



Building Your Optimal Impression

Video Resume and Website Builder

 **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

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.

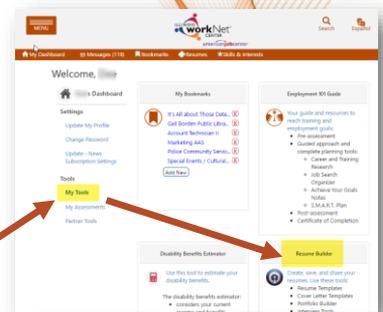
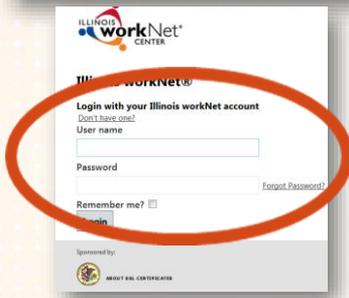
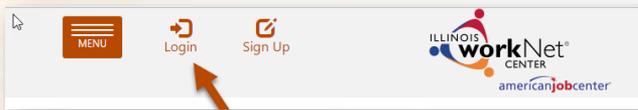
Below, you will find four articles on each step in the resume writing process. After this, you can also read



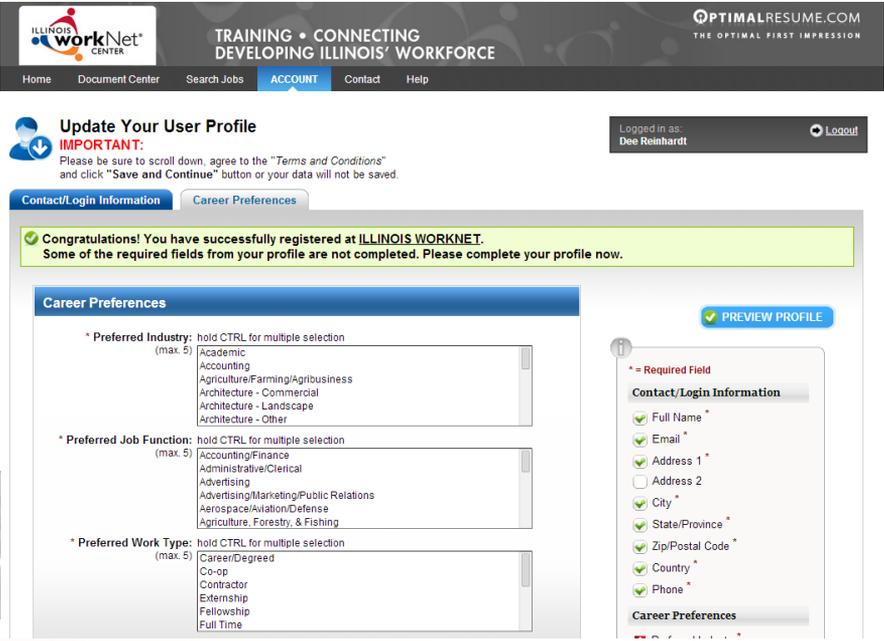
Resume Writing Process



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.



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

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

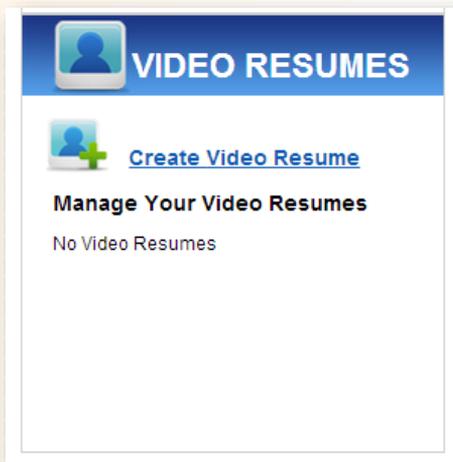
ILLINOIS workNet CENTER Career & Talent Suite

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Video Resume



Video Resume



- **Video Resume** gives viewers the opportunity to see how you present yourself
- Video Resumes are a current technology tool in which you share 2-3 minutes about your career



Video Resume

- Select **create your resume**
- **Name your video resume**



Video Resume

- Two options are available
- **With Teleprompter** – provides a script that you create to read during your recording
- **Without Teleprompter**



Video Resume

- **Browse Script** types provides a synopsis of the type of video resume this would create
- Select a type
- Basic categories are opened

The screenshot shows the 'BROWSE SCRIPT TYPES' interface. It features a 'Script Types' panel on the left with options: Broadcast, Industry (selected), Employer, Job/Internship, Graduate School, and Scholarship. A 'Description' panel on the right provides a synopsis for the 'Industry' type: 'Students and alumni interested in a particular industry, but who have not identified a specific position with the organization, should consider creating an employer video that discusses their employment objective and key qualifications in three minutes or less. A basic knowledge of the industry is a must; make sure you take the time to learn about the industry before you begin. An employer video should complement your traditional resume and should emphasize aspects of your background and credentials that will be of interest to the employer.' Below this is a 'CREATE NEW SCRIPT' form with sections: INTRODUCTION, OBJECTIVE, QUALIFICATIONS, and CLOSING. A 'SECTIONS' sidebar on the right lists these sections and includes 'Add Section' and 'Add Section' buttons. The bottom of the interface shows 'Illinois workNet - Optimal Resume' and the number '14'.

