OPTIMALRESUME.COM
THE OPTIMAL FIRST IMPRESSION

Login Instructions

Creating a New Account

1. Go to **bellarmine.optimalresume.com** and click on the "Create New Account" button or "New Users Click Here" link at the top of the page.
2. In the "Student Users" box, current students must enter their Bellarmine email address and click "Continue." Instructions and a validation link or access code will be emailed to your Bellarmine email, but you may use any email address to set up your account. There is no fee for current Bellarmine students to access the "Licensed Online Modules" listed below.
3. In the "Alumni Users" box, Bellarmine alumni must enter "**knightsYY**" where YY is your two-digit graduation year. Faculty and staff must enter "**knightsfs**" to create an account. Click "Continue" to finish setting up your account. After a free 24-hour trial, you will be prompted to pay a discounted fee for daily, monthly, quarterly or yearly access to the "Licensed Online Modules" listed below.

Logging Into an Existing Account

1. Go to **bellarmine.optimalresume.com**.
2. At the top of the page, enter the email address and password you used to create your account. Remember that the email address for your account will not necessarily be your Bellarmine email address, unless you set your account up that way.
3. Click the "Login" button to go to your "Document Center."

Licensed Online Modules – Free Access for Current Students; Discounted Access for Alumni

Career Development pays an annual licensing fee for the following modules. Current students may use any or all of these at no charge, but Bellarmine alumni must pay a discounted fee for daily, monthly, quarterly or yearly access after a free 24-hour trial.

- Resumes – Learn what to include, how to describe experiences powerfully and how to create a custom, professional layout.
- Portfolios – Highlight your work by displaying it on your website or sharing it with others as a link or downloaded file.
- Websites – Create a personal website to share your resume, other documents and links to your social networking profiles.
- ResumeGPS – Opt-in to a dynamic, online resume book for proactive, targeted searching by employers across the country.

Additional Online Modules – Paid Access for Current Students and Alumni

Since Bellarmine no longer pays an annual licensing fee for the following modules, anyone who wants to use one or more of those listed below must create a separate account at **my.optimalresume.com** and pay a daily, monthly, quarterly or annual access fee.

- Letters – Write effective cover letters, thank you letters, application letters, networking letters, broadcast letters and more.
- Interviews – Prepare to ace your interviews with real-life multimedia interview scenarios developed by seasoned recruiters.
- Skill Assessments – Identify and present transferable skills, abilities, experiences and proficiencies to potential employers.
- Video Resumes – Write a script and record an online video resume to stand out in today's competitive market.

Other Career Development Resources

- **CareerPortal** – New and improved Bellarmine University Career Development website. Go to **www.bellarmine.edu/careerdev** for all your career assessment, exploration and planning needs.
- **CollegeCentral** – Career services management system for students, alumni, employers and other community members; primary resource for job, internship and volunteer opportunities, on-campus recruiting and interviewing, career development events and a new mentoring network.
- **Kuder Journey** – Career assessment and information system for students and alumni; includes assessments of interests, skills and values, as well as extensive information about careers, majors and educational opportunities.
- **NACElink** – Free resource for local, regional and national jobs and internships sponsored by the National Association of Colleges and Employers and the Direct Employers Association.
- **LinkedIn**, **Facebook**, **Twitter** and **Tumblr** – Follow BUCareerDev online for networking, information, opportunities and advice.