



Optimal Resume

Optimal Resume is a comprehensive, web-based application that can help you create, present, and manage resumes. Resumes are automatically generated in several formats, including Rich Text, Plain Text, PDF, and HTML, and users can edit, download, rename, clone, or delete resumes at any time.

Each user can create and manage an unlimited number of resumes in their account, and the software includes spell checking, action words, and format assistance—all on a 24/7 basis. A state-of-the-art Resume Stylist makes it easy for users to choose from many Resume Styles, so each individual is sure to find a resume presentation to fit their needs.

Optimal Resume can be accessed through MAVzone –

Log into MAVzone

Click on the “Student Academics Tab”

Find “Career Services” and choose “Optimal Resume”

Click on the Optimal Resume icon (box)

Optimal Resume can be accessed through CMU website –

www.coloradomesa.edu

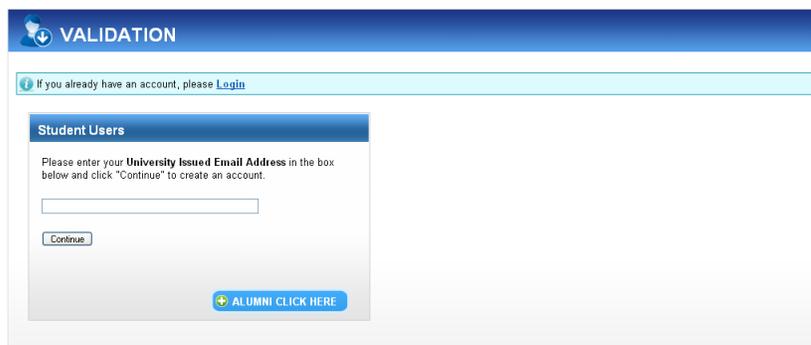
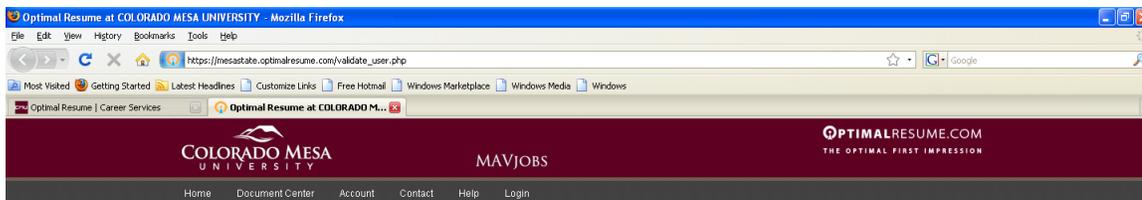
Click on “Current Students”

Under “Support Services” click on “Career Services

Click on “Students”

Under “Employment Readiness” choose “Optimal Resume”

Click on the Optimal Resume icon (box)



Steps to begin your resume:

1. In the "Student Users" box enter your CMU email.
2. The first time you use Optimal Resume you will need to setup an account. This will take approximately 5 minutes. You only need to enter information with a red asterisk.
3. Click on "Create New Resume"
4. You must name your resume. If it is your "general resume" you could call it by that name. If your resume will be for a specific company or position, you could name it after that.
5. Click on "Start Resume"
6. You have 3 choices: "Browse Section Sets", "Browse Samples", "Start From Scratch"
I recommend you start with section sets. You can browse samples to get ideas but if you use them to start your resume you must remember to change everything and you are bound to that resume's formatting. You can select different section sets by clicking on the different "Resume Types" such as: Basic Undergraduate, Business, Engineering, etc.
7. Basic Resume Undergraduate section sets are a great place to start. You can change/add any section headings as you work through entering your resume information.
8. Click "continue"
9. You should now see the beginnings of your resume. To remove any unwanted information such as "Headline" just double click on it and remove.
10. Start working your way through each section. You can look at "examples" if you would like help. When you enter your education please go get an "example" so you will have the formatting, just change the degree to the one you are getting. If you have more than one degree or institution, just click twice on one of the education samples then change the information and you will have the formatting.
11. On the right hand side of the page you will find "style resume" and "spell check". Also, trash cans for deleting sections, "add section" and "reorder" buttons.
12. At the top you can "clone" your resume so you can customize it to the next job you are applying for.
13. If you would like Career Services to look over your resume, send it to the "Review Center". You will receive some ideas or comments in a return email.
14. When you are ready to print your resume click on the "Download" button at the top. You will have the option of Word or PDF.
15. If you need help creating or editing your resume please give Career Services a call at 970-248-1404 and we will make an appointment with you so we can answer your questions.