

This website can be used to create high impact, interactive career materials such as resumes, video-based interviews and websites based on your career goals. The user-friendly tools in this website will help you to seamlessly present, manage and share your professional documents with your professional and social network.

Create an Optimal Resume account

- Access the Optimal Resume button on the Career Management Services website <http://www.fit.edu/career/>
- Click on 'Create New Account'
- Please enter your my.fit.edu email address and fill in the appropriate fields when prompted.

Please remember your username and password and store it a safe place.

Create an Optimal Resume

- Clicking on the Document Center tab on the navigation bar should bring you to a page with three sections, Resumes, Interviews and Websites
- Under 'Resumes' click on 'Create New Resume' and fill in a name for it e.g. "I/O Psychology Internship Resume".
- If you have a resume on file, upload it. However, we recommend using the website tools to create a new one.
- If you click on 'Start Resume' you will be directed to a new page with three more options: 'Browse Section Sets'; 'Browse Samples'; 'Start from Scratch'.

Browse Section Sets

- Gives you the most relevant fields to include in your resume depending on your major and desired job type. Selecting the appropriate fields will show you the most relevant sections.
- Clicking on 'Continue' will direct you to a blank resume including the relevant sections seen on the earlier page. You can now fill in your information by clicking on the desired section.
- The most useful part of this website is the tools located at the bottom right of your page. 'Action verbs' can help you describe your work succinctly; 'Section Instructions' describe the appropriate formats for sections such as objectives and skills.
- After saving your work, you have the option to make a particular resume your main resume which employers subscribing to the Optimal Resume database will see. The tab called 'Resume GPS' is located at the top of the page that can enable this function. Only one resume can be selected to be a main resume. However, you can store as many resumes you like on this website.

Browse Samples

- Click on 'Document Center' and then 'Browse Samples'.
- Under the 'Categories' field choose a category that your resume belongs to such as "Management".
- Also click on 'Experience level' such as "Entry-level".
- A useful section is the 'Top 5 Tips for Writing Best-in-Class Resumes' which indicates the most important aspects of a resume common to your field.
- A few samples will be present at the bottom of the page which you can use as a template.

Start from Scratch

- Click on 'Document Center' and then 'Start from Scratch'
- You will be directed to another page with a blank resume with your personal details (name and address) filled in. You can change these by clicking on them.
- Click on 'Add section' located under the 'Sections' box at the right side of the page.
- Sections can also be reordered by clicking on the 'Reorder' button.
- The Resume Video Tutorials located under the tools section will give show you a step-by-step video on making your resume using all the above mentioned features.

Create New Interview

- Under 'Document Center' click 'Create New Interview' and name it such as 'Internship Interview'.
- Select the 'Interview Type' (The description of the interview is located at the bottom on the page under Interview Description) such as 'Behavioral Interview' or 'Final Interview'.
- Select 'Length' (number of questions) and 'Recording Format' ('No Recording' will not record your answers, and is a good option to select when just exploring the types of questions in the section) and 'Interviewer' (Random Interviewer will select any interviewer for you among the panel).
- After clicking on 'Continue Interview' you will be directed to a page with three boxes. The biggest one is the interviewers where you will see the interviewer ask the question with subtitles. Clicking on 'Play Question' will begin the video.
- The 'Coach' also provides you with tips on how to answer the question. He also explains what the question is really asking.
- Click on 'Next Question' to proceed. After all your questions have been answered, please click on 'Save Interview'.
- You can create multiple interviews in various formats and share these with prospective employers.

Create New Website

- Name your website such as "I/O Psychology Internship – Jane Doe" and click "Start Website".
- You will be directed to a page with your resumes. After checking the box beside 'Enable', you can select the resume you wish to include on your website.
- The URL for your website will be generated at the top of your page. Clicking on it will take you to your website.
- You can customize your website by clicking 'Change Template' (15 formats) and 'Customize Sidebar' (sharing options for your website to LinkedIn, Facebook, Twitter).
- Clicking on 'Activate Website' makes your website publicly available. You can choose to deactivate it anytime you wish.
- You also have the option of making your website private by adding a passkey. This will let only those employers/users view your website that have the passkey provided by you.
- As with your resumes and interviews, you can upload as many websites as you like.

Other general tools

Home

- Gives a general overview of the components of the website such as module descriptions; samples; connection options; optimal webinars (we recommend clicking on this one); contact information for career services.

Calendar

- Consists of webinar dates and times sponsored by Optimal Resume.
- Webinars are rarely repeated so be sure to catch the ones you are interested in.
- You can also search for specific webinars by typing in the event name such as “Job Seekers: Interview Module”.

Account

- Let's you edit your contact (goes in your resume as a header) and login information; Education Information and Career Preferences.

Contact

- Let's you contact career services and report bugs and request enhancements to the website (suggestions are welcome!)

Help

- Will direct you to frequently asked questions; comprehensive help files of the various modules of the website such as resume, interviews and website
- The troubleshooter will help you retrieve your password.