

Optimal Resume

Access Optimal Resume from the CUAA or CUW website. Enter Optimal Resume in the search box.

The screenshot shows the Concordia University Ann Arbor Michigan website. The header includes the university logo and navigation links: Make A Gift, Locations, Request Info, Visit Campus, and an Apply button. A red navigation bar contains links for ABOUT CUAA, ADMISSIONS, ACADEMICS, CUAA LIFE, ATHLETICS, FRIENDS OF CUAA, ALUMNI, LINKS, and a search icon. The main content area features the title "Optimal Resume" and a breadcrumb trail: Departments > Career Services. A list of bullet points provides instructions on how to use the service. A sidebar on the right titled "Career Services" lists various resources like "About Us", "Students and Alumni", and "Find A Job".

CONCORDIA UNIVERSITY
Ann Arbor Michigan

Make A Gift Locations Request Info Visit Campus Apply

ABOUT CUAA ADMISSIONS ACADEMICS CUAA LIFE ATHLETICS FRIENDS OF CUAA ALUMNI LINKS

Optimal Resume

Departments > Career Services

- Create a strategic resume for your industry or career field with industry-specific resume tips, resume keywords, and resume samples
- Easily retarget your resume and cover letter to match each job's unique requirements
- Outshine the competition at your next job interview, job fair, or networking event

Start building your resume today, [click here!](#) (login using your @cuaa.edu email)

Career Services

- About Us
- Students and Alumni
- Internships
- Career and Job Search Websites
- Find A Job
- How to Find the Right Job Faster
- Resumes Cover Letters and More

The screenshot shows the Concordia University Wisconsin website. The header includes the university logo and navigation links: Make A Gift, Locations, Request Info, Visit Campus, and an Apply button. A blue navigation bar contains links for ABOUT CUW, ADMISSIONS, ACADEMICS, CUW LIFE, ATHLETICS, FRIENDS OF CUW, ALUMNI, LINKS, and a search icon. The main content area features the title "Optimal Resume" and a breadcrumb trail: Departments > Career Services > Students and Alumni > Job and Internship Search > Optimal Resume. A sidebar on the right titled "Students and Alumni" lists resources like "What can I do with this major?" and "Events".

CONCORDIA UNIVERSITY
WISCONSIN

Make A Gift Locations Request Info Visit Campus Apply

ABOUT CUW ADMISSIONS ACADEMICS CUW LIFE ATHLETICS FRIENDS OF CUW ALUMNI LINKS

Optimal Resume

Departments > Career Services > Students and Alumni > Job and Internship Search > Optimal Resume

Use [Optimal Resume](#) to help create your professional documents, practice your interview skills and create an online portfolio.

Students and Alumni

- What can I do with this major?
- Events

Click on the above link to go to the Optimal Resume log in page <https://cuw.optimalresume.com/>

The screenshot shows the Optimal Resume login page for Concordia University Wisconsin. The header includes the Optimal Resume logo and navigation links: NEW USER and LOGIN. The main content area features a large banner image of a young man and woman smiling. The banner includes the Concordia University Wisconsin logo, address, and phone number. Below the banner, there are social media icons for Facebook and LinkedIn, and a "Welcome" message with a "READ MORE" button.

OPTIMALRESUME
CAREER & TALENT SUITE

NEW USER LOGIN

CONCORDIA UNIVERSITY WISCONSIN

12800 North Lake Shore Dr., Mequon, WI 53097-2402 (262) 243-4401

CONCORDIA UNIVERSITY

Facebook LinkedIn

Welcome

Welcome to OptimalResume, a career management platform brought to you in partnership with CONCORDIA UNIVERSITY WISCONSIN

READ MORE

Use cuw.edu (cuaa.edu) account to create an account.

