



Optimal Letter Help

Optimal 2.0 edition

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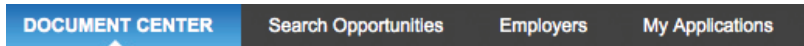
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Getting Started

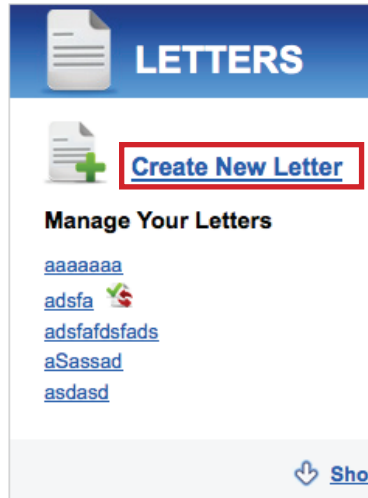
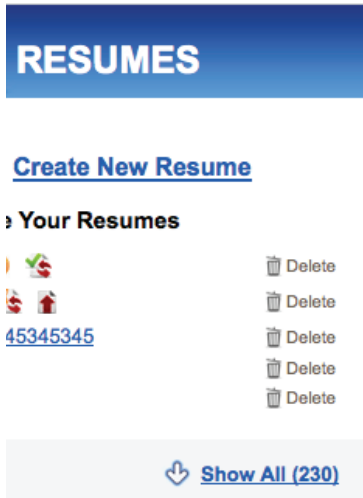
➤ Creating a New Letter



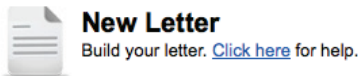
You are in the Document Center

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

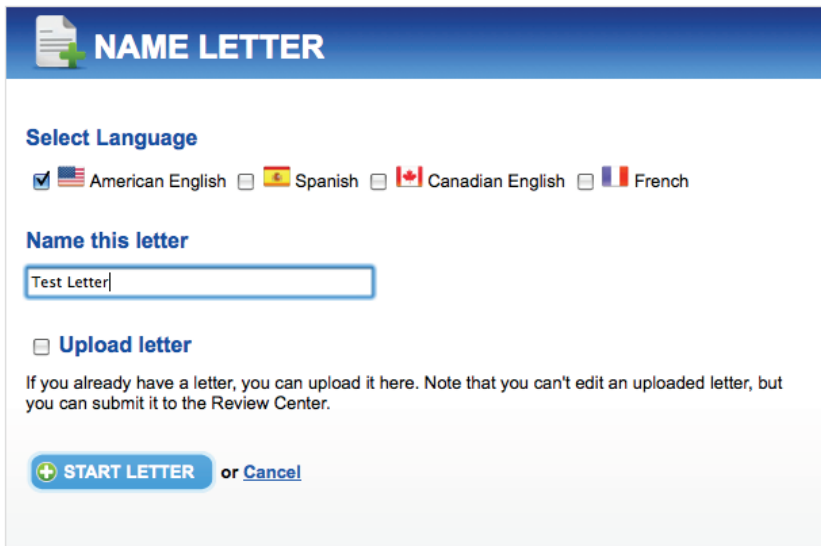
To begin working on your new letter, click the Create New Letter button. On the following page, you will be asked to enter a name for your letter.



➤ Naming a New Letter




Names can include any combination of letters, numbers, and spaces. If applicable, select the primary language of your resume. When finished, click Start Letter.




Getting Started

➤ Uploading an Existing Letter

**New Letter**
Build your letter. [Click here](#) for help.

[BACK TO DOCUMENT CENTER](#)

**NAME LETTER**

Select Language

American English Spanish Canadian English French

Name this letter


 Upload letter[+ START LETTER](#) or [Cancel](#)

On the naming page, you have the option to upload a letter from your computer that can be submitted for review by a counselor or to employers via the Document Center. Uploaded resumes cannot be edited in the Optimal Letter builder.

To make changes in the builder to an uploaded document, you must click the Import box below the Browse button. Importing a document pastes its content into the builder's editing fields, allowing you to utilize all of Optimal Resume's features with an existing letter. Importing is also useful if you intend to copy and paste content online from an existing file.


