📄 Optimal Resume Builder Help

Optimal 2.0 edition

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Getting Started

➢Creating a New Resume

To begin a new resume, find the Resume box in the Document Center and click Create New Resume. You will be asked to enter a name for your resume on the next page.

➢Naming a New Resume

Names can include any combination of letters, numbers, and spaces. If applicable, select the primary language of your resume.

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Getting Started

➢ Uploading an Existing Resume

On the naming page, you have the option to upload a resume from your computer that can be submitted for review by a counselor, to ResumeGPS™ or to apply for jobs. Uploaded resumes cannot be edited in the Optimal Resume builder.

➢ 3 Ways to Build a Resume

Once you have named your resume, you will be able to browse a variety of section sets and sample resumes, or start from scratch.

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Getting Started

➤ Browsing Section Sets

Section sets are outlines of sections that you can use in your resume. They are organized by job level, such as Recent Graduate and Experienced Professional, then by industry or career. There are dozens of section sets to browse through.

Clicking on a Section Preset reveals its sections in the rightmost box in the order they would appear in your resume. The Continue button below the example lets you put those sections directly into your resume.

➤ Browsing Samples

Sample resumes, on the other hand, show resumes in their entirety, from header layouts to section sets to writing samples. Resume samples are organized by industry and job level. Clicking on a sample brings up a preview of that resume. To use that template in your own resume, click the Use This Sample button.

➤ Starting from Scratch

If you chose not to add preset sections or work from a sample, you will begin your resume by clicking the Add Section link in the right-hand toolbar. You will select a section type to add to your resume, at which point a new content field will open.

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Working with Resume Sections

➤ Resume Header

The Header is the topmost part of your resume that contains your contact information. If you already filled out your contact information when you registered for an Optimal Resume account, the header will automatically contain that data. However, if you wish to change your information, you can do so by clicking on a piece of information, such as the address or your name. Once you're finished editing, click Save to save your work. When editing a field in the header, you also have the option to remove the field by clicking the Remove button. For additional options, click Format Header in the right-hand toolbar.

➤ Resume Section Types

There are three types of sections you can add in a resume:
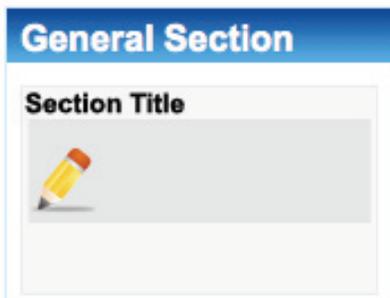
General Section – the most basic parts of your resume, general sections simply allow you to enter a name and content. Most sections, including Objective, Education, and Skills, work best as general sections.
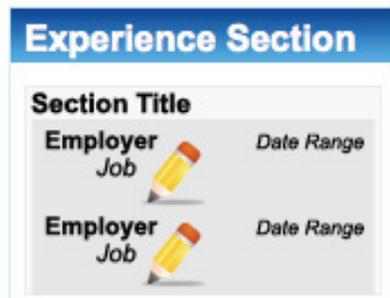
Experience Section – Most resumes should have at least one experience section, which generally refers to current and previous jobs. These sections are organized by employer, then furthermore by individual jobs. You can add employers and jobs to this section as needed. When you begin making an experience section, you will only see a few text fields at first. To enter additional content, click the Add/Delete Employer/Job link found under the section title in the Sections area of the right-hand toolbar. You will have the option to add or delete a job or employer from the experience section.

Hybrid Section – This section is the happy medium between general and experience sections. Like the experience section, the hybrid section is organized by Organization and you must add them as needed from the right-hand toolbar. However, the fields for each individual organization are less detailed than employers and lack information such as Employer URL and location.

Working with Resume Sections

➤ Experience Section

Experience sections are organized on several levels, first by employees, then by jobs at specific employers.

PROFESSIONAL EXPERIENCE

Employer — **EXXON OIL, CHEMICAL, ENERGY & RESEARCH COMPANIES,** 1993 to Present
Distinguished management career in Exxon's three largest operating companies. Promoted rapidly through a series of increasingly responsible line and staff management positions as a result of strong management performance and measurable operating and financial results.

