Table of Contents

Getting Started

Logging Into Illinois workNet

1. Go to www.illinoisworknet.com and click "Login" in the header.

2. Login with your username and password. Using the My Dashboard menu select "Resumes" or click on My Dashboard and then select the "Resume Builder" option.
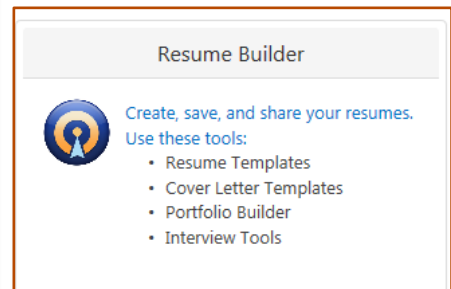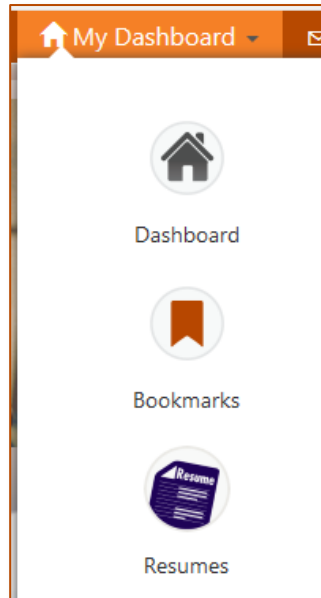
Creating a New Resume

To begin a new Resume:

1. **Click the Create New Resume** button in your Document Center.
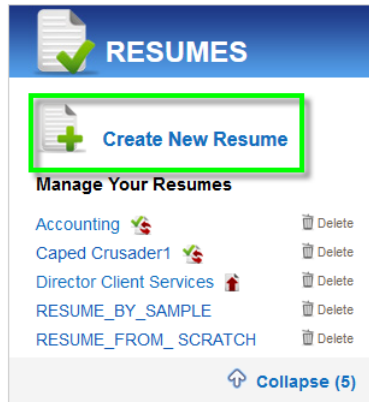
2. **Enter a name** for your resume (names can include any combination of letters, numbers, and spaces) and click **Start Resume**.

3. **Select how you would like to build your resume.**

Three Ways to Build a Resume

There are three options you can use to build a resume.

Note: Depending upon your institution's settings you may or may not see all three options. Some institutions may have disabled one or two options.

Start from Scratch

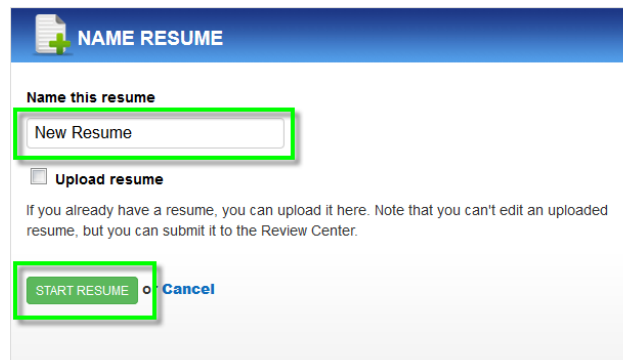This method will essentially load a blank page (with the exception of the header information being pulled from your profile and automatically pre-loaded) and the user will have to insert section titles and content.

To Start from Scratch:

1. Click the **Continue** Button on the **Start From Scratch** box.

2. Your document will open in a default style. Since the system is not copying a sample, it will need to know what font to use, how to format the header, margins, spacing, etc. Your institution will have designated a *default* style. You will be free to change these settings and we will discuss this in the **Styling Your Resume** section on page 17.
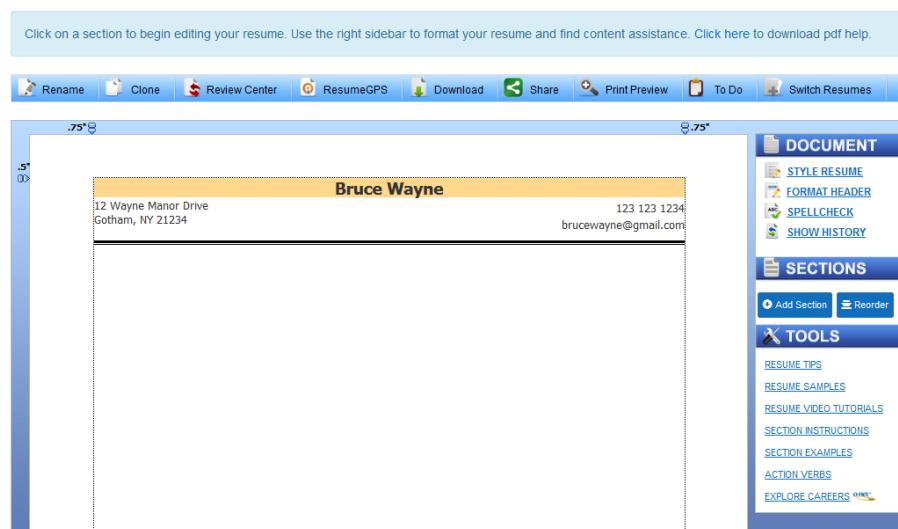
3. Click the **Add Section** button located in the **Sections** box on the right side of the screen.

