



New Users Guide to Optimal Resumé

<http://artinstitutes.optimalresume.com>

1. Click *Create New Account* →
2. Enter *optimal1* as your access code
3. Fill out *Contact/Login* information completely and check the *I have read and agree with all Terms & Conditions* box →
4. Fill out *Education Information* completely and click *Save&Continue*
5. Fill out *Career Preferences* completely and click *Save&Continue*
6. Select *Virginia Ai Washington* as your campus location and click *Save&Continue*
7. Click *Create New Resume* →
8. Use your full name to name your resumé you can then click *upload resumé* to use an existing file, otherwise click *start resumé* to create a new resumé →
9. Click *Browse Section Sets* →
10. Click *New Student* →
11. Click your area of study under *Resumé Types* and click *Continue* →
12. Under *Objective* type a short statement summarizing the position you're applying for and your qualifications or you can click *Examples* to choose from a list of pre-written statements →
13. Only fill out the *Profile Summary* section if you have 4-5 years experience in your field
14. To complete the *Education* section and any remaining fields insert a bulleted list by clicking the *insert/remove bulleted list* button then type any applicable info →
15. Once your resumé has been filled out completely click *Print Preview* then click *Print using PDF* →
16. Once your resumé opens as a PDF go to *File* and select *Print* →