Job — **Production Manager - U.S. Energy Operations ,** Pittsburgh, Pennsylvania, (2005 to Present)
Member of 3-person Management Team leading all production operations for $400 million business unit. Focus on enhancing the profitability of all product lines, with particular emphasis on new product development and commercialization. Shared P&L responsibility.

- Delivered revenue growth of 11% annually and profit growth of 4%–5% each year.
- Redesigned the entire production planning process. Restructured and automated inventory planning, improved demand forecasting and supported a 50% sales increase with no additional inventory cost.
- Led cross-functional, cross-organizational project to establish an integrated global supply planning/scheduling process and performance optimization model.

Job — **Production Manager - Chesapeake Chemical Plant,** Chesapeake, Maryland, (2001 to 2005)
Fast-track promotion from Compounding Operations Manager to Reengineering Coordinator to Rebuild/Restart Project Manager for 20,000 sq. ft., 450-employee production facility. Initially responsible for 45 employees and a $5 million annual operating budget for both on-site and contract operations.

- Improved reliability from 70% to 90%, increased production from 93% to 99.5% and reduced maintenance costs 33%. Accelerated product development and cycle time.
- Introduced GMP into the operation and co-led successful ISO 9002 registration.
- Directed a 4-month special project to recover inventory following massive structural damage to a large warehousing and distribution facility. Achieved all objectives.

➤ Add/Delete an Employer/Job

To add an employer to an experience section, or to add a job to an employer, click the Add/Delete Employer/Job link under the experience section in the right-hand toolbar.

That will display a window that makes it easy to adjust your experience section. Click the Add Employer button to add an employer to the section. Click the Add Job at this Employer link beside each employer to add a job at that given employer.

When you add a new job or employer, it will be placed at the bottom of the employer or the experience section, respectively. You can use the Reorder button to rearrange your jobs, employers, as well as your sections.

Working with Resume Sections
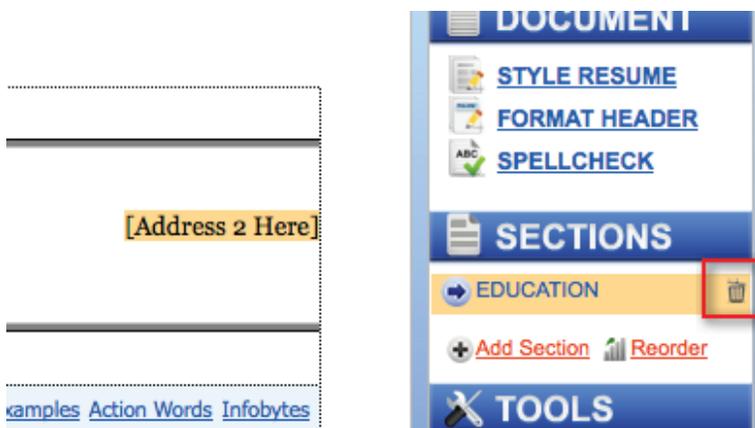
➤ Adding a Section
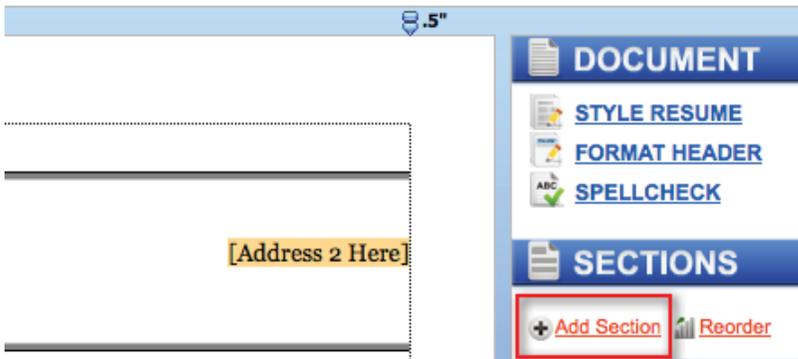
To insert a new section, click the Add Section link in the right-hand toolbar. A new window will open, and you can choose the location of the new section in relation to another section on your resume. Then select the type of section you wish to add. Your new section will appear on the resume upon clicking the Select button.

