

Creating a New Account

1. Go to bellarmine.optimalresume.com and click on the "Create Free 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 you, but you may use any email address to set up your account.
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.

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."

OptimalResume 2.0

OptimalResume was upgraded to version 2.0 in July 2009. Previous users will notice enhanced new features and a completely new user interface. After clicking on one of the "Create New" document links, be sure to watch the "Getting Started" video for an overview of that specific module. You can also click on one of the "Help" links at the top of the page to access comprehensive help files in PDF format. Contact the Career Development staff for additional help with your account or any of the modules.

Online Career Resources & Services

- [Resumes](#) – Learn what to include, how to describe experiences powerfully and how to create a custom, professional layout.
- [Letters](#) – Write effective cover letters, thank you letters, application letters, networking letters, broadcast letters and more.
- [Portfolios](#) – Highlight your work by displaying it on your website or sharing it with others as a link or downloaded file.
- [Skill Assessments](#) – Identify and present transferable skills, abilities, experiences and proficiencies to potential employers.
- [Interviews](#) – Prepare to ace your interviews with real-life multimedia interview scenarios developed by seasoned recruiters.
- [Video Resumes](#) – Write a script and record an online video resume to stand out in today's competitive market.
- [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.

Other Career Development Resources

- [CareerPortal](#) – New and improved Bellarmine University Career Development website arriving in Fall 2009. Go to www.bellarmine.edu/careerdev for all your career assessment, exploration and planning needs.
- [CollegeCentral](#) – New 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.
- [MyPlan](#) – New career assessment and information system for students and alumni; includes assessments of personality, interests, skills and values, as well as extensive information about careers, majors and educational opportunities.
- [TypeFocus](#) – Used primarily in Freshman Focus and other first-year activities, includes assessments of personality type and college success factors, as well as four detailed reports to help prepare you for achievement in college, career and life.
- [NACElink](#) – Free new resource for local, regional and national jobs and internships sponsored by the National Association of Colleges and Employers and the Direct Employers Association.