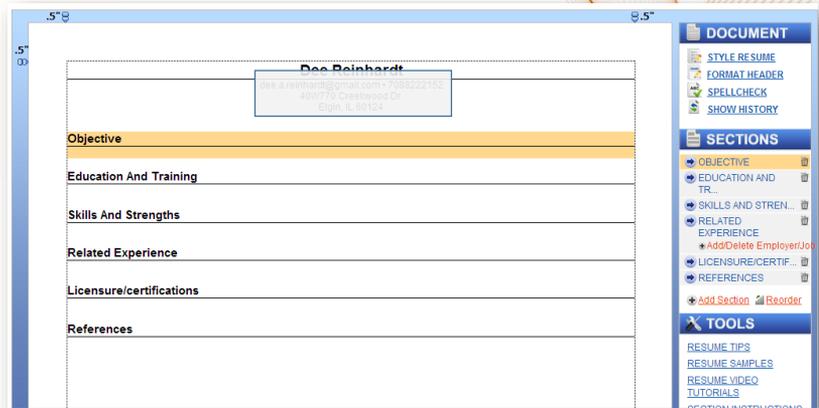
Resume Builder – Section Sets

- Items change based upon category selected



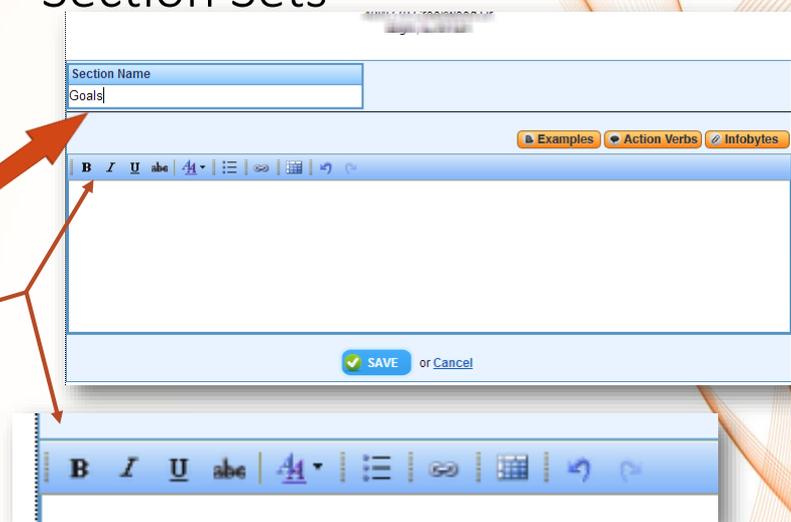
Resume Builder – Section Sets

- After making your selection, the blank template opens in the edit screen
- To edit an area, hover over sections, select the colored area to edit



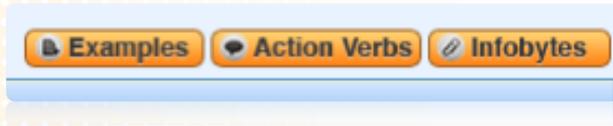
Resume Builder – Section Sets

- The edit box opens upon selecting a section in all of the editable areas of the document
- Section name can be edited
- Text formatting is editable with standard features



Resume Builder – Section Sets

- Examples
- Action Verbs
- Infobytes
- Help you with suggestions to make your resume stronger



Resume Builder – Section Sets



+ SECTION EXAMPLES

✓ Non-Exempt/Entry
Experienced Professionals
Managers/Supervisors
Executives

▶ Section Type

- [Achievements](#)
- [Activities](#)
- [Additional training](#)
- [Education](#)
- ✓ [Work experience](#)
- [Exhibitions/performance](#)
- [Headline](#)
- [Honors and awards](#)
- [Licensure/certifications](#)
- [Memberships](#)
- [Military background](#)
- [Objective](#)
- [Personal interests](#)

▶ Examples

i

An **EXPERIENCE** section is one of the most important parts of your resume. Its purpose is to demonstrate that your past and present... [Read More](#)

+

Add

Administrative Assistant

- Performed data analysis, gaining a good perspective on accounting methodologies
- Planned and designed clerical education material which was adopted by the American Diabetes Association
- Assisted with administrative tasks such as grant writing, budget review, and clinic chart audits, and was given increased responsibilities and recognition for a job well done.

+

Add

Customer Service Representative

- Assisted customers with video selection and payment. Became a key resource for screening new hires.
- Provided translation assistance for Spanish-speaking customers, leading to an increase of business of over \$2K per month.

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Resume Builder - Section Sets

Example **Action Verbs** **Infobytes**

ACTION VERBS

When possible, you should begin each description, accomplishment or job responsibility on your resume with an action verb. When you select a category, related action verbs will appear in the box to the right.