➤ Reordering Sections
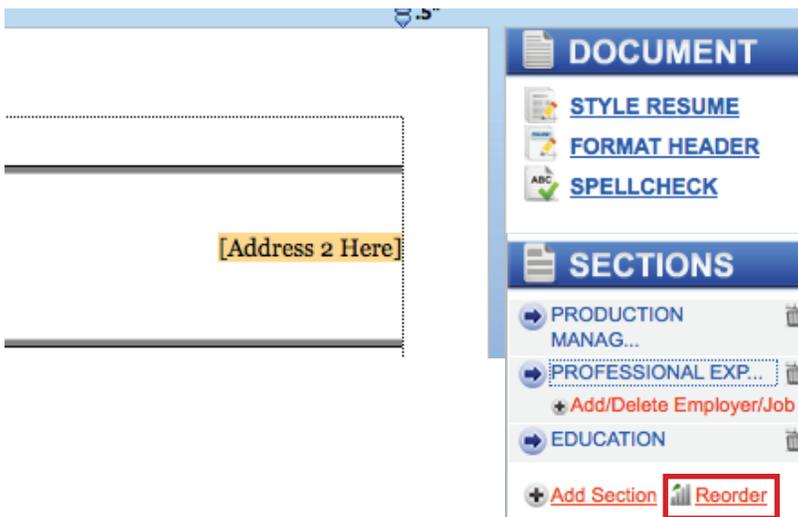
To change the order in which your sections appear, click the Reorder button in the right-hand toolbar. This will open a new window showing all of the sections currently in your resume. Drag and drop your sections into the desired order. Note that this window also allows you to reorder employers and jobs. Click Apply to save your changes.
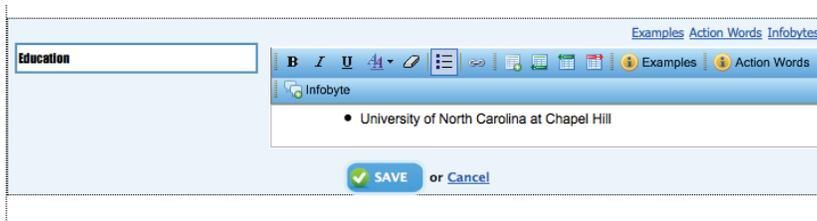
➤ Deleting a Section

To delete a section, click the trashcan icon next to the section name in the right-hand toolbar. You'll be asked if you are sure you wish delete the section. Click Delete to proceed.
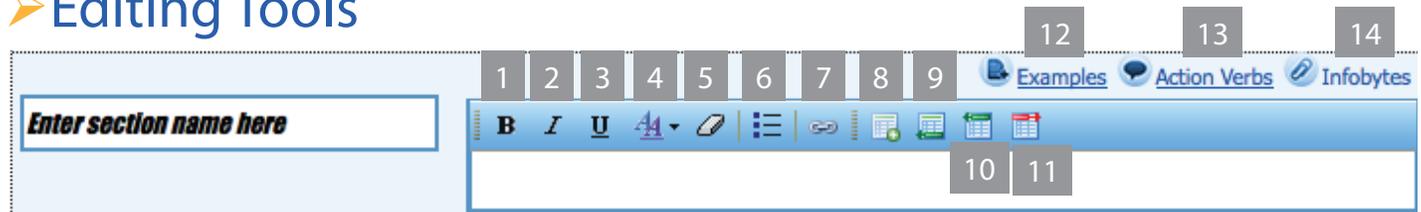
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Working with Resume Sections

➤ Editing a Section

Hover over any section. When the section turns orange, click on it to begin editing. When you're finished editing, click Save to keep your changes.

