



## Optimal Resume/Interview Instruction Sheet

### Optimal Resume

Go to <https://calu.optimalresume.com>

1. Click on “Create New Account” or “New Users Click Here”
2. Enter the access code: **vulcan1**
3. Complete all of the contact/login information and agree to the terms and conditions
4. Under Resumes click “Create New Resume”
5. Name the resume, then start building
6. To begin, you can choose from sample resume sections for different majors, degrees, and careers, or create your own sections. As you build your resume section-by-section you can view hints, instructions, and examples. Double click on sections to add/edit text.
7. Complete all information as you move from section to section
8. When completed, you can rename, clone, style, spell-check, download, and preview your resume

### Optimal Interviews

Go to <https://calu.optimalresume.com>

1. Log in if you have an account; if you don't have an account, follow steps 1-3 above
2. Under Interviews, click “Create New Interview”
3. Name and start the interview
4. Select the type of interview you want or build your own. Choose the maximum amount of questions possible. Then decide the recording format and who is conducting the interview.
5. Make adjustments to ensure that the recording device is in proper alignment and that the voice recorder is correctly positioned.
6. Click the “play question” button, and when you are ready, click record then respond and after you answer press stop. Save the response and continue with the next question. When you are finished, select “Save Interview” at the bottom of your screen. To view your interview, just select it under the Interview category in the Document Center.

\*Please note, Optimal Interview is best viewed using Firefox