There are three types of sections:

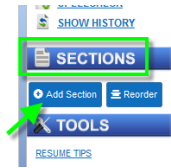a. **General Section** - A general section contains a section title (e.g. 'RELATED COURSEWORK', 'HONORS AND AWARDS') and room to add a description. You might use this kind of section for, among others, a profile, skills, or honors and awards section.

b. **Experience Section** – Add an experience section to display your relevant work experience. The experience section will contain a section title, employer information and room to discuss your job responsibilities and accomplishments. You can also add additional employers and jobs to the section.

c. **Hybrid Section** – A hybrid section contains a section title, organization name and date range, and a text field for additional information. You may want to use a hybrid section if you have gone to multiple educational institutions or want to discuss how you have gained skills through non-work-related activities, like clubs or associations

4. Select the appropriate section type and click **Select**.
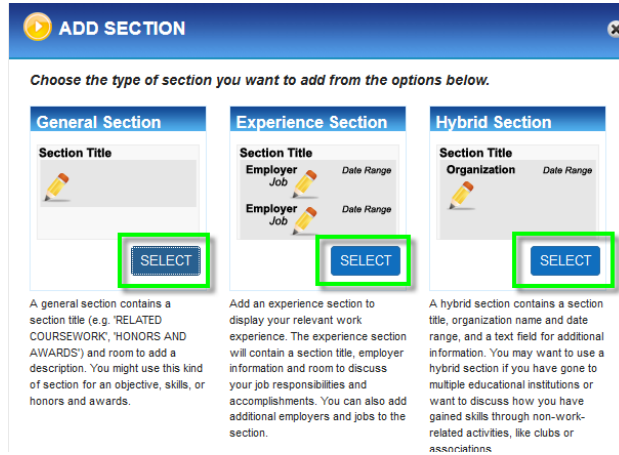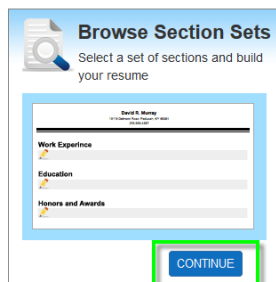

5. Repeat this for each section you want to add to your document.

Browse Section Sets

This method is essentially an outline and allows you to choose from a selection of Resume Types that have associated with them suggested Section Titles called **Section Sets**.
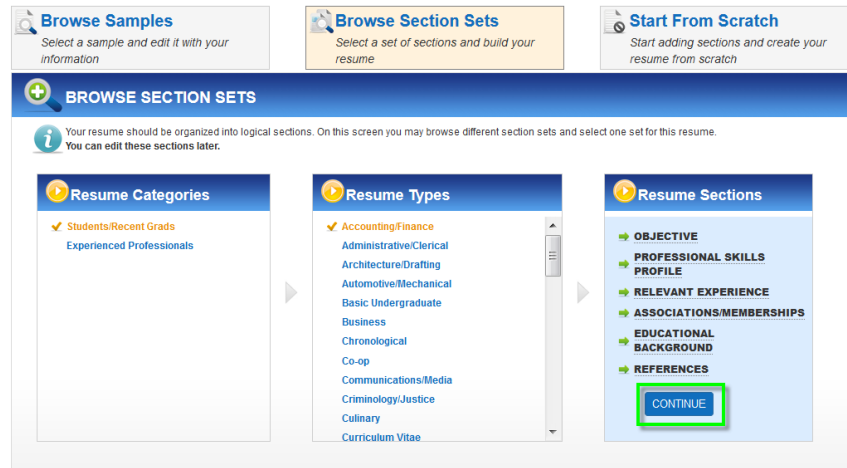
To Browse Section Titles:

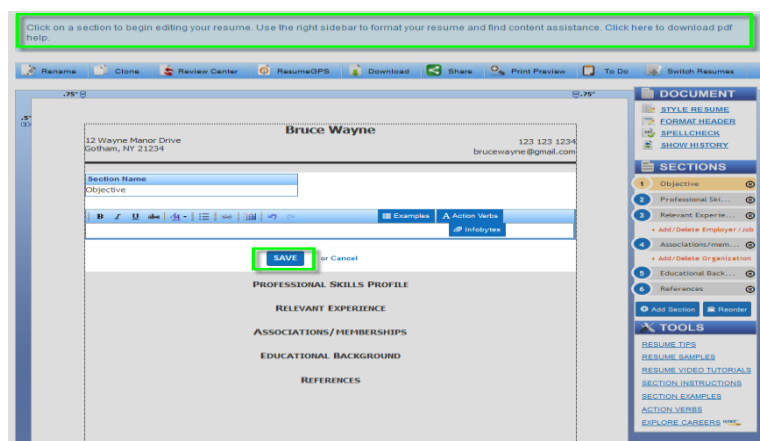1. Click the **Continue** Button on the **Browse Section Sets** box.

2. Select a **Resume Category** and **Resume Type** to see the suggested list of **Resume Sections** (Section Set). Once you have found the desired Section Set click the **Continue** button.

3. Your document will open in a default style with the aforementioned sections pre-loaded for you. Since the program is not copying a sample, it will need to know what font to use, how to format the header, margins, spacing, etc. Your institution will have designated a *default* style.

4. Click each section to open the inline editing feature and enter your content, formatting the text using the formatting toolbar if desired, and then click **Save** to exit the editor.

5. Repeat this for each section.

Browse Samples

This method starts with a complete document, with appropriate but fictitious content, from which you work backwards, editing and replacing content, to reflect your own background.

To Browse Samples:

1. Click the **Continue** Button on the **Browse Samples** box.

2. Select an appropriate **Category** (Job Family) and **Experience Level** that match your background. This displays samples for a variety of occupations within that Category/Job Family and Experience Level.

3. Note also the **Top 5 Tips For Writing Best-In-Class Resumes** section on the right side of the page. As the name suggests, this contains valuable tips for improving your resume, including a list of keywords or tags you can include in your resume.

4. Click on a sample to magnify the view and examine the sample. If you like it, click the **Use This Sample** button (otherwise click the X to close the view and select another to examine).