➤ 3 Ways to Build a Letter


Once you have named your letter, you will be able to browse a variety of letter types and sample letters, or start from scratch.


**Test Letter**
Navigate through samples. Click [here](#) for help.

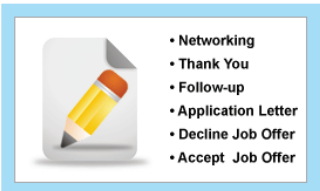
[BACK TO DOCUMENT CENTER](#)

Logged in as: **Mark McNasby** [Logout](#)


**Browse Letter Types**
View descriptions of different letter types with paragraph examples


**Browse Samples**
Select a sample and edit it with your information

**Start From Scratch**
Start adding sections and create your letter from scratch.



- Networking
- Thank You
- Follow-up
- Application Letter
- Decline Job Offer
- Accept Job Offer





[CONTINUE](#) [CONTINUE](#) [CONTINUE](#)

Getting Started

Browsing Letter Types

Browse Letter Types
View descriptions of different letter types with paragraph examples

Browse Samples
Select a sample and edit it with your information

Start From Scratch
Start adding sections and create your letter from scratch

BROWSE LETTER TYPES

Letter Types

- ✓ Networking
- Thank You
- Follow-up
- Job/Internship Application
- Decline a Job Offer
- Accept a Job Offer
- reeley admission
- SeanTest

Description

Job seekers often rely on friends and contacts to find job openings. A networking letter is used to address these contacts and inquire about advice and job opportunities. The objective is to introduce yourself to the recipient, show your interest in a particular career field or company, and convince them to read over the enclosed resume, which they will hopefully pass along to interested employers.

SELECT

Choosing a letter type gives you a brief overview of the letter you're about to write. Once in the Letter Builder, you can view paragraph-by-paragraph examples and professionally written tips for writing your specific kind of letter.

Browsing Samples

Browse Letter Types
View descriptions of different letter types with paragraph examples

Browse Samples
Select a sample and edit it with your information

Start From Scratch
Start adding sections and create your letter from scratch

BROWSE LETTER SAMPLES

Categories

- All Samples
- Broadcast (1)
- ✓ Company Cold Call (3)
- Follow-Up (1)
- Job Fair (1)
- Job Posting (6)
- Networking (3)
- Recruiter Cold Call (3)
- Reference (1)
- Referral (1)
- Thank-You (3)

Experience Levels

- Entry-level (1)
- Mid-Career (1)
- Experienced (1)

USE THIS SAMPLE

Alan R. Albertson

2209 Greystone Terrace
Salt Lake City, UT 88760

August 6, 2009

[Title] [First Name] [Last Name]
[Job Title]
[Organization or Company Name]

3 Samples

Sample letters show letters in their entirety, from header layouts to writing samples. Letter samples are organized by letter type and job level. Clicking on a sample brings up a preview of that letter. To use that template in your own letter, click the Use This Sample button.

Starting from Scratch

Test Letter
Click on a section to begin editing. You can only edit one section at a time. To change the layout of your document, hit the Style button. [Click here](#) for help.

Logged in as: **Mark McNasby** | Logout

Rename Clone Review Center Download Print Preview Switch Letters

0.75" 0.75"

Mark McNasby
1415 West Highway 54
Apart 3t
Durham, NC 27707

August 6, 2009

[Title] [First Name] [Last Name]
[Job Title]
[Organization or Company Name]
[Address Line 1]
[Address Line 2]
[City][State] [Postal Code]
[Country]

[Greeting]

Sincerely,

DOCUMENT

- STYLE LETTER
- FORMAT HEADER
- SPELLCHECK
- SECTIONS**
- TOOLS

Add Content

LETTER TIPS
LETTER SAMPLES
PARAGRAPH EXAMPLES
ACTION VERBS
EXPLORE CAREERS™

If you chose not to select a letter type or work from a sample, you will begin your letter by clicking the Add Content link in the right-hand toolbar, and a body content field will open.

Writing your Letter

➤ Parts of the Letter

Whether you start from scratch or use a pre-made template, you will be brought to the main editing page, where you will see your letter as a whole. Your letter is divided into four main sections:

Header

This is where your contact information will go. In most cover letters, it is located at the very top of the page.

