Customization Options i

Homepage

Area	Definition
Banner	Banner art that appears on institution's Optimal Resume site
Custom Text	By default, this is the "How it Works" area located just below the login area on the right side of the homepage
Contact Us	Career center contact information, located near the bottom right side of your institution's homepage

Create New Account Page

Area	Definition
New Account Creation	How a new user is validated in Optimal Resume to ensure they belong to your career center.
Message on Create New Account Page	Message to users instructing them how to validate their account

User Profile

Area	Definition
Education Information Fields	Fields in the user profile located under the "Education Information" tab.
Career Preferences Fields	Fields in the user profile located under the "Career Preferences" tab.
Majors	List of Majors which can be selected in the user profile area
Minors	List of Minors which can be selected in the user profile

Area	Definition
Custom Profile Fields	Additional fields you wish to include in the profile. Examples include which campus the user belongs to (if your institution has multiple campuses), how the user learned about Optimal Resume, or what the user hopes to get out of Optimal Resume. Fields can be single-select, or multiple-select.

Document Center

Area	Definition
Announcements	Announcements from your career center that will appear in the "Announcements" box in the black toolbar near the bottom of the page. Examples of announcements could inlcude messages to your users, workshops at your career center, or Optimal Resume related events.
Tips	Tips will appear in the "Tips" box in the black toolbar near the bottom of the page. Examples of tips could include reminders to spellcheck your resume, how to submit a resume for approval, etc.
Resources	Resources are upload files which users can refer to as they work on their documents. Resources could include resume writing guides, checklists, or other sheets created for your career center. These items will appear in the Resources box in the black toolbar near the bottom of the page. Users can then download these items for view.

Resume Builder

Area	Description
Uploading Resumes	Users have the option to upload an existing resume from their computer. If they simply wish to submit their resume to the Review Center or Resume GPS without going through the Resume Builder, they can use this option. This option can be disabled.

Browse Section Sets	When a user creates a new resume, they can use "section sets" in their resume. Section sets are outlines of sections that may appear in a common resume. Users can insert these section sets into their own resumes if they choose the Browse Section Sets step. This option can be disabled if you do not wish for users to see or use section sets.
Section Sets	Section sets are outlines which can be used in a resume. Optimal Resume offers many default categories of section sets, including industry-specific, functional, chronological, and curriculum vitae sets. Career centers can also include their own custom sets
Browse Samples	When a user creates a new resume, they can use sample resumes provided by your career center. Unlike section sets, samples are full resumes to offer a snapshot of how a resume should appear for a certain industry or career level. If a user clicks "Use this Sample" when previewing a sample, they can apply that entire sample to their own resume. This option can be disabled if you do not wish for users to apply samples to their own resumes. Users can still view (but not apply) samples by clicking the Resume Samples link, located in the Tools menu in the Resume Builder.
Sample Resumes	Sample resumes are complete resumes to give the user an idea of what a finished resume would look like for a particular industry or career path. Admins can make specific samples visible or invisible to users. They also have the ability to create custom samples unique to their Optimal Resume site.
Start From Scratch	When a user creates a new resume, they have the option to "start from scratch". Clicking this option will give the user a blank page to begin editing their resume. This option can be disabled if you prefer users to use section sets or samples.

Name	In the Resume Builder, this is where the user's name appears in the resume contact information. Both the label and mouse-over hint can be edited in the Admin system.
Address 1	In the Resume Builder, this is where the user's address appears in the resume contact information. Both the label and mouse-over hint can be edited in the Admin system.
Address 2	In the Resume Builder, this is where the user's address appears in the resume contact information. Both the label and mouse-over hint can be edited in the Admin system.
Phone 1	In the Resume Builder, this is where the user's phone number appears in the resume contact information. Both the label and mouse-over hint can be edited in the Admin system.
Phone 2	In the Resume Builder, this is where the user's phone number appears in the resume contact information. Both the label and mouse-over hint can be edited in the Admin system.
Phone 3	In the Resume Builder, this is where the user's phone number appears in the resume contact information. Both the label and mouse-over hint can be edited in the Admin system.
Email	In the Resume Builder, this is where the user's email address appears in the resume contact information. Both the label and mouse-over hint can be edited in the Admin system.