Video Resume

- Select the type of script
- Select the paragraph
- Examples are provided from which you can add to your script

The screenshot shows the 'SECTION EXAMPLES' interface. It has three panels: 'Script types' with options Broadcast (selected), Industry, Employer, Job/Internship, Graduate School, and Scholarship; 'Paragraphs' with options Introduction (selected), Objective, Qualifications, and Closing; and 'Examples' with three sample paragraphs. Each paragraph in the 'Examples' panel has a circled '+ Add' button. The first example starts with 'Hello, my name is [name], and I am seeking employment in the field of [i] taking the time to view my video resu'. The second example starts with 'Hello, my name is [name]. I am currently [s]chool with a double major in [maj] any interested in working in either th [ame] industry as an entry-level [pos] the time to view this brief [duration] highlights some of my key qualificati'. The third example starts with 'Hello, my name is [name] and thank my [position of interest] video resumi spring of 2007 from [school] with a m [minor], and I'd like to briefly highlight'. The bottom of the interface shows 'Illinois workNet - Optimal Resume' and the number '15'.

Video Resume

- Add the paragraphs and then edit to include your name and specific company information

INTRODUCTION
Hello, my name is Dee Reinhardt, and I am a recent graduate of ACME Academy seeking employment in the field of welding. Thank you for taking the time to view my video resume today.

OBJECTIVE
My experience at ACE Welding as an intern, as well as my studies in welding, make me an ideal candidate to work in either the CNC or ARC welding areas of manufacturing industries. In addition, I have previous experience in production in the shuttlevalve industry, so I know what it takes to succeed and I have a clear appreciation of the demands of the job.

QUALIFICATIONS
I am a very driven person and am an asset on any team. During high school, a friend and I started our own construction business that we worked over the summers. By the second summer, the business had expanded to bring in over \$15,000 in revenue, doubling our initial target. Expanding this local business necessitated the development of advertising skills as well as strong customer service skills. In college, I have continued to develop these skills by working part-time as a production assistant for a local manufacturing company. The summer of my sophomore year, I worked with [past company] as a research intern, tasked with assisting the senior researchers with new development projects. The analytical skills I have gained as a researcher and the communications skills I have gained working with customers allow me to be a versatile and adaptable employee. Additionally, I speak conversational Spanish and am experienced in supervising a small team of individuals.

CLOSING
Thanks for taking the time to view my video resume today. I would love to share my passion for welding with your company, so please contact me at 217-303-5866 or dee@welding.com to schedule an interview. I look forward to you hearing from you. Have a great day!

Video Resume

- Upon completing your script, adjust your camera and microphone
- You must approve access for Illinois workNet to access your camera and microphone

Dee basic video
Before you begin recording, find your camera and microphone devices in the drop-down menus below.

1. Name Video Resume 2. Create Script 3. Adjust Camera & Microphone 4. Start Recording

ADJUST RECORDING MEDIA CONTINUE VIDEO RESUME or Cancel

ADJUST CAMERA
Choose driver
Logitech HD Webcam C615 (0465)

ADJUST MICROPHONE
Recording Device:
Default

Video Test

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.

Allow Deny

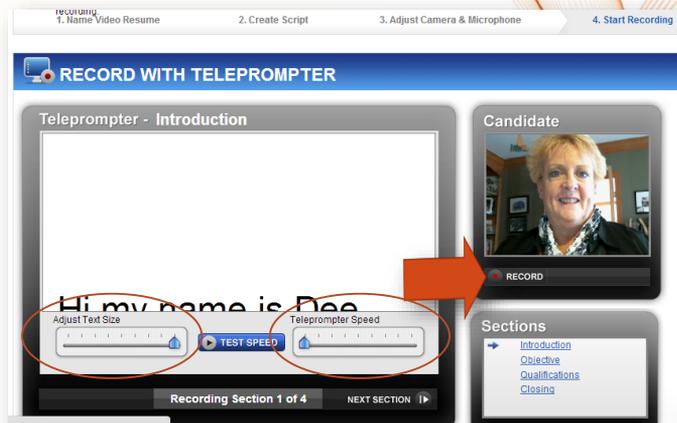
Video Resume

- Look at the video sample –
 - Is your background acceptable?
 - Is the lighting favorable?
 - Should you move the camera up or down?
 - Make adjustments as needed.
- Test the audio
 - Is the microphone picking up your voice?
 - Is the microphone picking up background sounds?