Recipient

The contact information for the recipient goes below your own information. If your letter does not have a specific recipient, these fields can be removed or left blank.

Body

The main part of your letter. In the letter builder, there is only one body text field to edit, which will contain the text for all paragraphs.

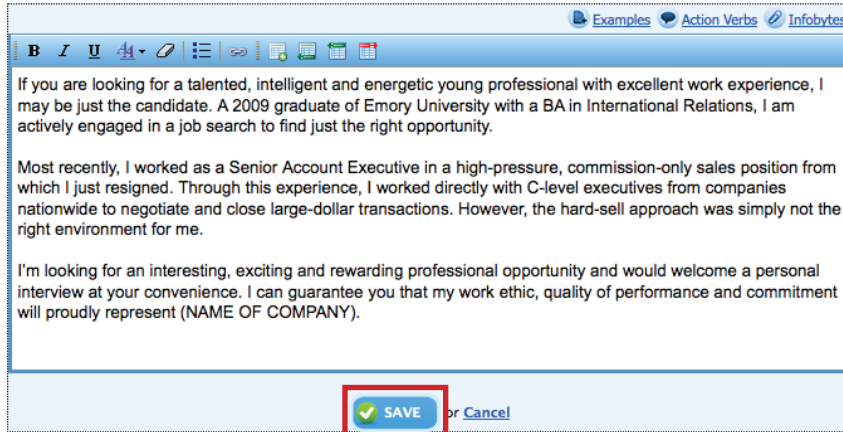
Closing

The final part of your letter, which generally contains a salutation such as "Sincerely," your printed name, and a signature in between.

| | |
|--|---|
| John A. Smith | |
| markm@optimalresume.com 1415 West Highway 54 Apart 3t Durham, NC 27707 (919) 287-2699 | |
| August 6, 2009 | |
| [Title] [First Name] [Last Name] [Job Title] [Organization or Company Name] [Address Line 1] [Address Line 2] [City][State] [Postal Code] [Country] | The recipient information will appear yellow when you open the document. This is to remind you to complete the information. |
| [Greeting] | |
| If you are looking for a talented, intelligent and energetic young professional with excellent work experience, I may be just the candidate. A 2009 graduate of Emory University with a BA in International Relations, I am actively engaged in a job search to find just the right opportunity. | |
| Most recently, I worked as a Senior Account Executive in a high-pressure, commission-only sales position from which I just resigned. Through this experience, I worked directly with C-level executives from companies nationwide to negotiate and close large-dollar transactions. However, the hard-sell approach was simply not the right environment for me. | |
| I'm looking for an interesting, exciting and rewarding professional opportunity and would welcome a personal interview at your convenience. I can guarantee you that my work ethic, quality of performance and commitment will proudly represent (NAME OF COMPANY). | |
| Sincerely, | |
| John A. Smith | |

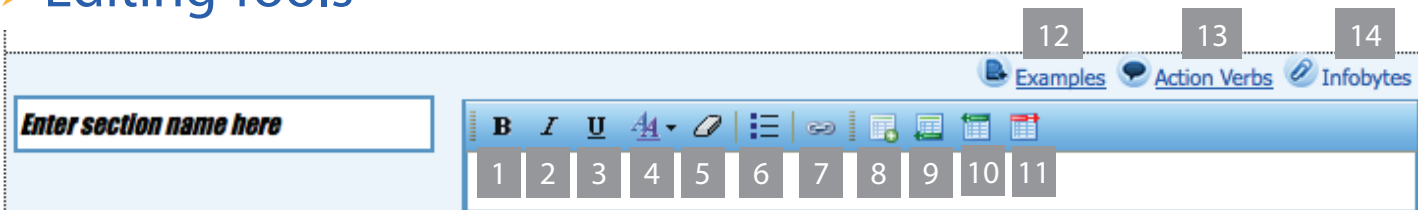
Writing your Letter

➤ Editing your Letter



To change one of these fields, simply click on the text and an editor will open. Make sure to click the Save button below the field when you're ready to move to another section.