Headline Instructions	An optional headline can be inserted into the header of a resume. A headline is a brief description of the job seeker, such as "Aspiring Business Professional". If the headline is not visible in a resume, it may need to be added manually by clicking on the "Format Header" link in the Control Panel. The instructions for the headline appear directly above the text field where users enter their headline.
Headline Examples	An optional headline can be inserted into the header of a resume. A headline is a brief description of the job seeker, such as "Aspiring Business Professional". If the headline is not visible in a resume, it may need to be added manually by clicking on the "Format Header" link in the Control Panel. Admins can create custom headline examples that appear when a user clicks on the "Examples" button when adding a new headline.
Relocation Preference Intructions	In the Examples area, users can find examples for relocation preferences. In the Resume Builder, users can find instructions on how to write their relocation preferences by clicking on "Section Instructions" in the Control Panel of the Resume Builder.
Relocation Preference Examples	In the Examples area, users can find examples for relocation preferences. Users can find examples of common relocation preferences by either clicking on the orange "Examples" button while editing a resume section, or by clicking on the "Section Examples" link in the Control Panel (located just under the "Section Instructions" link)
General Instructions	Users can read instructions on how to write a particular section by clicking on the "Section Instructions" link in the Control Panel in the Resume Builder.

General Examples	Users can view examples of content for a particular section of their resume, such as an Objective or Education section. This can be done either by clicking on the orange "Examples" button while editing a section of a resume, or by clicking on the "Section Examples" link in the Control Panel (located just under the "Section Instructions" link). "General Examples" apply to most resume sections, with the exception of Work Experience examples (see "Experience Section Examples" for more details).
Experience Section Instructions	Similar to the General Examples, users can read instructions on how to write an Experience Section. These can be found either by clicking on the orange "Examples" button while editing an experience section, or by clicking on the "Section Examples" link in the Control Panel.
Experience Section Examples	Similar to the General Examples, users can refer to examples of a typical employment or experience section. These can be found either by clicking on the orange "Examples" button while editing an experience section, or by clicking on the "Section Examples" link in the Control Panel.
Action Words	Action Verbs are a selection of verbs that can be used to enhance one's resume. These are accessible either by clicking on the orange "Action Verbs" button while editing a resume section or by clicking on the "Action Verbs" link in the Resume Builder Control Panel.
Style Templates	Style templates are pre-designed styles that can be quickly applied to change the appearance of a user's resume. To apply a template in the Resume Builder, the user can click on the "Style Resume" link in the Control Panel, then click on the "Pre-Styles" tab to view a selection of templates. Admins can create custom templates for their Optimal Resume site, as well as edit existing "global templates" provided by Optimal Resume.

Default Style	If a career center has a preferred format or style for documents created in the Resume Builder, they can assign a default style for all resumes. When a user creates a new resume, the default style will be automatically applied to that resume. If the user wishes to select a different style, they will need to manually do so by clicking on the "Style Resume" link.
O*Net	O*Net is a tool supplied by the US department of labor which provides statistics and information on a variety of careers. This tool can be accessed either by clicking on the "Explore Careers" link in the Control Panel in the Resume Builder, or by clicking on the Resources area in the black taskbar at the bottom of the page. This feature can be disabled by Admins if desired.
Infobytes	Infobytes allow users to supplement their HTML resume with additional information not mentioned in the resume itself. Infobytes will show up as icons on the right side of the resume, which employers can mouse-over to view. Infobytes only appear in online (HTML) resumes; they will not appear in Word Compatible, PDF, or Plain Text formats. This feature can be disabled by Admins.
Adding Examples	When users are looking at section examples, they have the option to insert an example into their resume by clicking the "Add" button next to the appropriate example. That example will be placed into their text editing field, where they can customize the content, format, style, etc. to meet their needs. Admins can disable this feature.
Examples Categories	Examples can be organized into categories based on career level, such as Entry-Level or Executive. Admins can customize which categories are available to users, as well as add custom categories.