Video Resume

- When all items are appropriately adjusted, you can test the teleprompter
- Text size can be adjusted
- Scroll speed can be adjusted
- Ready – Press **Record**
 - 3 seconds till start

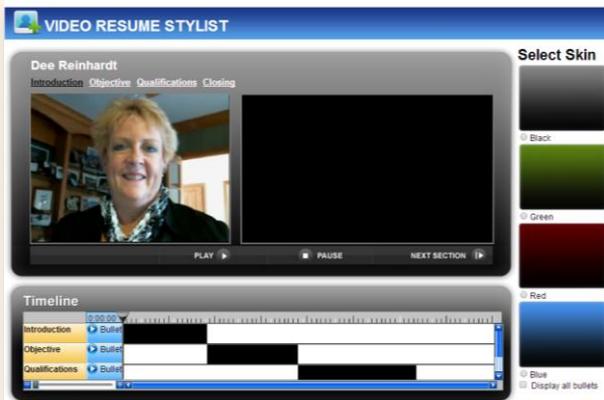


Video Resume

- After you record a segment using either method, you have an option to:
 - Play
 - Redo
 - Save
- After **Save**, the next section can be recorded



Video Resume



- After all sections are recorded:
 - Add bullet points by section
 - Select a background video skin color



Video Resume

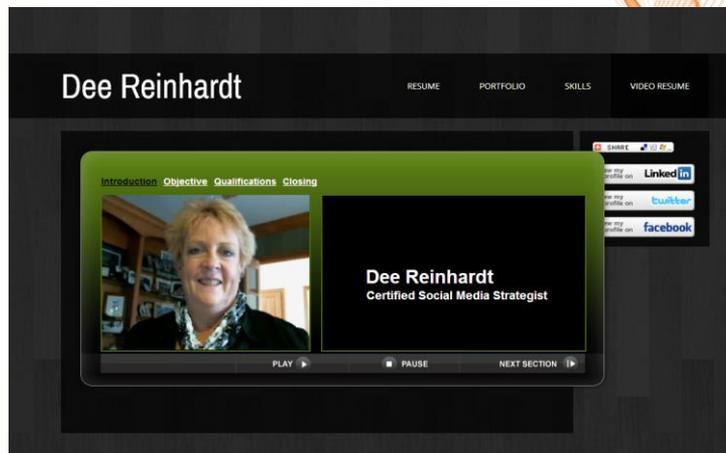


- In your bullets:
 - Use keywords
 - Use action verbs



Video Resume

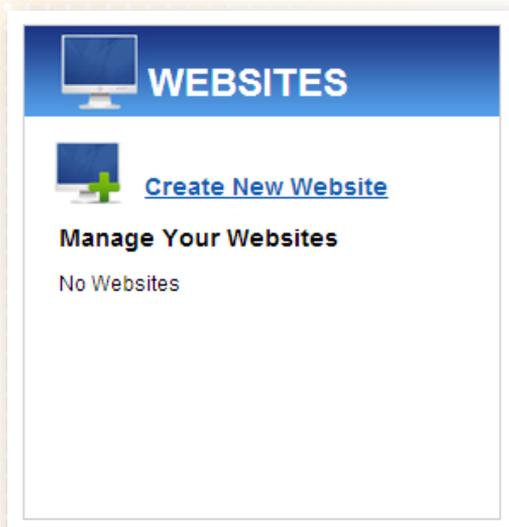
- Preview your final video as it will appear on your personal website



Website Builder



Website Builder



- One of the best ways to be found is to have a website
- Use **Website Builder** tool to create your own branded website through Illinois workNet



Website Builder

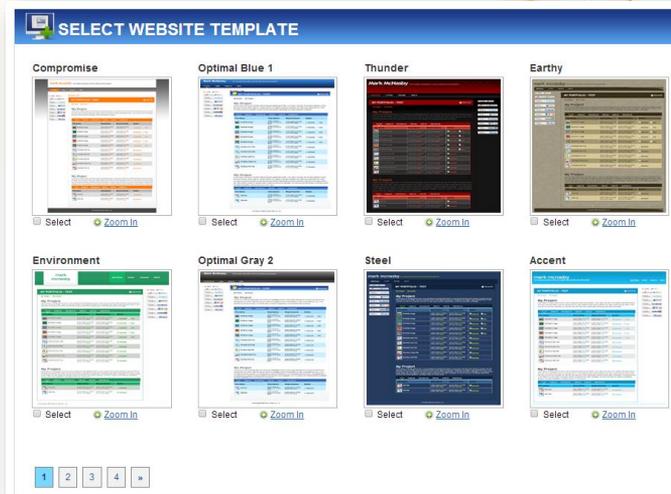
- Name your website

Website Builder

- Select the pages that you wish to appear on your website
- Enable the sections from which you want to add documents