➤ Editing Tools

Every section has fields for a section name and section content. When entering content, you will notice a toolbar above the editing field. This bar contains helpful features to format and guide your writing:

1. **Bold** – bolds highlighted text
2. **Italic** – italicizes highlighted text
3. **Underline** – underlines highlighted text
4. **Text Color** – allows you to change text to a color selected from the palette
5. **Eraser** – removes any formatting applied to selected text
6. **Bullets** – adds a bulleted list
7. **Link** – inserts, changes, or removes a hyperlink to another website
8. **Resume Table** – inserts a table into your resume. You can set the number of rows and columns for your table after clicking this button.
9. **Line After** – adds an empty line after current content in editor
10. **Line Before** – adds an empty line before current content in editor
11. **Remove Line Before** – removes an empty line before current content in editor
12. **Examples** – opens the Examples menu, where you can browse sample content for a specific section.   Available sections are listed in the left box. Click on a section type to see examples for that section. If available, you can also click the Add button next to an example to insert that example into your editor.
13. **Action Verbs** - 400+ verbs to help you describe your work experience
14. **Infobyte** – opens the Infobyte menu, where you can insert an Infobyte next to selected section. Infobytes appear only in your online resume. They are small icons that can be moused over to reveal additional information about your resume. These are a great way to elaborate on the sections of your resume without adding extra pages. There is also an Examples section specifically for Infobytes if you are unsure of what to write.
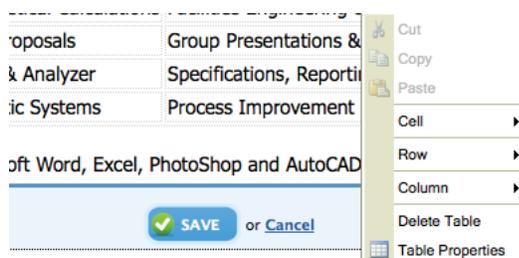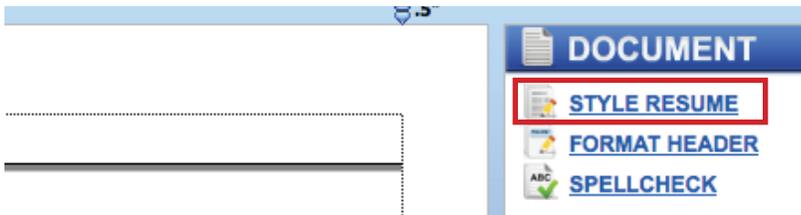

Editing a Table

If you are working with a resume that contains a table, you can access additional options by right clicking on the table. You can add rows and columns, as well as delete the table.

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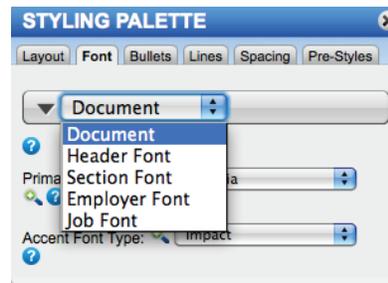
Document Settings

➤ Style your Resume

To style your resume, click the Style Resume button in the Document section of the right-hand toolbar. This will open the Styling Palette. Click the pre-styles tab to apply a pre-made resume template to your document. Use the other tabs to customize almost any aspect of your resume:
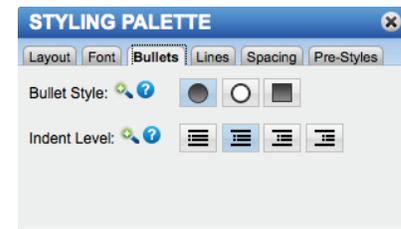
Layout – Set the margins, columns and header format for your resume
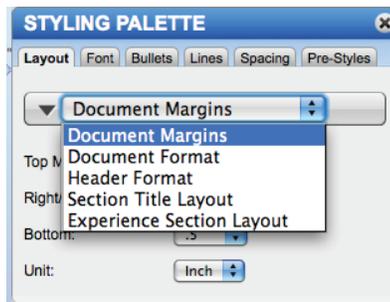
Font – Change the font and font style for different parts of your resume
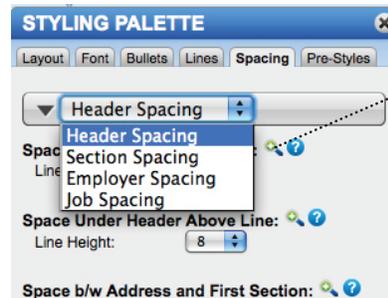