Letter Builder

Area	Description
Uploading Letters	Users have the option to upload an existing cover letter from their computer if they simply wish to submit their letter for review by a counselor. This feature can be disabled if desired.
Browse Letter Types	When a user creates a new letter, they have the option to browse different types of letters to apply to their own cover letter. Types of letters include "Broadcast", "Networking", or "Follow-Up". This step can be removed from the letter builder if you do not wish to include this step on your site.
Letter Types	Users can browse different types of letters, based on the purpose or intent of their letter. Admins can edit which types are visible to users, as well as add custom types to their site.
Browse Samples	When a user creates a new letter, they have the option to browse sample letters and apply them to their own letter. Sample letters are full-page letters meant to show users what a typical completed letter may look like. This step can be removed from the letter builder.
Sample Letters	Sample letters are full-page letters meant to show users what a typical completed letter may look like. Admins can also create custom sample letters to appear in this area.
Start From Scratch	When a user creates a new letter, they have the option to start their letter from scratch. Starting from scratch will bring the user directly into the Letter Builder. The letter itself will begin as a blank page, with the user's contact information already supplied in the header. This step can be removed from the letter builder if you prefer users to use the Letter Types or Sample Letters.

Examples	Users can browse examples of introductory, content, and closing paragraphs based on the type of letter they're creating. For example, they could view examples of introductions for a Broadcast letter. These examples can be customized for your site.
Adding Letter Examples	In the Examples menu, users can insert a specific example into their letter by clicking on the Add button. This button can be removed in the Admin system.
Letter Example Instructions	As users browse Examples, they can also read instructions on how to write a good paragraph for that particular letter. These instructions are listed at the top of each category of Examples. Instructions can be edited and customized.

Interview Prep

Area	Description
Interview Types	When users create a new interview, they can select a type of interview to complete. Examples include Behavioral and Final Round interviews. Admins can edit the default interview types or create custom types for their institution.
Custom Interview	Users can select a custom interview from the list of interview types. A frequent use of this feature is to create a custom interview for a specific class.
Interview Type Description	When users are selecting their interview type, they can read a description of what each interview is to learn more about it. For example, if a user has never had a behavioral interview before, they can learn about what is it before they select it in the builder.
Custom Interview Questions	Optimal Resume offers over 900 interview questions to pick from. Users can view all of these questions in the "Build Your Own" area. Occasionally, Optimal Resume will film new questions and add them to the list.

Video Resume

Area	Description
Script Types	When a user creates a new video resume script, they have the option to browse different types of scripts to apply to their own script. Types of scripts include "Broadcast" or "Networking".
Script Examples	Users can browse examples of introductory, content, or closing sections in a video resume. For example, they could view examples of introductions for a Broadcast video if they don't know how to structure a broadcast video resume. These examples can be customized for your site.
Adding Letter Examples	In the Examples menu, users can insert a specific example into their script by clicking on the Add button. This button can be removed in the Admin system.
Letter Example Instructions	As users browse Examples, they can also read instructions on how to write a good paragraph for that particular script. These instructions are listed at the top of each category of Examples. Instructions can be edited and customized.

Website Builder

Area	Description
Social Media Sidebar	Users can insert an optional social media sidebar on ther resume website with links to their social media profiles. By default, every Optimal site has the Share Button, Tell a Friend Button, Twitter link, and LinkedIn link available. Additional widgets can be added in the Admin system.
Descriptions for Social Media Sidebar	When adding social media widgets to their websites, users will also see a label with a description of that widget. These descriptions can be customized in the Admin.

