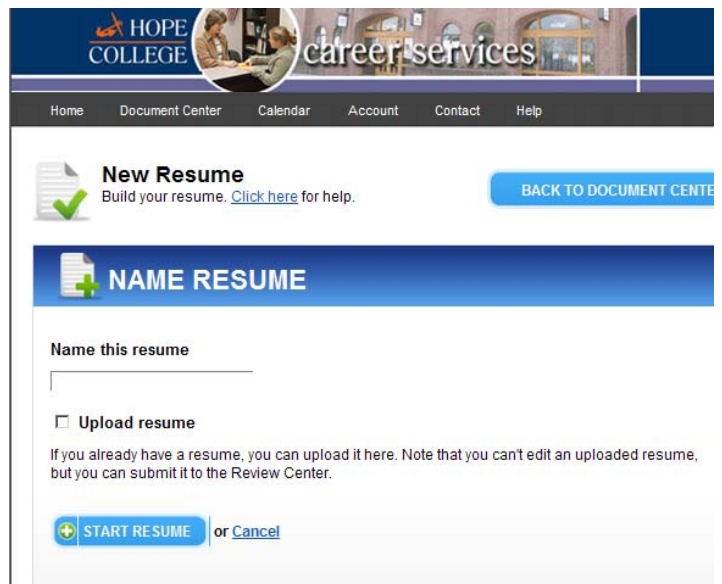
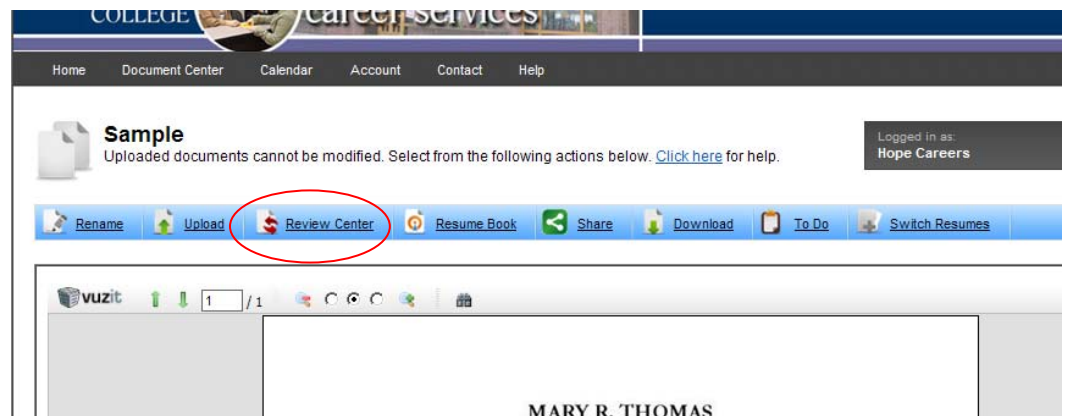


## Creating and Submitting a Resume to Optimal Resume

1. Begin creating your resume in Word by reviewing the handout "[Preparing Your Resume](#)" and/or "[Preparing Your Internship Resume](#)"; if you are in the Education Department, consult "[Preparing Your Resume for Teachers](#)" or "[Example Resumes for Juniors](#)." These are found on the "Handouts/Guides" web site on the Office of Career Services' web site.
2. Create a profile/account in Optimal Resume (<https://hope.optimalresume.com/>).
3. Under the Resume section, click **Create New Resume** to create a new document in your account or upload the resume you created in Word.
4. Name your resume, click "upload resume" if you have created a resume in Word (or you can create a resume from scratch using an Optimal Resume template) and click "Start Resume."



5. Once you have your resume in Optimal Resume, **submit it to the Review Center** by clicking the "Review Center" tab and hit submit after selecting "Office of Career Services" as the "group" but leave the "reviewer" option blank.



6. Submitting your resume to the Review Center allows a Career Services' staff member to review it and send you feedback. Your resume will be reviewed by a Career Services' staff member within 48 hours. Feedback regarding your resume and possible suggestions for changes will be emailed to you.
7. When you receive your feedback, **you may need to make any revisions necessary and RE-SUBMIT your resume to the Review Center** for approval.
8. After your resume has been approved, it can be used for applying for an internship/employment opportunity or graduate school.