

# BEL-REA'S OPTIMAL RESUME DIRECTIONS FOR STUDENTS & ALUMNI

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## GENERAL INFORMATION

### **ACCESS CODE: belrea1**

Optimal Resume is **FREE** to Bel-Rea students and graduates. The documents you create will be **stored** in Optimal Resume.

**DO NOT PLAGAIRIZE!** Everyone is utilizing the same samples/templates, so make sure you **insert your own specific experience** and **make substantial changes** to the wording in the samples. If not, the employers will wonder why your resume looks exactly like other resumes from your Pre-Clinical class or fellow graduates.

**ALWAYS CREATE NEW DOCUMENTS INSTEAD OF UPLOADING OLD ONES** (uploaded documents cannot be edited)! However, you can **cut and paste** pieces of an old document into a new document to save yourself some time.

You can **clone your documents** to create multiple resumes/cover letters for various interest areas (e.g. laboratory vs. small animal clinical), but **please wait** to clone documents until you have had them **reviewed!**

Your official degree: **Associate of Applied Science in Veterinary Technology** (*Note: there is no "s" on Associate*).

The official school name/location: **Bel-Rea Institute of Animal Technology, Denver, CO**

**Always send a PDF version when emailing your documents** to an internship supervisor or employer.

**If you get lost**, click on "**Document Center**" to go back to your list of documents and/or access sample documents.

**For assistance**, contact Amy Martin, Bel-Rea's Job Placement Director and Bookstore Manager, martin@belrea.edu.

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## TIPS

Use your Bel-Rea student e-mail address or create a **professional email address** before you start.

**There are cover letter and reference page samples that MATCH the style/layout of the specific resume samples** – choose a matching style and make sure your content is consistent from resume to letter.

Remember to include:

- **Specific technical skills gained at school** (e.g. restraint techniques, positioning for radiographs, etc.)
- **Animal care, shadowing, vaccination clinics, pre-clinical surgery rotation**
- **Previous and current work experiences and internships, honors, awards, achievements**
- **Teaching Assistant experience, Student Council participation, non-profit board positions**
- **Volunteer work and involvement in community organizations, professional memberships**
- **Veterinary Technician credentialing, high level certifications from other fields, and related specialty training** (e.g. SCUBA certification for an aquarium position)
- **Homemaker or elder care times** – don't leave large time gaps in your experience
- **General business knowledge** (e.g. OSHA, supervision, training co-workers, record keeping)

**Cater the content toward the site you are applying for** – visit their website to get some ideas on what they value.

**Stay away from abbreviations** (e.g. St. for Street, I'm for I am) and **fluff terms** (e.g. very, really, love to).

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## CREATE AN ACCOUNT

1) Go to <https://belrea.optimalresume.com>.

2) Click on **“New User”** at the top of the page.

3) Enter your **access code (belrea1)** and click the **“Continue”** button.

4) Enter your **contact information**, click **“Agree”** for terms and conditions, and click the **“Create Profile”** button.

5) Enter **education information**:

- **Degree:** Associate
- **Class Standing:** Your year in school or Alumnus/Alumna
- **Graduation Date:** Your graduation date or anticipated date of graduation
- **Major:** Click on **“Veterinary Technology”** (auto-populated)
- **GPA:** Your cumulative GPA
- **Work Status:** Select **“U.S. Citizen”** or other appropriate category
- **Language Skills:** Select **“English”** and any additional languages you speak (including American Sign) - hold the **“Control”** button on your keyboard to make multiple selections
- Click the **“Save and Continue”** button

6) **Select career preferences:** Hold the **“Control”** button on your keyboard to make multiple selections

- **Preferred Industry:** Click on **“Healthcare – Veterinary”**
  - **Preferred Job Function:** Click on **“Veterinary Services”**
  - **Preferred Work Type:** Click on **“Internship”** or other appropriate category
  - Click the **“Save and Continue”** button
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## CREATE A RESUME FROM A SAMPLE

*Note: It is **HIGHLY** recommended that you utilize a sample for your documents! However, if you would like to create a document from scratch, see “Create A Document From Scratch (Alternative Method)” on page 4 of this packet.*

### A) Choose a sample

- Click on “**Create New Resume**” in the Document Center
- **Name** the resume (e.g. “Large Animal Internship”) and click on “**+ Start Resume**”
- Click on “**Continue**” in the “**Browse Samples**” box
- Click on an appropriate **sample category** e.g. “Internship – Large Animal”)
- **Scroll down below the box “Experience Levels”** to view the available samples
- **View** a sample on a full screen by clicking “**+ Select**” on that sample
- **Select** a sample you like by clicking “**+ Use This Sample**” on that specific sample

### B) Insert your information into the sample

- **Select** each section in the sample by clicking on that section
- **Customize** the content by **replacing the information in the popup box with your own words**
- Click on the “**Save**” button **to move on to the next section**
- If you end up somewhere you don’t want to be, click on “**Cancel**” to return to the main resume
- **Get ideas** by clicking on “Examples” or “Action Verbs”
- If needed, create **additional sections** by clicking on “+ Add Section” in the right hand column
- If needed, **rearrange the order** of your sections by clicking on “Reorder” in the right hand column

### C) If desired, customize your style

*Note: You will need to do this on ALL of your other documents to make them match! You may want to skip this step.*

- Click on “**Style Resume**” in the right hand column
- Select a style by clicking the various **style names** and “**apply**”
- If desired, further customize your style by utilizing the **tabs** at the top of the styling palette
- **Close** the Styling Palette by clicking on the “**X**” on the top right of the box

