

Instructions for College of Arts and Sciences Scholarship Application Resume

Due to current incompatibility issues, please use either the Google Chrome, Internet Explorer or Safari (MAC) web browsers to access the Career Services website.

- 1) Go to www.hiresooner.com and click on the “Students” link in the top menu bar, then click on the “Services” link in the students menu on the left of the page. This will take you to the services page. Once there, click on the “Optimal Resume” link. This will take you to the Optimal Resume page. You will then click on the “access OptimalResume.com” link.
- 2) You will see a login page where you must login with your 4x4 and password to verify you are a currently enrolled OU student. After logging in, this will take you to the Job Search Tools page. You will then click on the “access Optimal Resume” link.
- 3) Once in Optimal Resume, click on “Create New Account” (if you already have an account with Optimal Resume, you can skip this step and go straight to step 4) **make sure your pop up blocker is not on while in Optimal Resume.** You will need to enter the OU passcode, which is **sooners**. You will then create your user profile, which is where you will complete your account and education section. Follow directions as instructed.
- 4) After you complete your account and education information, select “Create a New Resume”. Enter a name for your résumé and select “Start Resume”.
- 5) The “Browse Samples” box will appear, click “Continue”. Select *Arts and Sciences Scholarship Resume (ASSR)* in the “Categories” box. A completed sample ASSR will be viewable in the sample box below the “Categories” box. Click on the ASSR sample and then click on “Use This Resume” at the top of the page.
- 6) Click on the *Education* section within the résumé template. Select “Save” once you have added all of your education information.
- 7) Click on the *Additional Information* section within the résumé template. “Save” once you have added all of your information.
- 8) Click on the *Employment/Internships* section within the résumé template. After you fill out the employer information, you can add additional information regarding your projects, tasks, responsibilities, etc. by adding bullet point descriptions. To do this, you can select the bullet points in the tool bar box. Select “Save” once you have added all of your jobs.
- 9) Click on the *Activities* section within the résumé template. You may click on “Section Examples” located at the bottom on the right hand side under “Tools” if you are having trouble with preparing this section. Only include activities from your college experience. List your information for each year in college, beginning with your freshman year.
- 10) Click on the *Community Involvement* section within the résumé template. List your information for each year in college, beginning with your freshman year.
- 11) Click on the *Honors, Awards, & Scholarships* section within the résumé template. List your information for each year in college, beginning with your freshman year.
- 12) Once you have completed your ASSR in Optimal Resume, you can preview your ASSR by clicking on “Print Preview” at the top of the résumé. When you are satisfied with your ASSR, click “Back to Builder” in the upper left hand corner.
- 13) After reviewing your résumé and using the “Spell Check” option in the column to the right, click on “Download” at the top of the résumé and select “Microsoft Word Compatible.” Once you are in Word, you can manipulate your margins; fix your format, etc. Make sure that you **save your ASSR in PDF** once your editing is complete.

Instructions for Mac Computer Users

If you are using a Mac, your document might open as an .RTF file in TextEdit. This can cause a number of formatting glitches, which can make your resume look far different from the online version. To preserve formatting, try one of the following:

Safari Fix:

When you click on the Microsoft Compatible button Safari should pop up two windows:

- a. Downloads, and
 - b. Txt file (You do not want this option)
- If the download tab does not pop up, go to Safari Dropdown menu and select *Preferences>General>Save downloaded files to: Download*.
 - In the Download window, click on the magnifier button, which will prompt the Finder.
 - Find the file, then click once on the document name and re-name it from .RTF to either a .doc or .docx.
 - It will ask you "Do you really want to change it?" Choose Use *.doc.
 - Click on the file and it will open in Word with the proper formatting.

Firefox Fix:

- Go to the Firefox drop down menu and select *Preferences>Main tab>Downloads*.
- Click the "Show downloads – Always ask me where to save files" box.
- This will allow for a pop-up box to open and you can choose to open your document using Word.

Google Chrome Fix:

- Go to the Google Chrome drop down menu and select *Preferences>Under the Hood>Downloads*.
- Check the "Downloads – Ask me where to save each file before downloading" box.

You can also try saving your document as .doc, or .docx when the "Save As" box comes up.