**Resume Book /
Resume GPS**

Area	Description
Resume GPS	Resume GPS is a free program that allows users to make their resume searchable by thousands of employers. When a user submits their resume to the Resume GPS database, employers can contact them through Optimal Resume with messages, online interviews, and job opportunities.
Resume Book	Career counselors can use the Resume Book feature to combine user resumes into Zip files for employers. Students also have the option to submit their preferred resume to the book in the Resume Builder. This feature can be turned on at no charge in the Admin System.
Require Approval for Resume Book	If the Resume Book feature is turned on, Admins can require that only approved resumes be submitted to the Resume Book/Resume GPS program. Users must have their resumes approved via the Review Center in order to have their resume included in the Resume Book/Resume GPS.
Intructions for Resume Book	Admins can insert special instructions for users before they submit a resume to the Resume Book/Resume GPS. This message can be customized in the Admin System.

in Optimal Resume

How to Customize

If a banner change is required (new logo, colors, design, etc.), submit the request to your customer service representative

In Admin system, click on Website Config -> User Desktop -> Homepage Custom Content

In Admin system, click on Website Config -> Profile -> Institution Profile

How to Customize

Upon setup, a customer service representative will assist in implementing a validation method. This can be changed at a later point by contacting your representative.

Talk to your customer service representative to have the message changed.

How to Customize

In Admin system, click on Website Config -> Profile -> User Profile -> Education Information Fields. Individual fields can be made visible or invisible to users. The GPA field can be customized with your institution's specific number range.

In Admin system, click on Website Config -> Profile -> User Profile -> Education Information Fields. Individual fields can be made visible or invisible to users.

In Admin system, click on Website Config -> Profile -> User Profile -> Customize Majors. From there, enter your institution's list of majors. Once updated, only those majors will be visible to users

In Admin system, click on Website Config -> Profile -> User Profile -> Customize Minors. From there, enter your institution's list of minors. Once updated, only those minors will be visible to users. If your institution doesn't offer minors, this field can be disabled in the Education Information area.

In Admin system, click on Website Config -> Profile -> User Profile -> Custom Fields. Up to 6 custom questions can be added. Check the "enable" box next to a question to make it available to users.

In Admin system, click on Website Config -> User Desktop -> Announcements. Click on Add Announcement and fill out the form to make the announcement visible on your site.

In Admin system, click on Website Config -> User Desktop -> Announcements. Scroll to the bottom of the page to the Tips box and click on Add Tip. From there, fill out the form to make the tip visible on your site. The tip will be visible as long as it exists in the Admin. Tips can be deleted at a later point if necessary.

In Admin System, click on Website Config -> User Desktop -> Resources. Click on Add Resoruce. Fill out the name and description of your resource and upload the appropriate file from your computer. Once you click Submit, that resource will be available to users. Resoruces can be edited and deleted at a later time. By default, Optimal Resume's two resources appear at the top of the list: Explore Careers and the LinkedIn Guide. This order cannot be changed.

If you wish to disable this feature on your site, contact your customer service representative.

If you wish to disable this feature on your site, contact your customer service representative.

To add, remove, or edit section sets, log in to the Admin system. Click on Website Config -> Modules -> Resume Builder -> Section Sets.

If you wish to disable this feature on your site, contact your customer service representative.

In the Admin system, click on Website Config -> User Desktop -> Samples. By default, your Optimal Resume site will have over 100 "global samples". Global sample categories (such as Business, Education, and so on) can be hidden from users. The content of global samples cannot be edited. To create custom samples, click on the "Manage Sample Documents" button. Custom samples will need to be assigned to a category before they are visible to users.

If you wish to disable this feature on your site, contact your customer service representative.

In the Admin, click on Website Config -> Modules -> Resume -> Resume Header -> Name. In the Name tab, you can edit the label shown for this field and the hint that pops up when users click inside this field in the Resume Builder.

In the Admin, click on Website Config -> Modules -> Resume -> Resume Header -> Address 1. In the Address 1 tab, you can edit the label shown for this field and the hint that pops up when users click inside this field in the Resume Builder. For example, you can label Address 1 as "Permanent Address" if you wish for users to put their permanent address as their primary address.

In the Admin, click on Website Config -> Modules -> Resume -> Resume Header -> Address 2. In the Address 2 tab, you can edit the label shown for this field and the hint that pops up when users click inside this field in the Resume Builder. For example, you can label Address 2 as "Current Address" if you wish for users to put their current address as their secondary address.

