

## Optimal Resume Log-In Instructions for Students

This document provides instructions on how to establish an online account on Optimal Resume. After registering, you will be able to create a resume and use other special features of the online system. If you have questions regarding the use of Optimal Resume, please contact the Career Services Center at 814-393-2323 or [careers@clarion.edu](mailto:careers@clarion.edu).

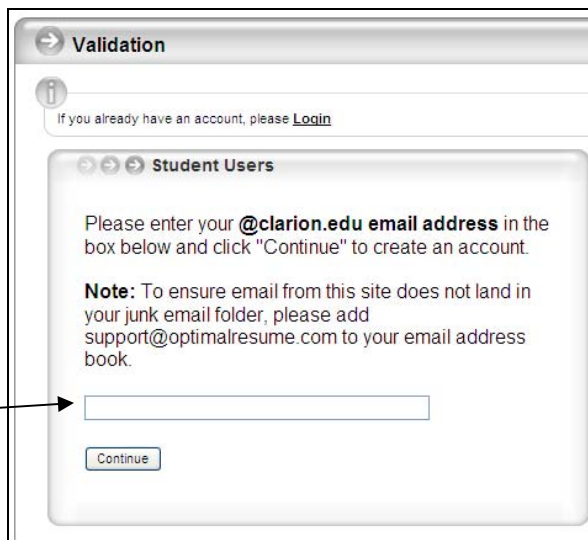
1. Go to [www.clarion.optimalresume.com](http://www.clarion.optimalresume.com)

Establish a new account by selecting "New Users Click Here."



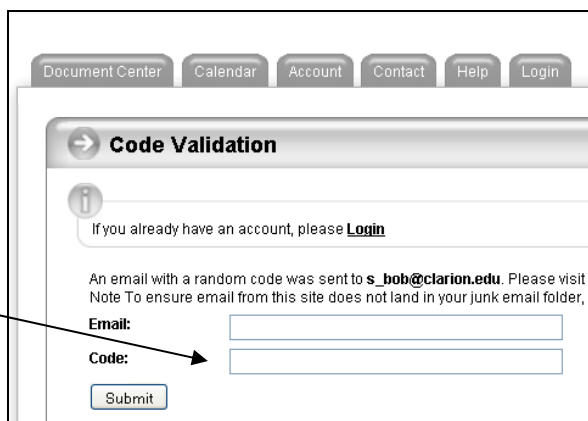
2.
  - a. Enter your **@clarion.edu** email address (ex: s\_imstudent@clarion.edu) in the box and click "Continue" to create an account.
  - b. Optimal Resume will send an email containing a "random code" to your university email address.
  - c. To ensure email from Optimal Resume does not land in your junk email folder, please add support@optimalresume.com to your email address book.

Be sure to use your **@clarion.edu** email address here!



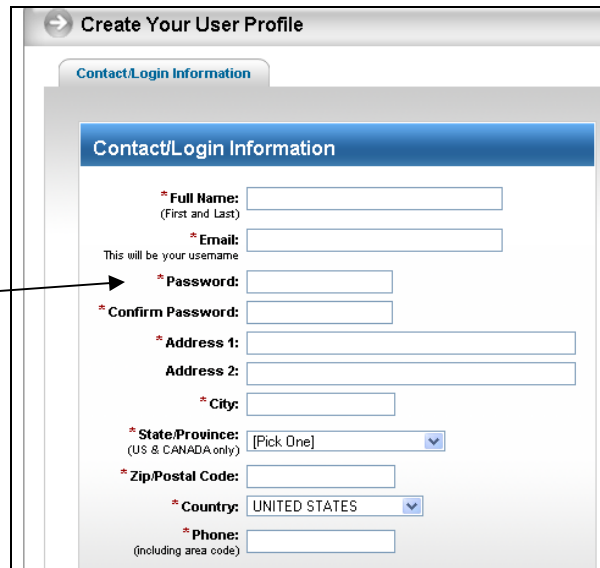
3.
  - a. Access your email to obtain the "random code."
  - b. Copy and paste it on the Code Validation screen.
  - c. You will be directed to the User Profile screen.

Paste the random code here!



4. a. Complete the Contact/Login Information section.
- b. Read through the terms and conditions and select the box indicating that you have done so.
- c. Click the “Create Profile” button on the lower right corner of the page.

Remember your password! You will need it to log into Optimal Resume in the future.



**Create Your User Profile**

Contact/Login Information

**Contact/Login Information**

\* Full Name:   
(First and Last)

\* Email:   
This will be your username

\* Password:

\* Confirm Password:

\* Address 1:

Address 2:

\* City:

\* State/Province:   
(US & CANADA only)

\* Zip/Postal Code:

\* Country:

\* Phone:   
(including area code)

5. You are now ready to create a resume!