Bullets – Change bullet styles and the level of indentation

Lines – Add, remove, and change lines used on your resume
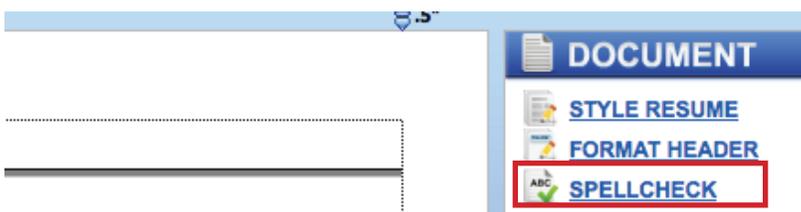

Spacing – Set the spacing between parts of your document

If you're unsure of what a setting corresponds to, there is a magic wand feature next to every setting that highlights exactly where the style changes will be applied. Affected areas will be highlighted in orange when the wand is clicked.
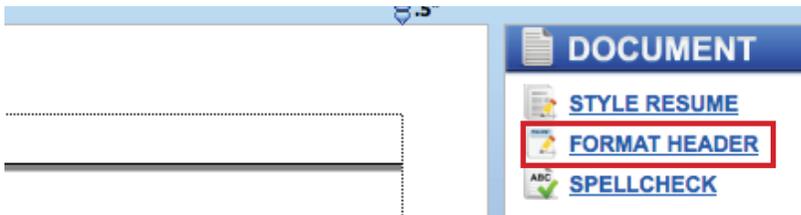
➤ Spellcheck

Clicking Spellcheck will highlight in red misspelled words in your document. If you right click on a misspelled word, you can replace it with the correct spelling or ignore the error and move on.
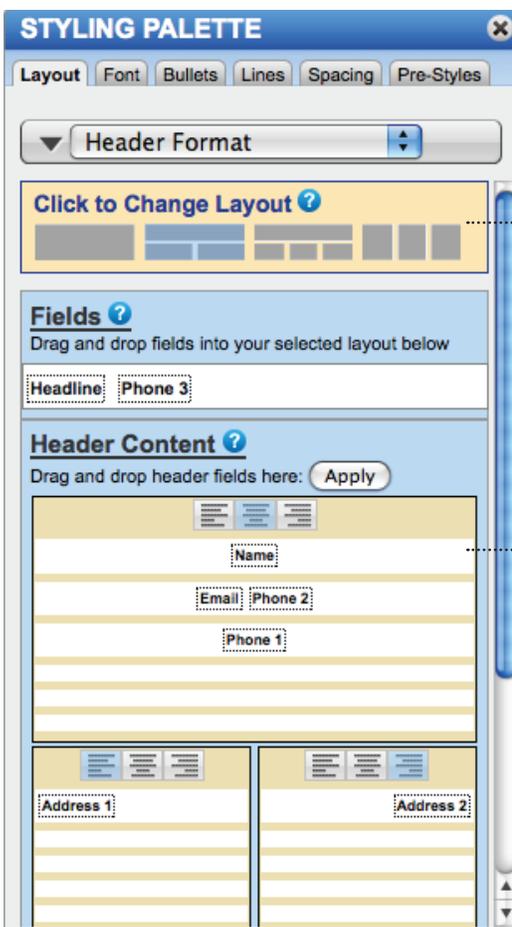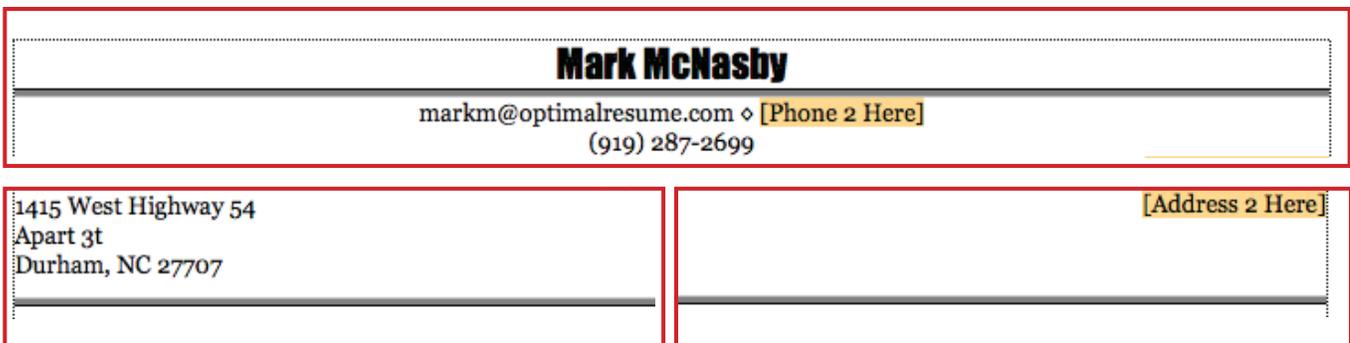
Document Settings