Categories

- [STRATEGIC WORDS](#)
- [ORGANIZATIONAL WORDS](#)
- [ANALYTICAL WORDS](#)
- ✓ [TACTICAL WORDS](#)

Action Words

- + Add accelerated
- + Add advanced
- + Add advised
- + Add amplified
- + Add augmented
- + Add capitalized
- + Add charted



Resume Builder - Section Sets

Examples **Action Verbs** **Infobytes**

INFOBYTE

Add additional information or a personal touch to your web resume with an infobyte.

SAVE PREVIEW or Cancel



Resume Builder - Section Sets

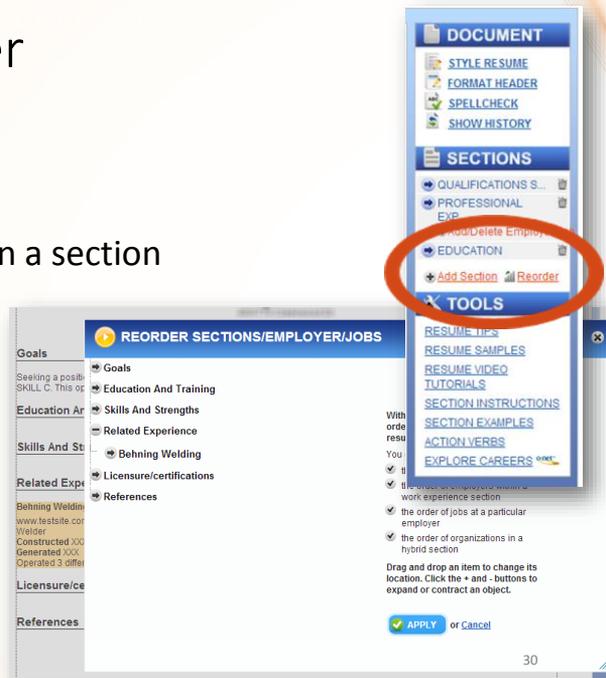
- **Experience** allows you to add:
 - Employer Name
 - Employer Location
 - Employer website
 - Date range of employment
 - Job Title
 - Job Description
- Use WYSIWYG tools

Resume Builder

- **Tools** help you make your resume unique:
 - Formatting
 - Spell Check
 - History
- Sections
- Resources

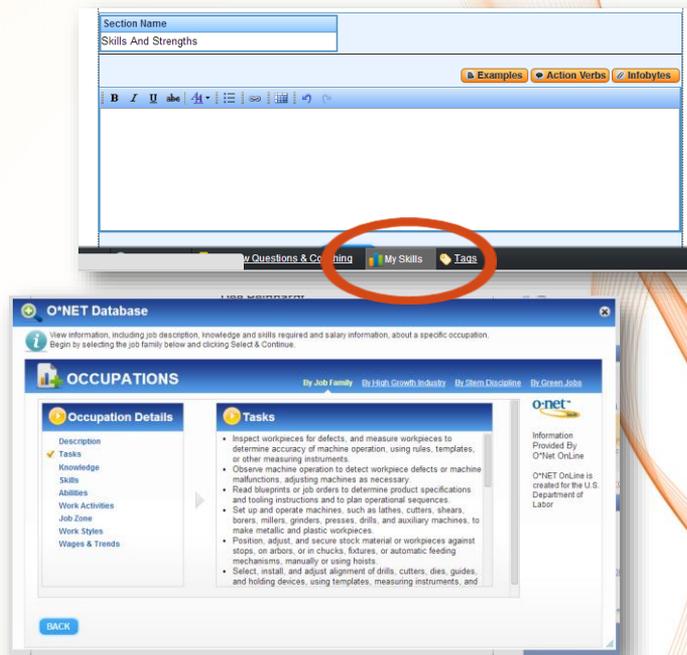
Resume Builder

- Reorder the sections
- Reorder bullets within a section

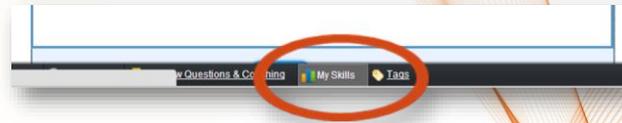


Resume Builder

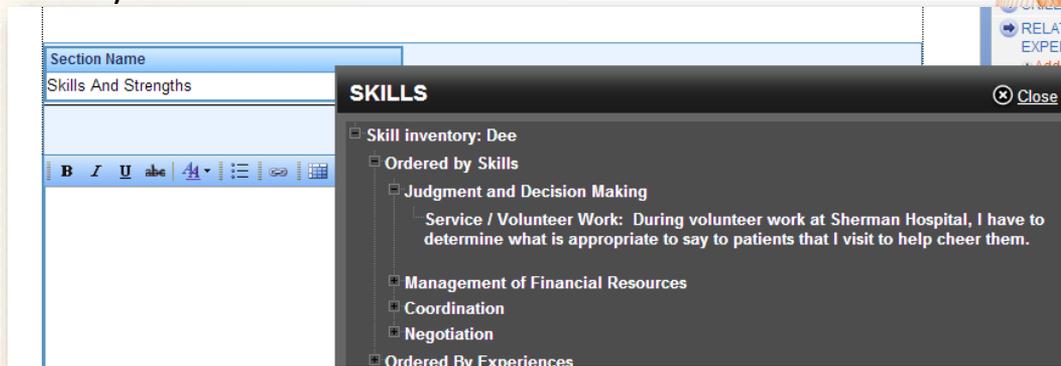
- The Skills Section helps you by allowing you to include key terms and phrases from your industry
- Pull terms from your **My Skills**
- Make use of the ONET tool to help you add the proper keywords



