



Using Optimal Resume

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OptimalResume is a free service provided by the Career Center that allows you to create a strong resume using a customizable resume building program.

You can use OptimalResume to:

- Design high-impact resumes based on your major and career goals
- Easily create resumes in several formats, including Word Compatible, Plain Text, and HTML
- Manage up to 5 unique resumes
- Include your resume in your own professional website, which you can update, deactivate, and re-activate as your career progresses

Get Started Today!

Step-by-step instructions and examples make it easy for you to create top-quality professional documents in a matter of minutes.

<https://marquette.optimalresume.com>

LOGIN

EMAIL:

PASSWORD:

Submit

Forgot Password | **Get Started**

New Users Start Here

Student Users

Please enter your Marquette University email address in the box below (lower case)

Note: To ensure email from this site does not land in your junk email folder, please add support@optimalresume.com to your email address book.

Use your marquette e-mail address

Continue

- Create a new resume
- Name your resume
- Complete a brief profile
- Define your sections ****IMPORTANT**** Click on examples to see pre-created section headings
- Always use the examples provided for ideas but be sure to change them to make them your own.
- When your information is complete use the STYLE tool to create a resume you like.
- Once you have completed your resume you may create an online version for your webpage and a PDF version to e-mail to others.
- To have your resume critiqued by a professional, simply register through MU Career Manager and upload it. Each morning a career counselor critiques resume in the holding bin of MU Career Manager. You will receive feedback and be activated to access internships and job openings, on campus interviews, and be included in the resume referral program. Access MU Career Manager at www.marquette.edu/csc.