➤ Format your Header

This link will open the Header Layout option in the Styling Palette where you can change the appearance of your header and contact information. There are four header layout options. Choose one, then drag and drop individual information fields into your chosen header layout. Also note that you have the option to add a headline here. Click Apply when you've finished arranging your information.

➤ Example

Mark McNasby

markm@optimalresume.com ◇ [Phone 2 Here]
(919) 287-2699

1415 West Highway 54
Apart 3t
Durham, NC 27707

[Address 2 Here]

Divides your header into invisible boxes so you can arrange elements within each box

Drag individual fields into a part of the layout. Notice that each box can have its own alignment. That is how we achieve the effect where the name, email and phone numbers are centered, but the other information is right and left aligned, respectively.

Document Tools
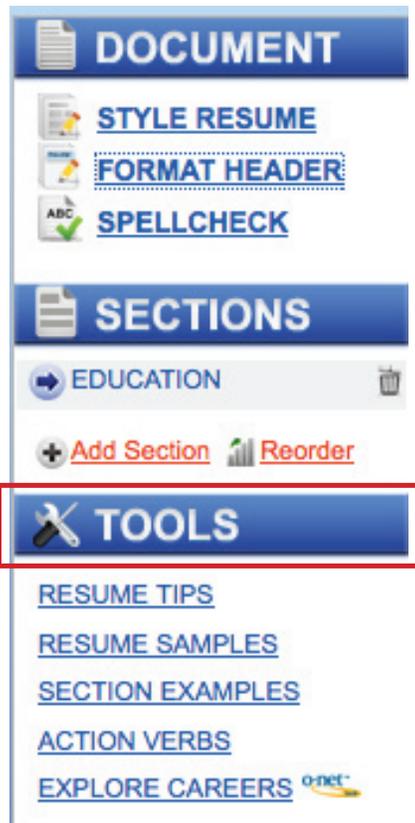
Resume Tips

Select a job family (occupations grouped together based on type of work and skills required) and view professionally written top 5 tips for writing a successful resume for that job family

Resume Samples

View professionally written resume samples, which you can sort by job family and experience level.

Section Examples

View examples for each kind of section on your resume (e.g. education, experience, honors and awards).

Action Verbs

A list of 400+ action verbs to help you describe your work experience

Explore Careers

Opens the O*NET database, where you can find occupation-specific information like skills and education required, and salary and growth trends

Document Toolbar

Rename – lets you change the name of your resume

Clone – creates a duplicate copy of your resume in the Document Center. Before cloning, you must enter a unique name for your cloned resume.

