



Free & Exclusive to USF SM students.

## User Quick Tips

What is Optimal 2.0? <https://usf-sar.optimalresume.com>

- Create a resume, cover letter and portfolio and customize them into high impact web pages for presentation to employers.
- Practice the interview.
- Resume can be searchable by a GPS. Employers can schedule video conferencing, send you messages, schedule an interview and you can monitor views of your resume.
- Manage multiple documents in one location. \* It is not to be considered your back-up storage.
- Share your credentials with your network on your own professional networking site.

First time users create a new account using your USF student email account.

Each module has a quick video which is very helpful.

### Resume Quick Tips

Click on Create a new resume

Give it a name

Click on Start a resume

Choose one of the following:

1. Browse Sections: preset layouts
2. Browse Sample: resumes by field and level – provides example resumes
3. Start from scratch: your choices are endless

Depending on your choice above you may need to click on “Continue” or “Use this sample”

**To edit each section**, bring your cursor over the section.

In each section, you will find:

**Examples** (example statements), **Action Words** and **Information Bytes** (interactive bytes of information which will appear on the web page).

Look for the menu to the right with Document, Section and Tools.

Under Document you will find Style Resume, Format Header, Spell Checker & Show History.

**Style Resume:** adjust margins, fonts, bullets, lines and spacing.  
Click on the down arrow to edit each section.

Format Header works similar to Style Resume.

**Sections:** add/delete sections or reorder sections.

**Tools:** Resume tips, tutorials and Explore Careers ONET. The ONET will provide the tasks and the language of a position. It is important that each resume is tailored to the position for which you are applying.

### **Portfolio – Quick Tips**

You can upload common documents Word, Excel, Publisher, .jpg, audio and video.

Click on Create A New Portfolio

Give it a name

Name the Project. One way to do this is by naming skill sets (Research, Writing, Analytical, Computer skills, Transcripts . . .)

Describe the Project

Upload the document or link to a web page.

Explain the requirements to open the document.

Click on Save.

### **Website Quick Tips**

Click on Create a New Website

Give it a name

Click on “Enable” in each module.

Click on the resume, cover letter or portfolio that you want in the website.

Save & Continue

Choose your template –Conservative styles are recommended.

Save & Continue

Enable your sidebar – LinkedIn is recommended.

Enter the URL from your LinkedIn profile page to complete the link.

Save & Continue

Activate the Website

You can add a Passkey to prevent unknown users to view your website.