

What is Optimal Resume?



How It Works:

Welcome to Optimal 2.0, a career management platform brought to you by OptimalResume.com in partnership with your organization. Inside, you'll find a variety of tools to help you CREATE, PRESENT, MANAGE and SHARE your professional credentials.

You can use this website to:

- **Create** high-impact, interactive career materials based on your career goals
- **Present** your materials online — with our easy-to-use website builder — and in print, as you can download your materials in a number of formats
- **Manage** an unlimited number of career documents from one central location
- **Share** your credentials with your network on your own professional website and across social networking sites

What are the different modules?

Optimal Resume

- The "Gold Standard" in online resume builders
- 100% flexible
- Ability to preload preferred resume styles for each institution
- Over 1 Million resume styles currently available
- Integrated O*NET occupational database provides up-to-date career and salary information
- Available in multiple languages
- Resume Web Site is included
- **Resume Samples**

For more information please go to:

<https://www.optimalresume.com/optimalresume.html>

Optimal Interview

- Practice interviewing skills
- Real-to-life, multimedia interview scenarios developed by season employment professionals

- Hundreds of available questions and wide variety of interview types
- Numerous interviewers
- Submit your own questions to be added to the Optimal Resume database
- Counselor as interviewer

<https://www.optimalresume.com/optimalvideoresume.html>

How do I get to the OptimalResume site?

- <https://brownmackie.optimalresume.com/>

How do I create an account?

Students will need an authentication code which is set to “**optimal1**”.

- Access the website at the link provided above
- On the right side you will see a sign in space.
 - Click on the link that says “new users click here”
 - Type “**optimal1**” in the space provided for student users.
 - The program will walk you through the rest of the account set up.

What is Optimal Resume GPS?

From the student’s perspective:

“ResumeGPS&trade is an optional, new program that enables employers to find your resume and contact you with employment opportunities and information.

The program offers built-in video screening technology that enables employers to send you interview questions or schedule a live videoconference with you.

To participate in ResumeGPS, designate one of your resumes as your "GPS Resume" by checking the box, "This is my GPS Resume." You can elect to hide your contact information from employers and also indicate if you're open to volunteering to gain experience.

Once you've opted in to ResumeGPS, you can interact with potential employers in several ways, which are viewable in the tabs on the GPS home page. You'll see a messages tab, an online interview tab and a videoconference tab.

The messages tab makes it easy to communicate with prospective employers. Click the view button to read messages and respond. All important employer messages are archived here.

Employers can invite you to respond to online interview questions. Click the tab to view interview questions and take the interview. You control the format of your response: spoken and video recorded, spoken only, or written. You can keep trying until you are happy with your effort, and then send the interview to the employer.

If you are invited to videoconference, schedule a mutually agreeable time with the employer. Open the "videoconferences" tab to view all scheduled videoconferences. You should dress professionally and use typical job interview etiquette.

Want to see who has viewed your resume? Click the "Statistics" tab to see a summary of click information and other details. To make your resume unsearchable by a particular organization or to report any concerns about an organization, simply click on the employer name."