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
Create New Portfolio

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

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