### D) If needed, customize your personal information header

*Note: You will need to do this on ALL of your other documents to make them match! You may want to skip this step.*

- Click on “**Format Header**” in the right hand column

### E) Run a spell check by clicking on “Spellcheck”

- Click on “**Spellcheck**” in the right hand column

### F) Check out the overall look of your document by viewing it as a “PDF”

- Click on “**Download**” at the top of the page and then click on “**PDF**”

### G) If needed, close the PDF and go back to your document to change the size of your margins

(e.g. to fit all your info on 1 page or to not split a category between 2 pages)

- Click on the **margin indicators** on the edges of your resume and change the size of your margins on the Styling Palette that pops up
- Margins need to be at least **0.5”** in size

## CREATE A COVER LETTER FROM A SAMPLE

### A) Choose a sample that MATCHES THE RESUME YOU CREATED

- Click on “**Create New Letter**” in the Document Center
- **Name** the letter (e.g. “Littleton Large Animal Letter”) and click on “**+ Start Letter**”
- Click on “**Continue**” in the “**Browse Samples**” box
- Click on an appropriate **sample category** (e.g. “Internship – Large Animal”)
- **Scroll down below the box “Experience Levels”** to view the available samples
- **View** a sample on a full screen by clicking “**+ Select**” on that sample
- **Select** a sample **THAT MATCHES THE RESUME YOU CREATED** by clicking “**+ Use This Sample**” on the match

### **B) Follow steps “B” through “G” in “Create A Resume From A Sample”**

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## CREATE A REFERENCE PAGE FROM A SAMPLE

### A) Choose a sample that MATCHES THE RESUME YOU CREATED

- Click on “**Create New Resume**” in the Document Center (*Note: The reference page samples are under “resumes” and not under “letters”*)
- **Name** the letter (e.g. “Littleton Large Animal Reference Page”) and click on “**+ Start Resume**”
- Click on “**Continue**” in the “**Browse Samples**” box
- Click on an appropriate **sample category** (e.g. “Internship – Large Animal”)
- **Scroll down below the box “Experience Levels”** to view the available samples
- **View** a sample on a full screen by clicking “**+ Select**” on that sample
- **Select** a sample **THAT MATCHES THE RESUME YOU CREATED** by clicking “**+ Use This Sample**” on that specific sample

### **B) Follow steps “B” through “G” in “Create A Resume From A Sample”**

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## CREATE A DOCUMENT FROM SCRATCH (ALTERNATE METHOD)

- Click on “**Create New Resume**” or “**Create New Letter**” in the Document Center
  - **Name** the resume or letter (e.g. “Littleton Large Letter”) and click on “**+ Start Resume**” or “**+ Start Letter**”
  - Click “**Continue**” in the “**Start From Scratch**” box
  - Click on “**+ Add Section**” in the right hand column to create the individual sections of your resume or letter
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## REQUEST A REVIEW: 6<sup>th</sup> Quarter Students taking Pre-Clinical the following quarter, or current job seekers

- Click on “**Review Center**” on the top of the page
  - Select your “**Review Group**”
    - **Pre-Clinical Students** – please choose between **early deadline** and **regular deadline**
  - Select for ‘**Reviewer**’: **Amy Martin**
  - **Write a message** (e.g. Please review – early application deadline for upcoming Pre-Clinical student)
  - Your request for a review will be sent to the **Job Placement Department** at Bel-Rea
    - Please **allow one to two weeks for a review. This is dependent on the time of the quarter submitted.**
    - If you are in a **hurry**, you can also ask a friend who is an excellent writer to review your resume.
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### **SUBMIT AN ASSIGNMENT – FOR CURRENT OFFICE MANAGEMENT STUDENTS ONLY:**

- Click on “**Review Center**” on the top of the page
  - Select your “**Review Group**”: **Office Management Students-ASSIGNMENT SUBMISSION ONLY!**
  - Select for “**Reviewer**”: **Your Office Management Instructor**
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### **CLONE A DOCUMENT**

- Create duplicate cover letters or resumes to customize for each site you are applying to
  - Click on the “**Clone**” button at the top of the page while in that document
  - **REMINDER: Wait to clone documents until your original document has been reviewed**
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### **DOWNLOAD YOUR DOCUMENTS**

- Click on “**Download**” at the top of the page
  - Select “**PDF**” to create a version to send to an internship site or employer
  - **Look at the PDF resume that downloads** to make sure everything looks good
  - *On a **public** computer?* Drag your documents to the desktop and then save them on a flashdrive or the cloud, or email it to yourself
    - **Avoid identity theft: Delete** the desktop copies, **empty** the desktop trash, and **log out** of Optimal Resume
  - *On your own **personal** computer?* Save your documents where you want and back them up on a flash drive or the cloud
  - **IMPORTANT:** To insert a **scanned** on a cover letter you want to e-mail, you will need to download the document first as a Word/TextEdit document, insert your scanned signature, and then save it as a .pdf
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### **PRINT YOUR DOCUMENTS**

- You can **print your documents at home on resume paper** or **take them to a copy center to print on resume paper**
  - Most copy centers sell resume paper
  - Take your documents as PDFs on a flash drive so the format does not change when the copy center opens them
  - We are not able to print on resume paper at Bel-Rea
- **YOU MUST GO INTO THE DOWNLOAD FUNCTION TO PRINT OR ELSE YOU WILL PRINT THE ENTIRE WEBPAGE, NOT YOUR RESUME!**