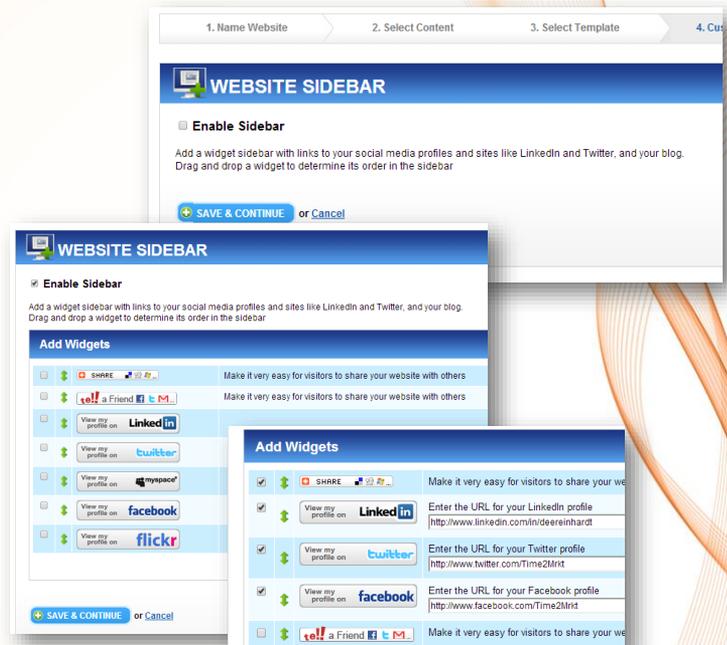
Website Builder

- Select a template
 - Multiple colors
 - Multiple layouts



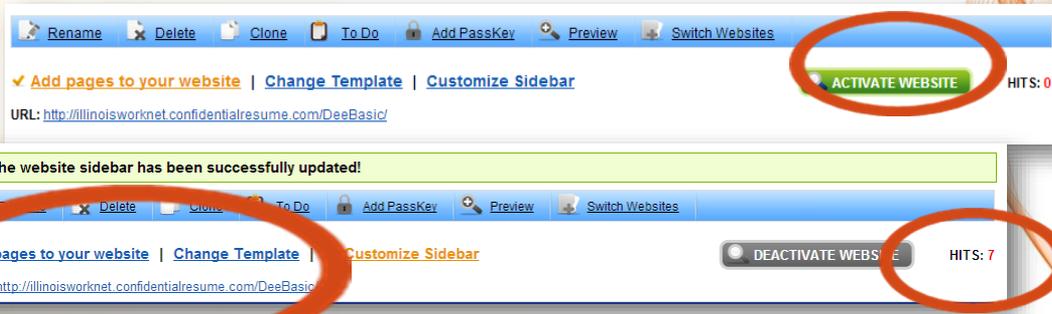
Website Builder

- Enable a sidebar to include your social media profiles
 - Twitter
 - LinkedIn
 - Blog



Website Builder

- Upon completing the sidebar and pages Activate Website

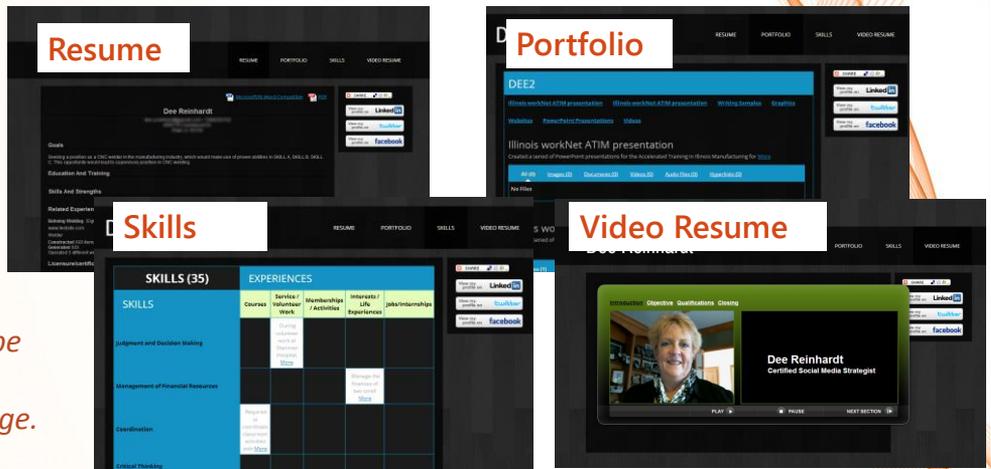


After activation – view hits or make changes

Website Builder



- View your website



Create a cover letter that can be used as your introductory page.

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:

