

How to Create an E-Portfolio Using Optimal Resume

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What is Optimal Resume?

- A career management platform that allows you to create, develop, present, manage & share your professional qualifications.

Features:

- Resume & video resume builder
- Skills assessment
- Interview prep
- Portfolio & cover letter builder

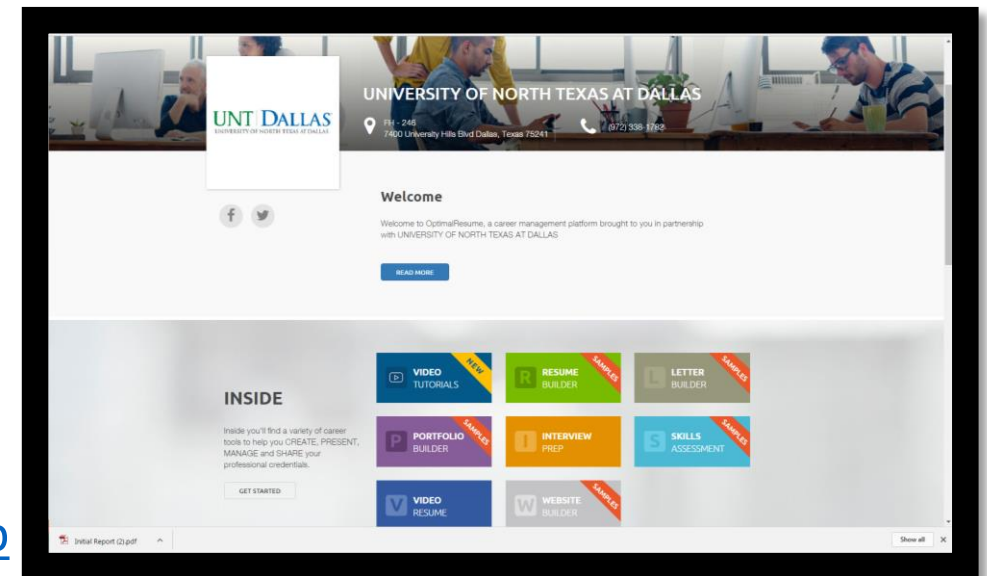
Direct Link: <https://dallas-unt.optimalresume.com/index.php>

Accessible via:

<http://www.untDallas.edu/el> > For Students > Tracking Your Involvement > Optimal Resume link

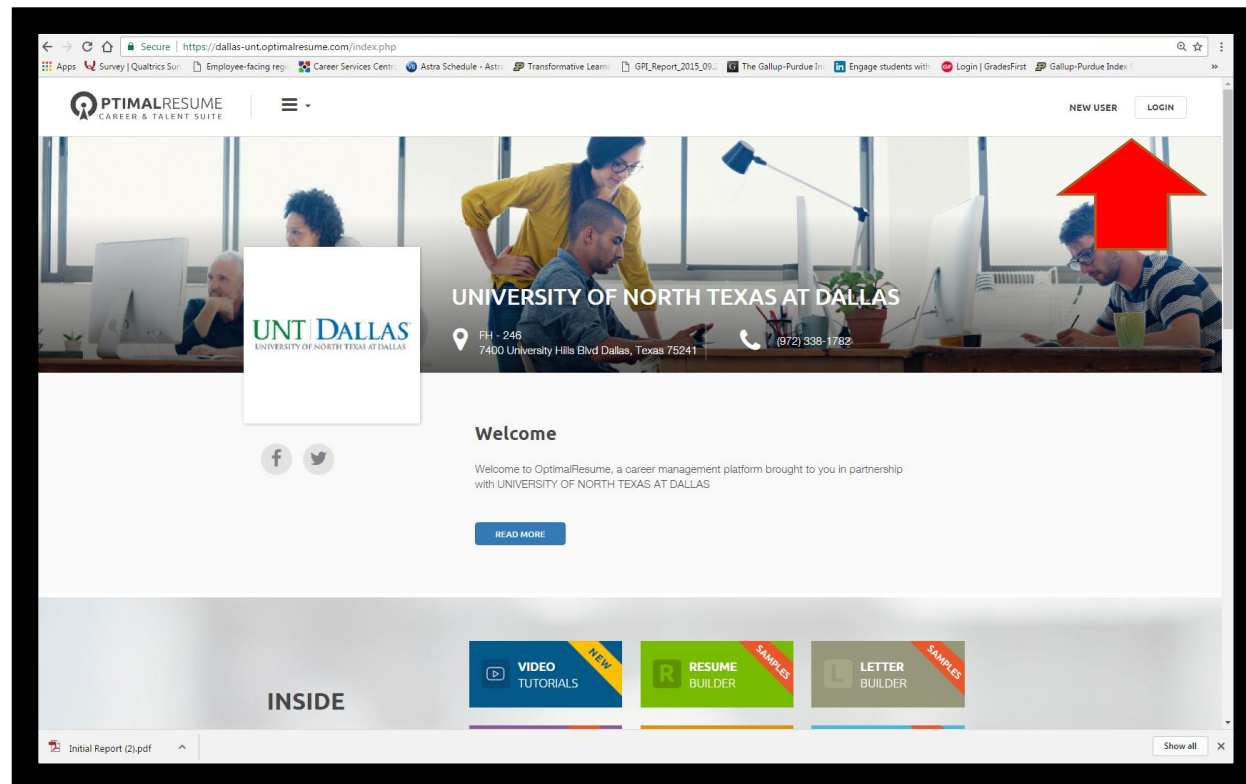
OR

<http://www.untDallas.edu/careers> > For Students > scroll the Optimal Resume link



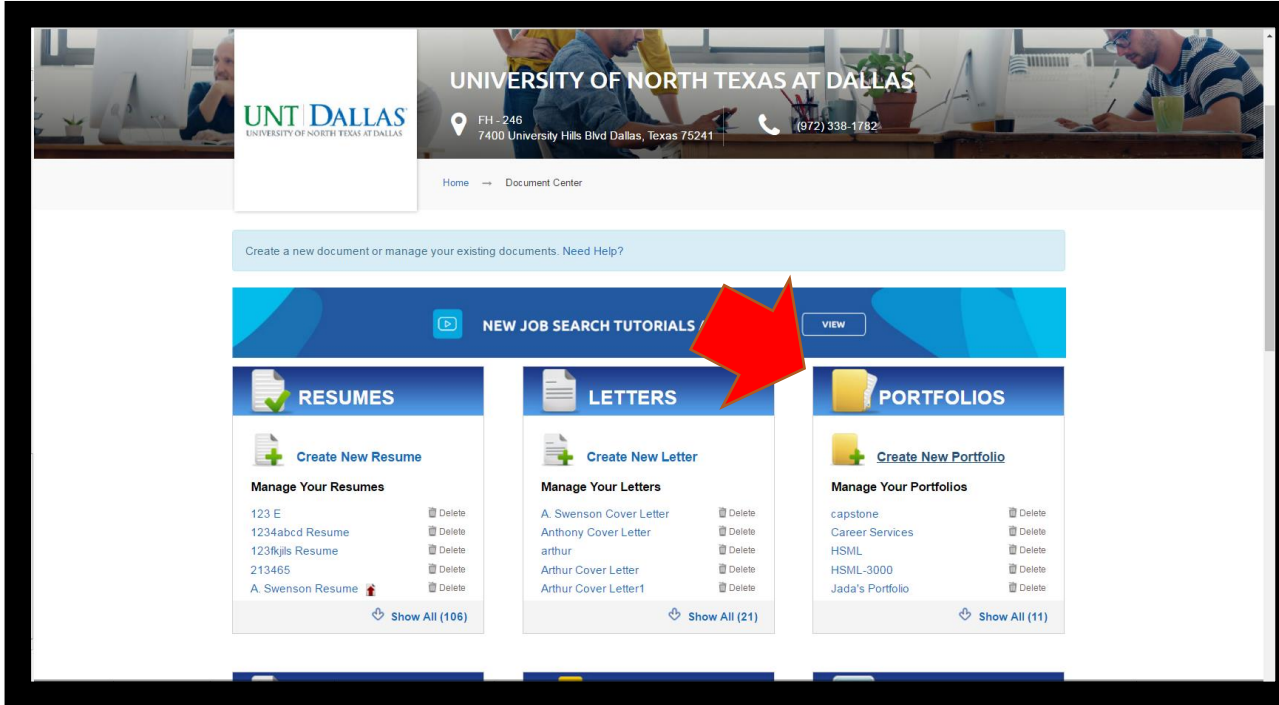
Create an Account

- Login using a student email address
- First time users must click “New User” to get started



Create New Portfolio

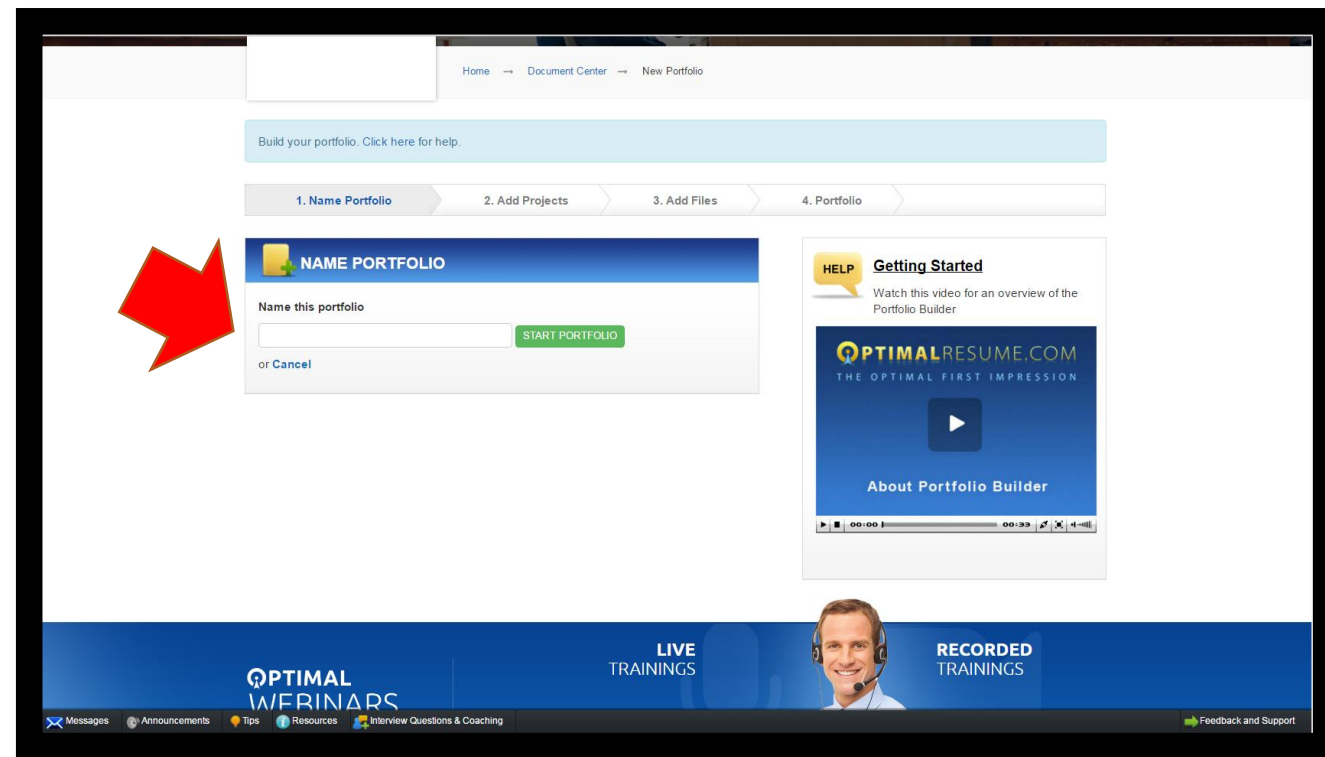
- Select the “Portfolios” module
- Select the “Create New Portfolio” option