In the Admin, click on Website Config -> Modules -> Resume -> Resume Header -> Phone/Email. In the Phone/Email tab, you can edit the label shown for this field and the hint that pops up when users click inside this field in the Resume Builder. For example, you can set the Phone 1 label to "Home Phone" if you prefer for users to put their home phone as their primary phone number.

In the Admin, click on Website Config -> Modules -> Resume -> Resume Header -> Phone/Email. In the Phone/Email tab, you can edit the label shown for this field and the hint that pops up when users click inside this field in the Resume Builder.

In the Admin, click on Website Config -> Modules -> Resume -> Resume Header -> Phone/Email. In the Phone/Email tab, you can edit the label shown for this field and the hint that pops up when users click inside this field in the Resume Builder.

In the Admin, click on Website Config -> Modules -> Resume -> Resume Header -> Phone/Email. In the Phone/Email tab, you can edit the label shown for this field and the hint that pops up when users click inside this field in the Resume Builder.

In the Admin, click on Website Config -> Modules -> Resume -> Examples/Instructions -> Headline -> Instructions. In the instructions area, click Edit to make changes to those instructions.

In the Admin, click on Website Config -> Modules -> Resume -> Examples/Instructions -> Headline -> Examples. From this page, you can add, edit, or remove examples for the headline area.

In the Admin, click on Website Config -> Modules -> Resume -> Examples/Instructions -> Relocation Prefs -> Instructions. On the instructions page, click edit to make changes to those instructions.

In the Admin, click on Website Config -> Modules -> Resume -> Examples/Instructions -> Relocation Prefs -> Examples. On the examples page, Admins can add, edit, or remove specific examples in the relocation preferences area.

In the Admin, click on Website Config -> Modules -> Resume -> Examples/Instructions -> General. On the General page, select the category of examples you wish to edit, then click on the Instructions tab. On the Instructions page, click Edit to make changes to those instructions

In the Admin, click on Website Config -> Modules -> Resume -> Examples/Instructions -> General. On the General page, select the category of examples you wish to edit, then click on the Examples tab. On the Examples page, Admins can add, remove, or modify examples for that particular section.

In the Admin, click on Website Config -> Modules -> Resume -> Examples/Instructions -> Misc -> Employer. On the Employer page, click on the Instructions tab to make changes to Experience Section instructions.

In the Admin, click on Website Config -> Modules -> Resume -> Examples/Instructions -> Misc -> Employer. On the Employer page, click on the Examples tab to add, edit, or delete specific examples for the Experience section.

In the Admin, click on Website Config -> Modules -> Resume -> Action Words. Admins can edit existing categories by clicking on the category and inserting new words to the list. They also have the option of adding custom action verb categories.

In the Admin, click on Website Config -> Modules -> Resume -> Formatting Styles. On the Style page you can edit existing templates and add custom templates.

In the Admin, click on Website Config -> Modules -> Resume -> Formatting Styles. From there, locate the style you wish to make the default and click the "Default" link below it. When the page refreshes, that will be the new default style. Default styles are denoted with a red asterisk next to the name.

By default, O*Net is enabled for new sites, but this feature can be disabled in the Admin System. To do so, click on Website Config -> Modules -> Resume -> General Settings. On the General Settings page, uncheck the box that says "Enable O*Net". Because O*Net's content is provided by a third-party, the content itself cannot be edited.

By default, Infobytes are turned on for new sites. Admins have the option to remove Infobytes to clicking on Website Config -> Modules -> Resume -> General Settings. On the General Settings page, uncheck the box that says "Enable Infobytes".

The Add button is enabled by default. This feature can be disabled by clicking on Website Config -> Modules -> Resume -> General Settings. On the General Settings page, uncheck the box that says "Allow Add Button"

In the Admin, click on Website Config -> Modules -> Resume -> General Settings. In the Examples Categories box, Admins can add, edit, or remove categories of examples as needed.

If you wish to disable this feature on your site, contact your customer service representative. Note that this feature is tied to the uploading resumes feature as well; disabling uploading of documents disables this feature for ALL MODULES on your Optimal Resume site.

If you wish to disable this feature on your site, contact your customer service representative. Note that this feature is tied to the uploading resumes feature as well; disabling uploading of documents disables this feature for ALL MODULES on your Optimal Resume site.

In the Admin, click on Website Config -> Modules -> Letter -> Letter Types. Click on a letter type to edit or remove it, or click Add New Letter to create a custom letter type.

If you wish to disable this feature on your site, contact your customer service representative. Users can still access sample letters when this step is removed by clicking on Browse Samples in the Letter Builder Control Panel. However, they will not be able to apply those samples to their resume once this step is disabled.

In the Admin, click on Website Config -> User Desktop -> Samples -> Letter. By default, sites will already have a set of "Global Samples" available to users. Individual categories of these samples can be made invisible to users, however the samples themselves cannot be edited. By clicking Manage Sample Documents, Admins can also create custom letters for their site.

If you wish to disable this feature on your site, contact your customer service representative.

In the Admin, click on Website Config -> Modules -> Letter -> Letter Types. Click on a letter type, then click on a paragraph for that particular letter. Admins can add new examples, or edit and remove existing examples.

To remove the Add button, click on Website Config -> Modules -> Letter -> General Instructions. In the "Examples Policy" area, select whether to enable or disable the ability to add examples to a cover letter.

In the Admin, click on Website Config -> Modules -> Letter -> Letter Types. Click on a letter type, then click on a paragraph for that particular letter. Under the Instructions tab, you can edit and customize instructions for that particular paragraph.

How to Customize

In the Admin, click on Website Config -> Modules -> Interview. Admins can edit existing interview types, remove them from the list, or create custom interviews.

In the Admin, click on Website Config -> Modules -> Interview. Click on "Add New" to create a new interview.

In the Admin, click on Website Config -> Modules -> Interview. Click Edit next to the interview you wish to change.

Contact your customer service representative to suggest questions for the Interview Prep module. Optimal Resume does not guarantee that all of your questions will be added to the list; if a suggestion is similar to a question already listed in Optimal Resume, it will not be added. Filming will occur every year to two years, and Optimal Resume often announces when deadlines are approaching for question proposals.

In the Admin, click on Website Config -> Modules -> Video Resume -> Script Builder. Click on a script type to edit or remove it, or click Add New Script to create a custom script type.

In the Admin, click on Website Config -> Modules -> Video Resume -> Script Builder. Click on a section type, then click on the Examples tab to view examples for a particular section of that video resume script. Click Edit next to an example to make changes to it, or click Add to create a new example for your site.

To remove the Add button, click on Website Config -> Modules -> Video Resume -> Script Builder -> General Instructions. In the "Examples Policy" area, select whether to enable or disable the ability to add examples to a video resume script.

In the Admin, click on Website Config -> Modules -> Video Resume -> Script Builder. Click on a script type, then click on a paragraph for that particular script. Under the Instructions tab, you can edit and customize instructions for that particular paragraph.

In the Admin, click on Website Config -> Modules -> Website. Widgets can be added or removed from your website. The default four widgets (Share Button, Tell a Friend Button, Twitter Button, LinkedIn Button) cannot be removed. Click Update to save your changes.

In the Admin System, click on Website Config -> Modules -> Website. Next to enabled widgets, you can enter your preferred description or instructions to users.

How to Customize

Contact your customer service representatitve to enable Resume GPS for your institution. In some cases, you may need to sign an addendum to authorize this program, which your customer service representative will provide. There is no additional cost to using the Resume GPS program.

In the Admin System, click on Website Config -> Resume Book. From there, you can enable or disable the Resume Book feature. If your institution also uses the Resume GPS program, settings applied to Resume Book will also apply to Resume GPS.

In the Admin System, click on Website Config -> Resume Book. Admins can select whether resumes must be approved before they can be included in the Resume Book. This setting also applies to the Resume GPS program if available.

In the Admin System, click on Website Config -> Resume Book. Enter a custom message in the "Note to Users" box.