

How to Create an Account in Optimal Resume

1. Go to <https://monroecc.optimalresume.com/>.
2. There's a Login box on the left side of the page; Click on the link that says "New Users Click Here."
3. Next, you will be taken to the validation page. Enter your **@student.monroecc.edu email address**. Once you click "Continue," a screen will prompt you for your email and a code.
4. The code is automatically generated and sent to your school email account. Retrieve the code and enter it in the requested field, along with your email address.
5. Complete the User Profile – (The email and password you enter will allow access to your account at OptimalResume from this point forward.)
6. Located on your Student Desktop, you'll see an area called the "Document Center" where you can create resumes, letters, portfolios, video resumes and websites. There's another tab, called the "Skills Center," where you can create interviews and skill assessments.
7. Video and PDF tutorials are located in the "Help" box on the right; these provide detailed instructions on how to use the applications.
8. Please contact the MCC Career Center at (585) 292-2248 or email jobsearch@monroe.edu if you have any questions about the software.