5. After selecting a sample, click each section to open the inline editing feature and enter your content, formatting the text using the formatting toolbar if desired and then click **Save** to exit the editor.
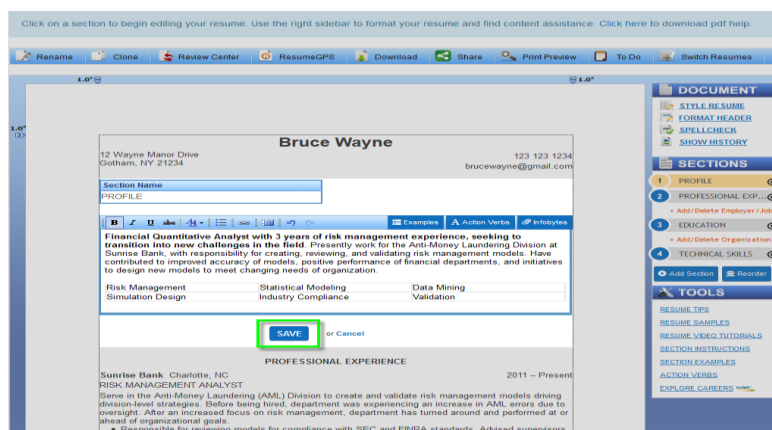
Working with Sections

The Resume Header

The **Header** is the top section of your resume that contains your contact information. If you already filled out your contact information when you registered for an OptimalResume account, the header will automatically contain that data.

You can modify or edit your header information by clicking on the desired field (phone number, address, name, etc). 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.
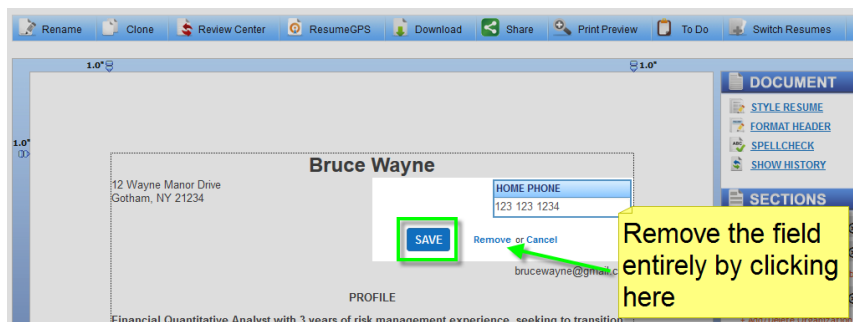
For additional options, click **Format Header** in the right-hand toolbar. For more details on the **Format Header** tool see page 18.

Experience Sections

Experience sections organize your Employers, Jobs, Locations, and Date Ranges.

To Add/Delete an Employer/Job:

To add an employer to an experience section, or to add a job to an employer, click the <u>+ Add/Delete Employer/Job</u> link under the experience section with which you are working in the **Sections** box in right-hand toolbar.
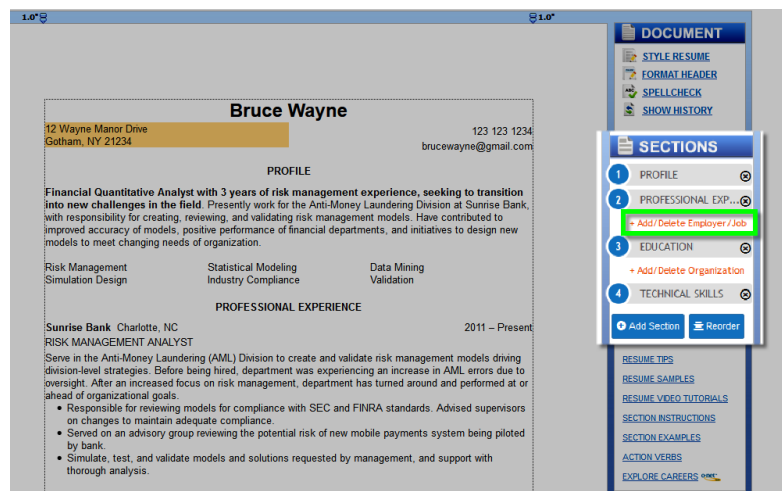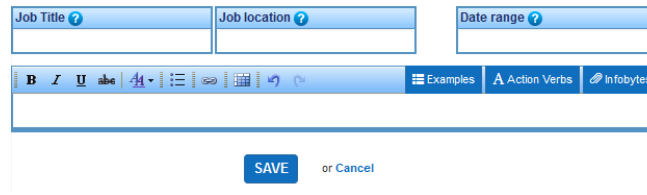
This will display a window that makes it easy to modify your experience section.
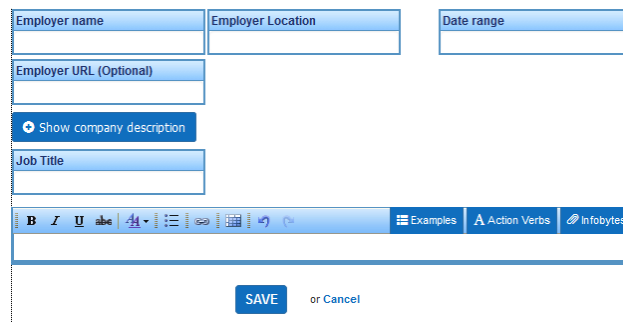
- Click the **Add Employer** button to add another employer to the section.
- Click the **Add Job at this Employer** link beside each employer to add another job at that given employer.
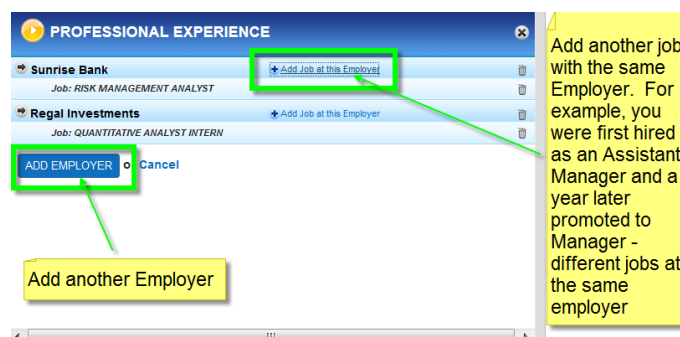
When you add a new **Job** to the same employer you will be asked only for the Job Title, Job Location and Date Range.