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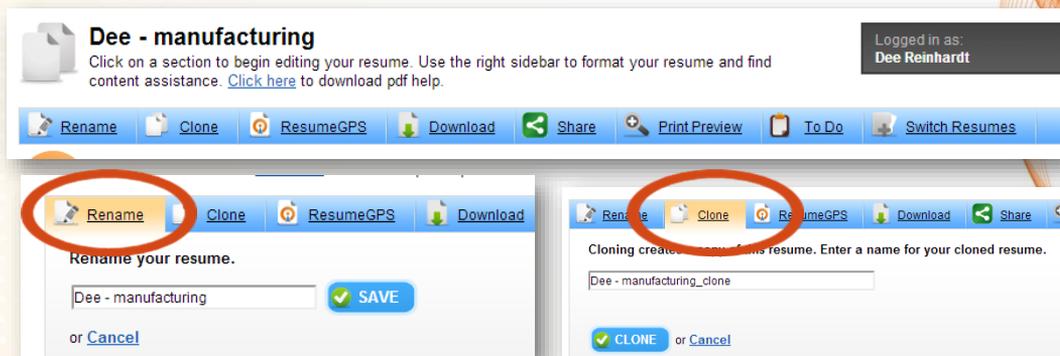


- Using the **My Skills** section links you to the items from your Skill Inventory

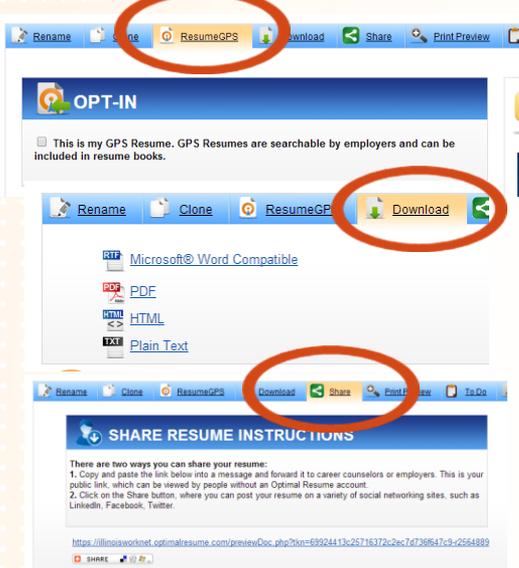


Resume Builder

- While in the resume builder you have additional tools
 - Rename, Clone, GPS, Download, Share, Print Preview, To Do, or Switch Resumes



Resume Builder



- **GPS** - Opt-in to share with employers (covered later)
- Download your finished version
- Share by email or other system

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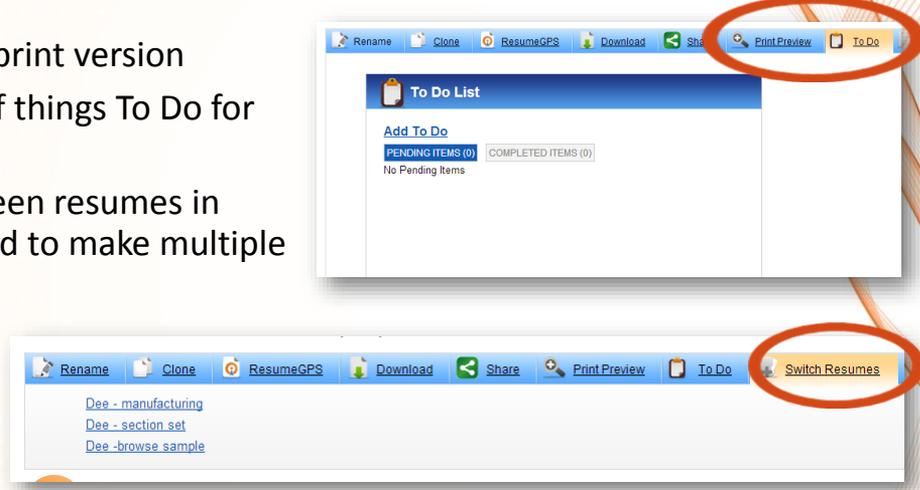
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Resume Builder

- Preview the print version
- Make a list of things To Do for your resume
- Switch between resumes in case you need to make multiple changes



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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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