

OPTIMAL RESUME SOFTWARE APPLICATION

ARKANSAS NORTHEASTERN COLLEGE

URL: anc.optimalresume.com

Scroll down-“Get Started”

Enter student email address-“Continue”

Complete Student Profile:

Before it will continue you *must* “Accept the Terms” and “SAVE AND CONTINUE” for each section of the profile.

If you are not sure of your graduation date, major area of study, or GPA give it your best guess.

Once your profile is complete, you will be back at the “DOCUMENT CENTER” main screen with five boxes.

Each of these choices give you relevant information for your job search.

RESUME Section:

“Create New Resume”

Key your name. This will begin the creation process for a resume. When you finish, if you do not want that resume, you can delete it or just create a new one. You can use variations of your name or your initials to begin the new resume.

There are **THREE** choices for beginning a resume.

BROWSE SAMPLES

BROWSE SECTION SETS

START FROM SCRATCH

You can explore each of these sections before you begin the actual resume. There are templates to guide you in your resume.

Once a choice is made, you click in the highlighted area and key your information.

If you want to “Add Section” or “Re-order Section”, this option is on the right side directly above the word TOOLS.

Once you create your resume, you will want to “Share” through email to your ANC email address. Click the green share button, and a link will appear. Copy and paste the link into a new email and send this to yourself. This will allow you to have a copy available.

There is also the option to download as a Microsoft WORD document and save it in a .doc format. This is another good way to keep a copy for your personal records.

Options for Further Assistance

- Contact Trena Shedd via email or phone
- Request a Zoom face-to-face
- tsheddd@smail.anc.edu
- 870-838-2921
- Send resume to tsheddd@smail.anc.edu and request a review. You retain full ownership of your resume-suggestions will be noted and emailed back to you for revision.