When you add a new **Employer**, you will need to enter the Employer Name, Job Title, Employer Location and Date Range.

New Employers are placed by default at the bottom of your list of Employers. New Jobs will also be placed at the bottom of the list of Jobs at that Employer.

Note: You can use the **Reorder** button in the SECTIONS box to drag and rop the newset jobs/employers to the top of the list or to rearrange your jobs, employers, and sections into any desired order. For more information on the **Reorder** button see page 15.

To Add/Delete New Section

To add a new section, click the **Add Section** button and select which type of section to insert. You can use the drop-down menu to insert the section exactly where you want it to be, otherwise it will default to the bottom of the list and you can use the **Reorder** button to drag it where you would like it to be.
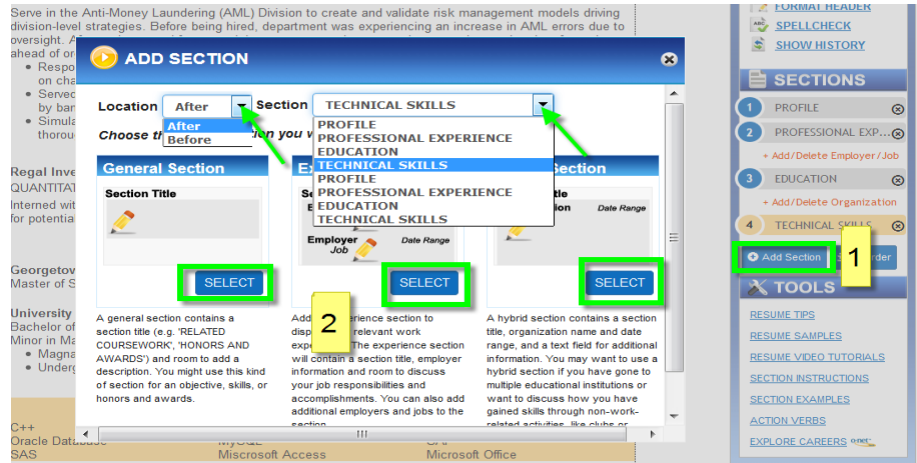
To delete a section click the X corresponding to the section and then click the **Delete** button.
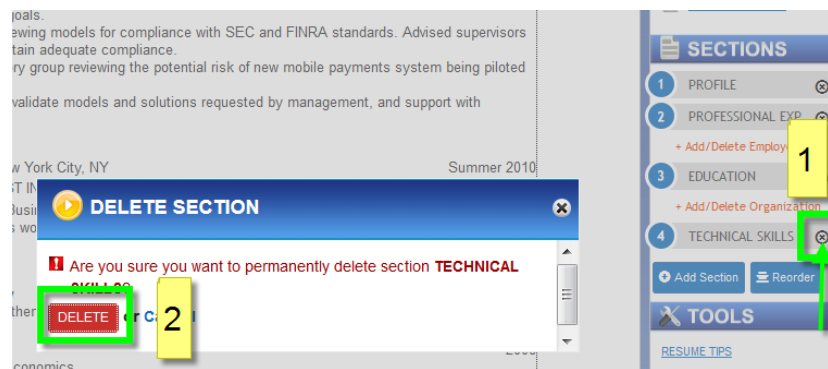
Reordering Sections

To reorder your sections, click the **Reorder** button in **Sections** box in the right- hand toolbar to display a schematic of the current layout of your sections.
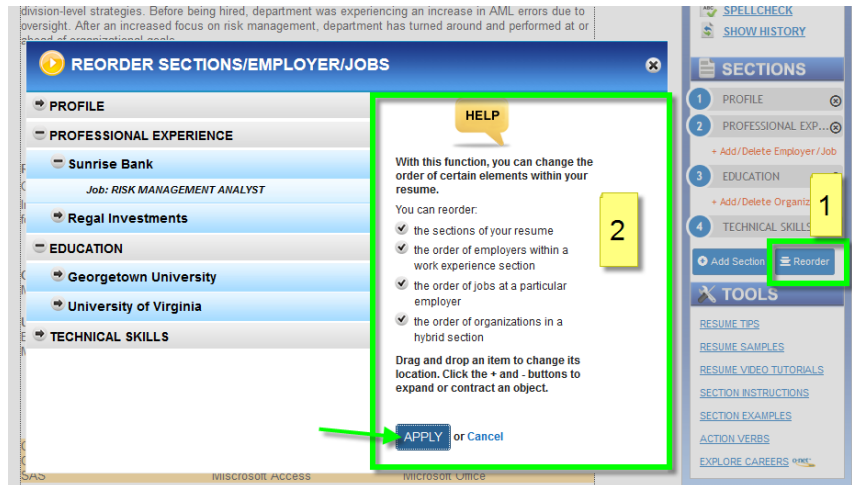
Drag and drop your sections into the desired order. Note that this window also allows you to reorder employers and jobs. Click **Apply** to save your changes.