The screenshot shows the Concordia University Wisconsin website's account validation page. At the top, there is a header with the university's logo, name, address (12800 North Lake Shore Dr., Mequon, WI 53097-2402), and phone number ((262) 243-4401). Below the header is a navigation bar with "Home" and "Validation" links. The main content area is titled "VALIDATION" and contains a message: "If you already have an account, please Login". Underneath, there is a section for "Student Users" with instructions: "Please enter your @cuw.edu email address in the box below and click 'Continue' to create an account." A text input field is provided for the email address, and a green "Continue" button is located below it.

There are a variety of samples, online tutorials. Live and recorded trainings also available. Contact the CUW Career Center for additional assistance.

The screenshot displays the "INSIDE" section of the website, which offers various career tools. On the left, the text reads: "INSIDE Inside you'll find a variety of career tools to help you CREATE, PRESENT, MANAGE and SHARE your professional credentials." Below this text is a "GET STARTED" button. To the right, there are six colored boxes, each representing a different tool and labeled "SAMPLES": "RESUME BUILDER" (green), "LETTER BUILDER" (grey), "PORTFOLIO BUILDER" (purple), "INTERVIEW PREP" (orange), "SKILLS ASSESSMENT" (blue), and "WEBSITE BUILDER" (grey). At the bottom of the page, there is a blue banner featuring a smiling man in a headset. On the left of the banner is the "OPTIMAL WEBINARS" logo. In the center, it says "LIVE TRAININGS" with a "VIEW" button. On the right, it says "RECORDED TRAININGS" with a "VIEW" button.

CONTACT US

CONCORDIA UNIVERSITY WISCONSIN

Here's how you can contact us

Phone:
(262) 243-4401


Website:
www.cuw.edu/careers

Once logged, users can create resumes, letters, portfolios, assessments, interviews, video resumes, and websites.

Create a new document or manage your existing documents. [Need Help?](#)

Students - Get hired for paid Project and Freelance Work while you are still a student! [Click here to go to HireOwl](#) to review freelance opportunities!


RESUMES

 [Create New Resume](#)



Manage Your Resumes

No Resumes


PORTFOLIOS

 [Create New Portfolio](#)

Manage Your Portfolios

Susan Gallanis Test Portfolio 04-2016	 Delete
Test 2	 Delete

LETTERS

 [Create New Letter](#)



Manage Your Letters

No Letters

Portfolio sample. Portfolio templates can be created for your specific program. Contact the director of CUW Career Services.



ABC Company 2016 - Present

The first project should focus on your most recent and/or relevant experience, whether it's a job, class, or community activity. If you have more than one recent experience, put the most relevant one as your top project. Include writing samples, [More](#)

All (1) Images (0) Documents (1) Videos (0) Audio Files (0) Hyperlinks (0)			
File Name	Description	Requirements	Action
 Quarterly Presentation	Quarterly report presented to managers at More	n/a	 Download



Community Service Group - Summer 2016

Follow through the portfolio with the next experience in chronological order. For a community service experience, include outlines of meetings, projects undertaken by your service group, or photos of you performing community service. [More](#)

All (1) Images (0) Documents (1) Videos (0) Audio Files (0) Hyperlinks (0)			
File Name	Description	Requirements	Action
 Meeting Minutes	Minutes for a community service group More	n/a	 Download



Spring 2016 Coursework

For a classroom experience, focus on your best or favorite assignments during that class. Although it is a good idea to include assignments which received high grades, employers may also enjoy seeing the assignments which challenged you and your development [More](#)

All (1) Images (0) Documents (1) Videos (0) Audio Files (0) Hyperlinks (0)			
File Name	Description	Requirements	Action
 Management Assignment	Assignment completed for Management Communications 201 More	n/a	 Download

Summer 2015 Internship

Continue to go back in time until you are satisfied that the portfolio reflects your professional background. For a job or internship experience, include reports, projects, or presentations completed during that time. [More](#)

All (1) Images (0) Documents (1) Videos (0) Audio Files (0) Hyperlinks (0)			
File Name	Description	Requirements	Action
 New Product Report	Report created to evaluate target markets More	n/a	 Download