



## How to Create an Optimal Resume Portfolio

1. Visit [the Optimal Resume page on HireNSUgrads.com](https://www.hirensu grads.com)
2. Click on Register/Login
3. If you already have an Optimal Resume account, click on "Login" in the topright corner. If you do not have an Optimal Resume account, click on "New User" in the top right corner.
4. New users, follow the prompts to create an account. Account holders, login.
5. Once logged in you will be taken to the Document Center. Click "Create New Portfolio" in the Portfolios box.
6. Name your Portfolio "Career Readiness Certificate\_(Bronze, Silver, or Gold) Level"
7. In the Browse Templates box, click "Continue"
8. Select the appropriate template for the level you are pursuing. Ex. Career Readiness Certificate\_Bronze\_Level 1.
9. Click "Use This Template"

\*Updated May 18, 2018.