Editing Sections

Hover over any section. When the section turns orange, click on it to open the editor. When you're finished editing, click **Save** to keep your changes or **Cancel** to revert to the original content.
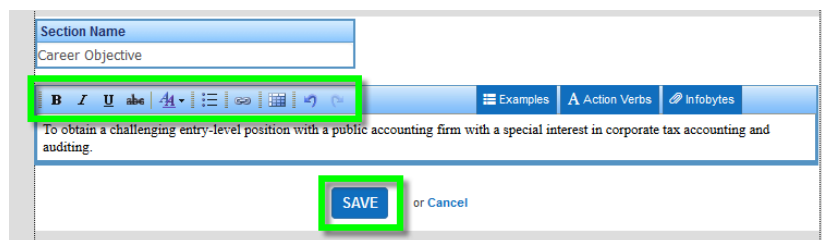
Editing Tools

When entering content, you will notice a toolbar above the editing field. This bar contains helpful features to format and guide your writing.

| B | I | U | abe | A | ≣ | ∞ | ⊞ | ⤺ | ⤻ | | ⊞ Examples | A Action Verbs | ⊘ Infobytes |

Among the features are:

- **Bold** – bolds highlighted text.

- **Italic** – italicizes highlighted text Underline – underlines highlighted text.

- **Underscore** – underlines highlighted text.

- **Strike Through** – allows one to strike through highlighted text. This is more of an editing tool one might use to provide feedback.

- **Text Color** – allows you to change text to a color selected from the palette.

- **Bullets** – adds a bulleted list.

- **Hyperlink** – inserts, changes, or removes a hyperlink to another website.

- **Resume Table** – inserts a table into your resume. You can set the number of rows and columns for your table after clicking this button. Note that one can modify an existing table by clicking into the table and then right-clicking to get a menu which will allow users to add/delete rows and columns, and modify the column widths. One can also click into a cell, then right-click and change the cell properties to center, left or right justify text.

- **Undo/Redo** – removes/redoes any formatting applied to selected text.

- **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.

- **Action Verbs** - 400+ verbs to help you describe your work experience.

- **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.

Styling Your Resume

The Styling Palette

To style/restyle your resume, click the **Style Resume** button in the **Document** section of the right-hand toolbar. This will open the **Styling Palette**. The Styling Palette is composed of a series of tabs, most of which contain a drop down menu with various options.
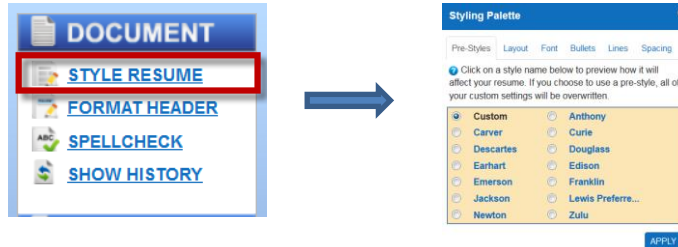
Pre-Styles

Click on the **Pre-Styles** tab to apply a pre-made resume style. Once you decide upon the style you wish to use click **Apply**.

Font

Click on the **Font** tab and use the drop downs to format your header, document, section title, employer and job fonts.
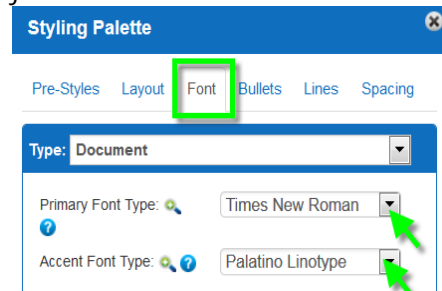
Layout

Click on the **Layout** tab and use the drop down menu to set margins, document format (standard or two column), format your header, section titles and experience layout.

Bullets

Click on the **Bullet** tab to format your bullet style and indent level.

Lines

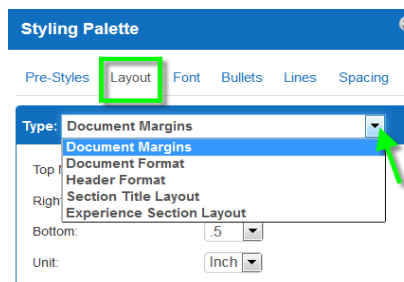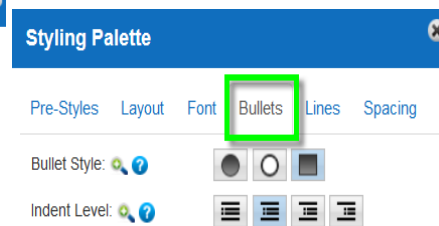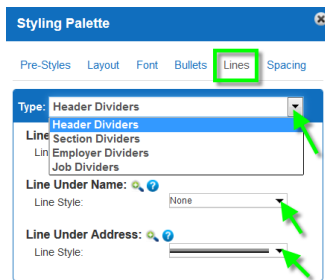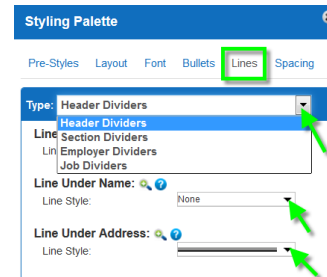Click on the **Lines** tab and use the drop downs to add/remove line of various styles within your header, under section titles, between sections and between employers and/or jobs within employers.
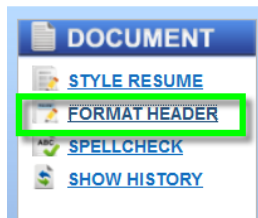
Spacing

Click on the **Spacing** tab and use the drop downs to add/remove spacing within your header, between sections, between employers and between jobs within employers.