Review Center (if available) – Allows you to send your resume to a career counselor. Select your counselor from the drop-down menu, and include a message if desired.

ResumeGPS (if available) – Select the current resume to be used as your GPS resume. Your GPS resume is made available to employers for searching. For more information on Resume GPS, click here.

Print Preview – Shows an HTML version of your resume. This is how your resume will appear in downloadable versions. More importantly, Print Preview shows how many pages your resume will take up. To move to another page, use the arrow buttons or the Go To Page feature. You can also zoom in and out of your resume to see how it will look from different ranges.

Download – Download a hard copy of your resume into different formats: PDF, HTML, Plain Text, and Microsoft Word Compatible.

Switch Resumes – Clicking this button shows all of the resumes you have created so far in the Document Center. Click on a resume's name to go to the editing page for that document.
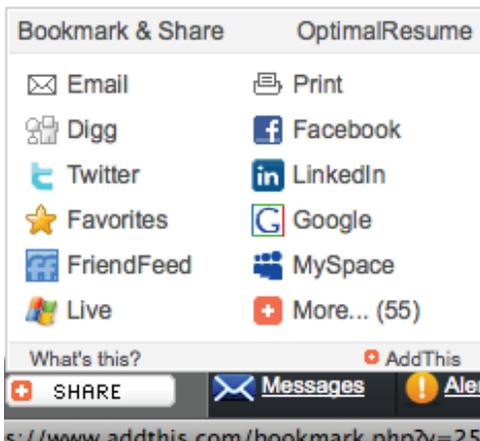
Post-production Tools

➤ Editing your Resume
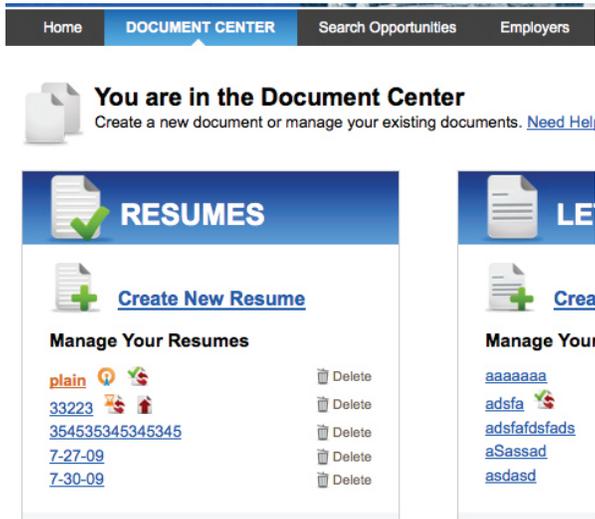
To edit a resume at a later time, click the resume's name in the Document Center. This will bring you back to the editing page where you can save new changes to your document.

➤ Sharing your Resume

Use the Share Button within the taskbar to easily share your resume with your network. Choose from a variety of different social media sites, search engines, e-mail, etc.
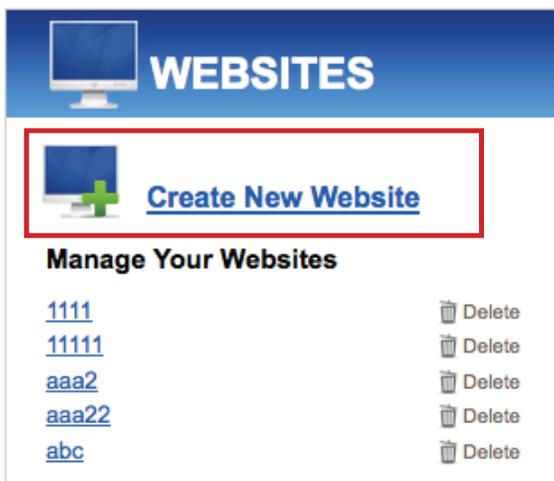
We recommend that you add a resume to your resume website in order to easily share your resume online with employers. If you haven't already, create a website in the Website Builder and select your desired resume from the list of available resumes. For more information, refer to the Website Builder help.