The screenshot displays the University of North Texas at Dallas Document Center interface. The header includes the UNT Dallas logo, contact information (FH-246, 7400 University Hills Blvd Dallas, Texas 75241, and phone number (972) 338-1782), and a breadcrumb trail: Home → Document Center. Below the header, a light blue banner reads "Create a new document or manage your existing documents. Need Help?". A blue navigation bar contains "NEW JOB SEARCH TUTORIALS" and a "VIEW" button. A red arrow points to the "PORTFOLIOS" module. The "PORTFOLIOS" module includes a "Create New Portfolio" link and a list of existing portfolios: capstone, Career Services, HSML, HSML-3000, and Jada's Portfolio, each with a "Delete" option. The "RESUMES" and "LETTERS" modules also show "Create New" options and lists of existing documents.

Create New Portfolio

- Name the Portfolio the appropriate title for your course and select “Start Portfolio”



Home → Document Center → New Portfolio

Build your portfolio. [Click here for help.](#)

1. Name Portfolio 2. Add Projects 3. Add Files 4. Portfolio

NAME PORTFOLIO

Name this portfolio

START PORTFOLIO

or [Cancel](#)

HELP **Getting Started**

Watch this video for an overview of the Portfolio Builder

OPTIMALRESUME.COM
THE OPTIMAL FIRST IMPRESSION

About Portfolio Builder

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OPTIMAL WERINARS

LIVE TRAININGS

RECORDED TRAININGS

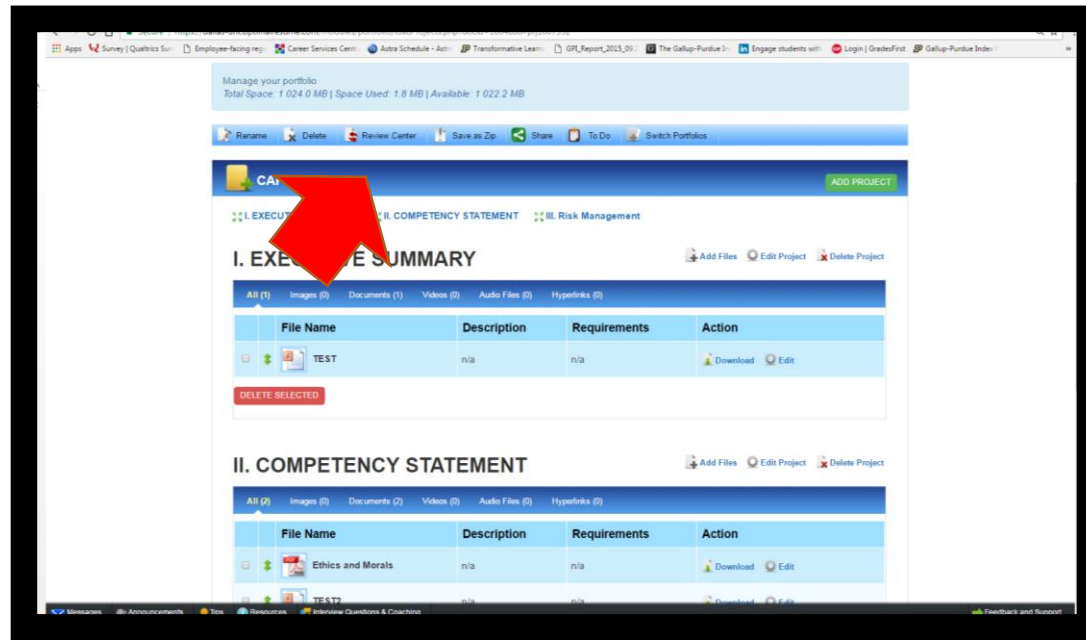
Messages Announcements Tips Resources Interview Questions & Coaching Feedback and Support

Step by Step

- Select “Add a Project” to input the titles of the portfolio
 - Example: I. Executive Summary
- Name the project
 - Example: I. Executive Summary
- Add a short description
 - Example: Executive Summary
- Select “Continue / Add Files”
- Upload your appropriate document
- Name the file and add a short description
- Select “Save File”

Edit & Share Options

- You have several options to edit, revise, and share the portfolio:



For more assistance:

Sarah Davenport

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