Formatting Your Header

The **Format Header** 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.
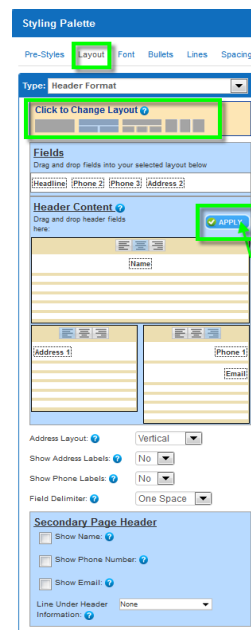
To Format/Reformat your Header:
- Choose a header layout.
- Drag and drop individual information fields into your chosen header layout.
- Click **Apply** when you've finished arranging your information.

Notes:
- You can display your address on a single line (horizonatal) or on 2 lines (vertical).
- You can add address and phone labels.
- You can include a secondary page header.

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. Take note of the keywords/tags.
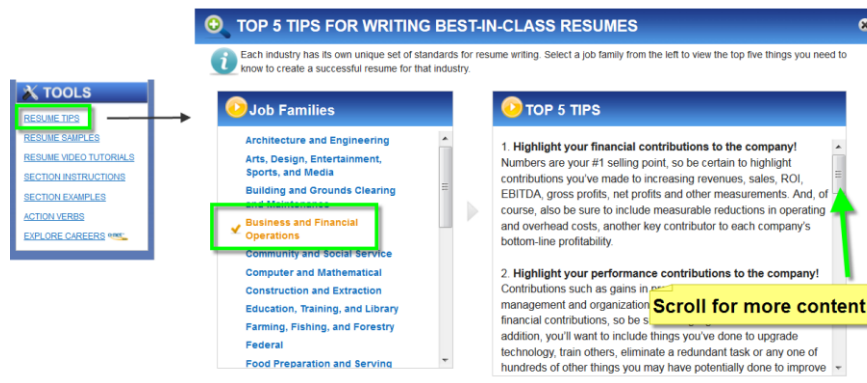
Resume Samples

View professionally written resume samples, categorized by job family and Subdivded by experience level from Optimal's continually growing database of samples.

Note that your institituion may have displayed their own samples, or may have chosen not to display some or all of OptimalResume's default samples.
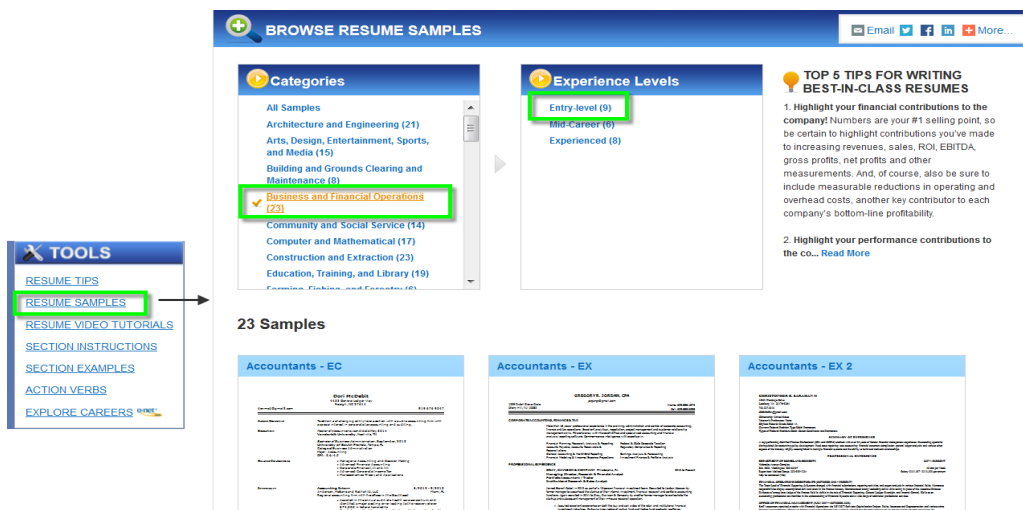
Section Instructions

Havging trouble knowing how best to include certain information? View the instructions to learn the purpose of a section as well as tips on how best to incorporate your information into that section.
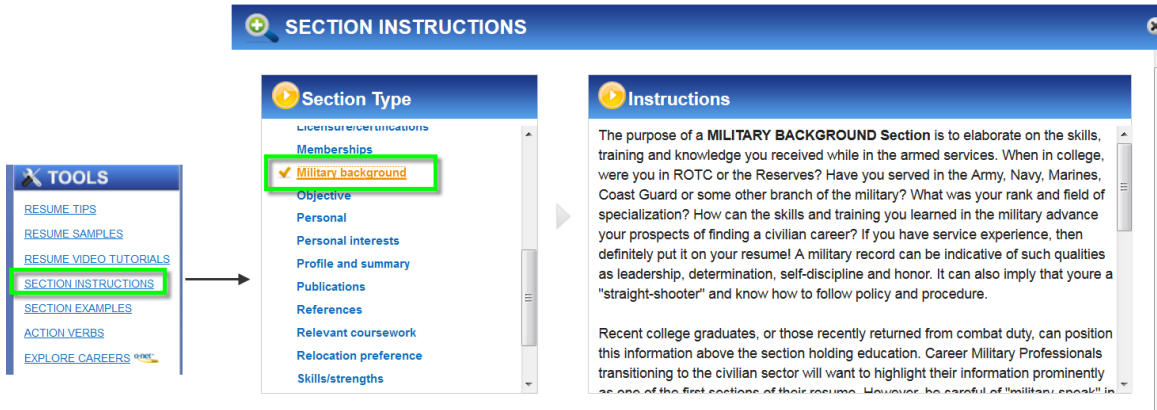
Section Examples

