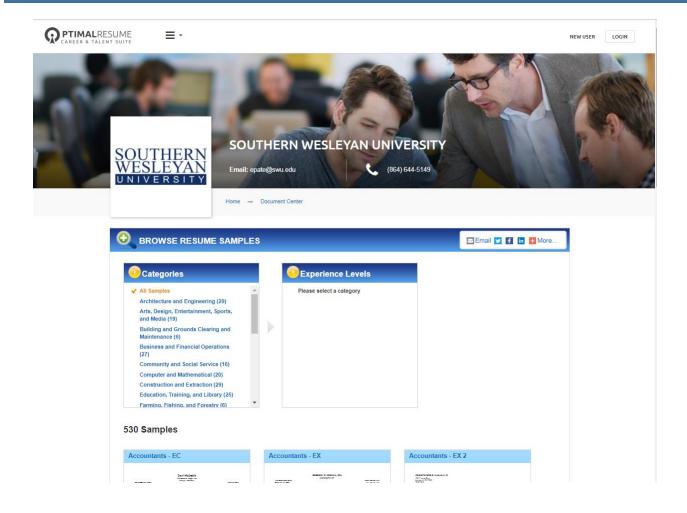# Why use Optimal Resume?

- View 500+ resume samples that are customized to industry and experience level (Entry-Level, Mid-Career, Experienced)
- See Military to civilian resume samples
- Use the Resume builder to easily and quickly create an impressive, professional resume, which you can share online or download and print



Get started by checking out our Resume Samples by industry category and by level of experience:

## Click for here for Resume Samples

**If you would like to use the Resume Builder click the link that says "New User" and use your @mail.swu.edu address to register.**

Use the Resume builder to easily and quickly create an impressive, professional resume, which you can share online or download and print. The builder combines expert advice, high-quality samples and actionable job market information to help you create focused, targeted resumes for every job opportunity.

There are two ways you can get started. Option one is to browse section sets and build your resume from the ground up, section by section. Note that if you don't see any relevant section sets, you can always "start from scratch" and add your own resume sections on the fly.

Option two is to browse resume samples, select one, and directly input your information. This approach can save time and can help you create an effective resume for your career field and level of experience.

To begin editing your resume, simply click on a section. Note the variety of formatting options available, as well as the content suggestions that are found in the section examples. Use the integrated O*NET database to target your resume for specific opportunities.

When you're done writing your content, use the spell check function to highlight areas needing correction. You can also choose from a variety of style templates, or use the Advanced options to customize your resume's appearance to a high level of detail.

Before you download your resume, use the Print Preview button to view page breaks and see how your resume will appear in a word processor. Resumes can be downloaded in three common formats: Microsoft Word compatible, PDF, and HTML.

# Why use Optimal Resume to write your Cover Letter?

- View 45+ letter samples that are customized by experience level (Entry-Level, Mid-Career, Experienced)
- See samples for basic cover letters, thank you notes, letters to ask for a reference, and more!
- Use The Letter Builder to combine expert advice and high-quality samples to help you create focused, targeted letters for almost every opportunity.



Get started by checking out our Cover Letter Samples by industry category and by level of experience:

[Click for here for Cover Letter Samples](#)

**If you would like to use the Resume or Letter Builder click the link that says "New User" and use your @mail.swu.edu address to register.**

The Letter Builder combines expert advice and high-quality samples to help you create focused, targeted letters for almost every opportunity.

To get started, browse the different categories of samples letters and view helpful tips about each letter type. If you find a sample that fits your objective, select it to begin editing. If you don't see any relevant samples, you can always "start from scratch" and build your letter from the ground up.

To begin editing your letter, simply click on a section. Note the variety of formatting options available, as well as the content suggestions that are found in the section examples.

When you're done writing your content, use the spell check function to highlight areas needing correction. You can also choose from a variety of style templates, or use the Advanced options to customize your letter's appearance to a high level of detail.

Before you download your letter, use the Print Preview button to view page breaks and see how your letter will appear in a word processor. Letters can be downloaded in three common formats: Microsoft Word compatible, PDF, and HTML.

# (Returning User login to your Optimal Resume account here)