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

Action Verbs

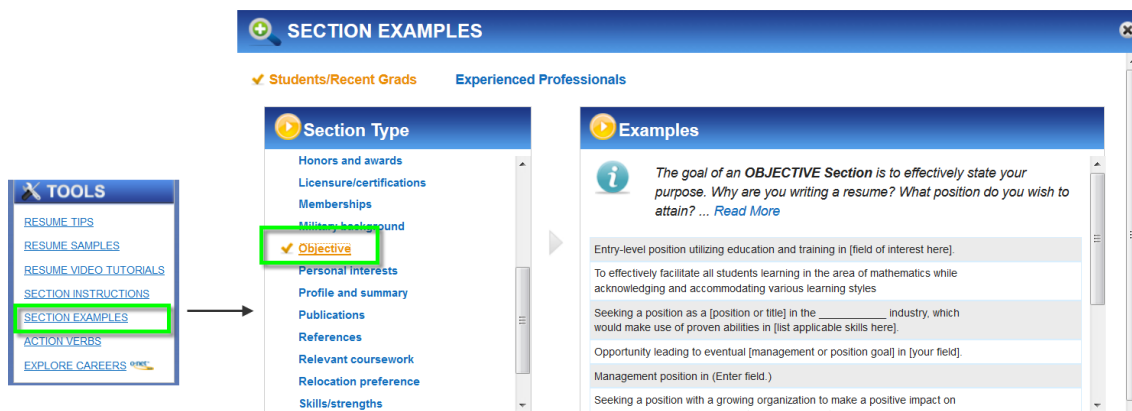A list of 400+ action verbs to help you describe your work experience.

Explore Careers

Opens a link to O*NET, an online database that contains hundreds of occupational definitions to help students, job seekers, businesses and workforce development professionals to understand today's world of work in the United States.

Use this to research occupation-specific information like relevant tasks, skills and abilities, knowledge areas and more, to help target your resume for that occupation.
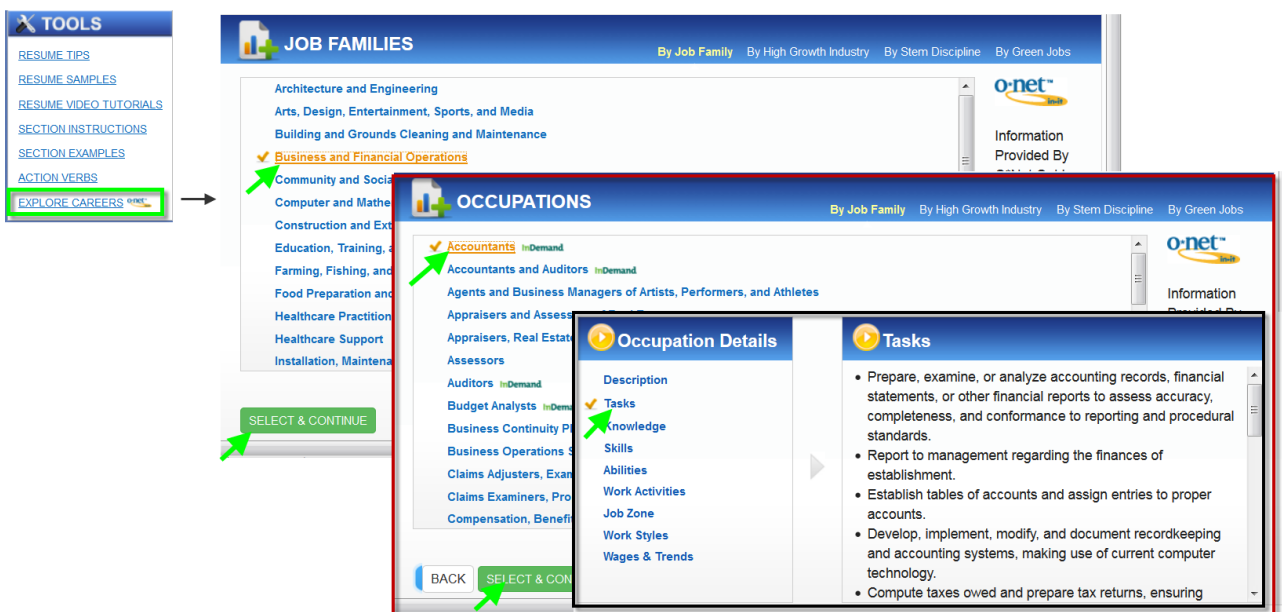
Document Toolbar

The document toolbar allows you to manage your documents. Note that depending upon how your institution has configured their site, you may or may not see all of the buttons below.
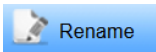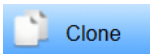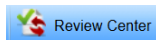
Rename	Clone	Review Center	ResumeGPS	Download	Share	Print Preview	To Do	Switch Resumes

**Rename** – lets you change the name of your resume.

Clone – creates an editable duplicate copy of your resume in the Document Center, thereby allowing you to easily create multiple versions of your resume for different opportunities.

Review Center (if enabled) – allows you to submit your resume (and include a message if desired) to a career counselor for feedback. Depending upon your institution's configuration, you may also be able to select a *Review Group* and a *Reviewer* from a series of drop down menus.
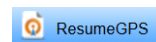
ResumeGPS (if available) – Selecting a resume to be your *GPS resume* stores it in a resume bank and makes it available both for resume books as well as for employers who may be searching the resume bank . For more information on ResumeGPS, contact your Career Services department.
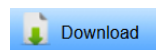
Download – allows you to download a hard copy of your resume into different formats: PDF, HTML, Plain Text, and Microsoft Word Compatible (.rtf). Note that if you are using a Mac and you download into .rtf format you will need to open the file using MS Word and not the default TextEdit that a Mac usually uses to open .rtf files.
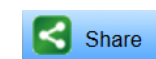
Share – allows you to generate a link that can be copy and pasted into emails, posted on message boards, or shared on a variety of social networking sites, such as LinkedIn, Facebook, and Twitter. When clicked a downloadable web version of your resume will be displayed.
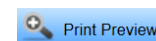
Print Preview – generates a PDF version of your resume allowing you to see how your resume will appear in downloadable versions. More importantly, Print Preview allows you to see whether your resume will require a second page, and if so, where it will break.

To Do– allows you create a to-do list. Use this to record a reminder of things you need to do, such as "proofread before sending to the Review Center", or "add a section called Other Work Experience".
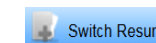
Switch Resumes – Clicking this button shows all of the resumes you have created so far in the Document Center and allows you to switch the resume currently in the editing mode.

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

There are two ways to share your resume quickly and easily:

The Share Button - Copy and paste the generated link into a message and forward it to career counselors or employers.
This is a public link, which can be viewed by people without an Optimal Resume account.
Or, click on the Share button, where you can post your resume on a variety of social networking sites, such as LinkedIn,
Facebook,
Twitter.
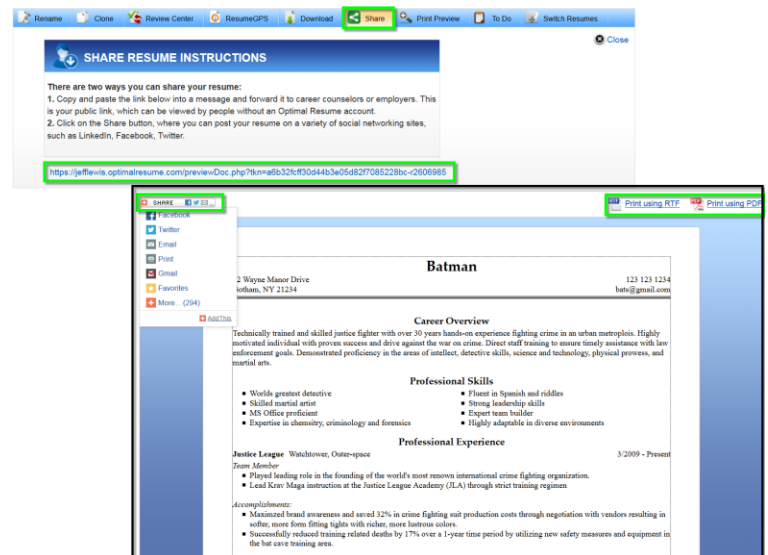
Create an OptimalWebsite

We recommend that you create an OptimalWebsite that contains your resume 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 OptimalWebsite help guide.
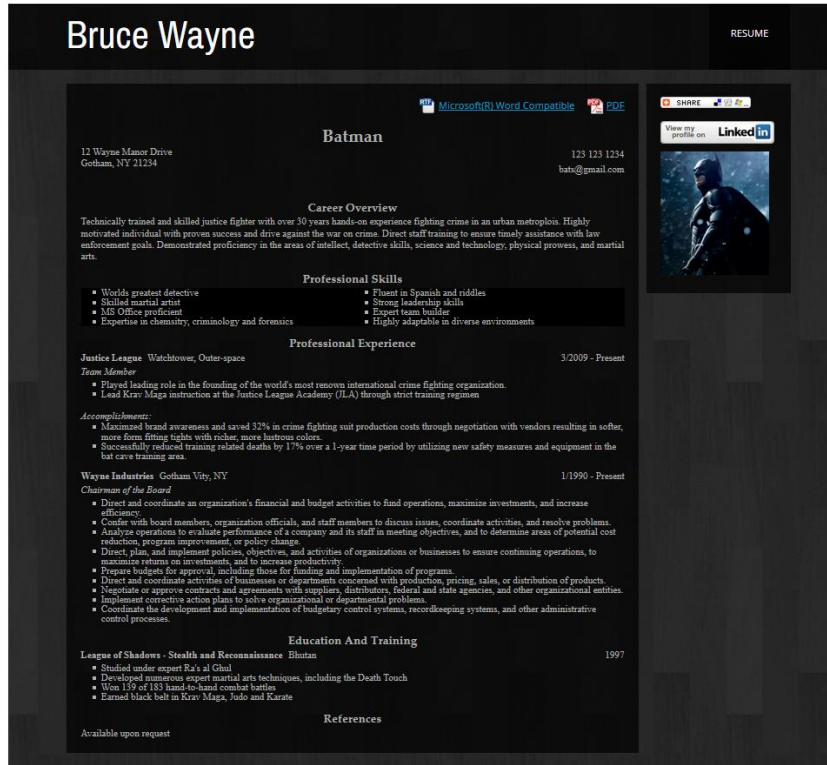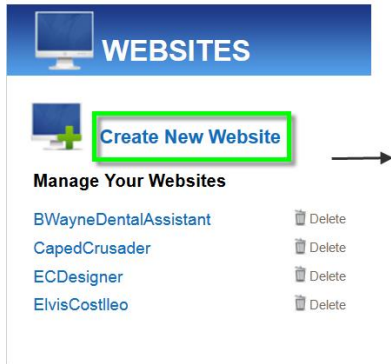
Questions?

Technical Support

Support is available, please contact the Illinois workNet team at info@illinoisworknet.com. Standard business hours are Monday - Friday, 8 AM - 4:30 PM (CST).