➤ Editing Tools

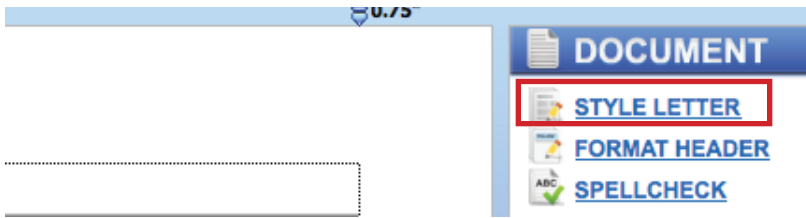


The body field has a special editor with a variety of formatting options to format and guide your writing:

1. **Bold** – bolds highlighted text
2. **Italic** – italicizes highlighted text
3. **Underline** – underlines highlighted text
4. **Text Color** – allows you to change text to a color selected from the palette
5. **Eraser** – removes any formatting applied to selected text
6. **Bullets** – adds a bulleted list
7. **Link** – inserts, changes, or removes a hyperlink to another website
8. **Resume Table** – inserts a table into your resume. You can set the number of rows and columns for your table after clicking this button.
9. **Line After** – adds an empty line after current content in editor
10. **Line Before** – adds an empty line before current content in editor
11. **Remove Line Before** – removes an empty line before current content in editor
12. **Examples** – opens the Examples menu, where you can browse sample content for a specific section. Available sections are listed in the left box. Click on a section type to see examples for that section. If available, you can also click the Add button next to an example to insert that example into your editor.
13. **Action Verbs** - 400+ verbs to help you describe your work experience
14. **Infobyte** – opens the Infobyte menu, where you can insert an Infobyte next to selected section. Infobytes appear only in your online resume. They are small icons that can be moused over to reveal additional information about your resume. These are a great way to elaborate on the sections of your resume without adding extra pages. There is also an Examples section specifically for Infobytes if you are unsure of what to write.

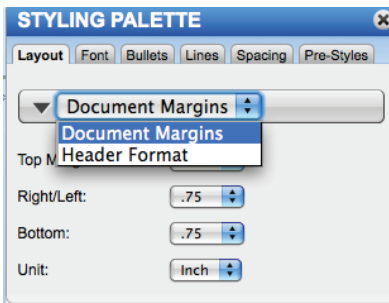
Document Settings

➤ Style your Letter

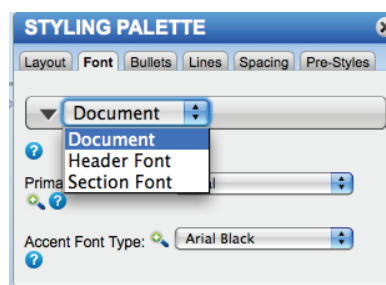


To style your letter, click the Style Letter button in the Document section of the right-hand toolbar. This will open the Styling Palette. Click the pre-styles tab to apply a pre-made letter template to your document. Use the other tabs to customize almost any aspect of your letter:

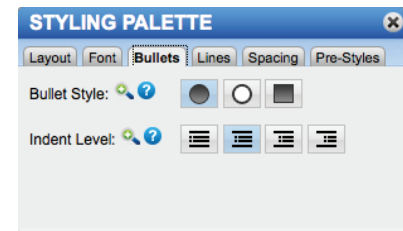
Layout – Set the margins and header format for your letter



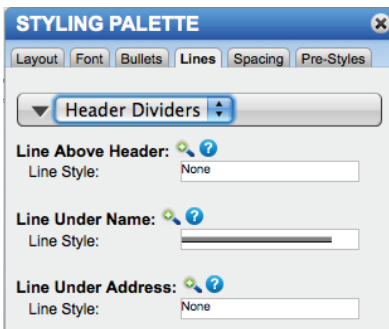
Font – Change the font and font style for different parts of your letter



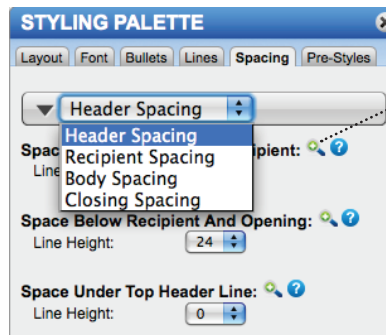
Bullets – Change bullet styles and the level of indentation



Lines – Add, remove, and change lines used on your letter

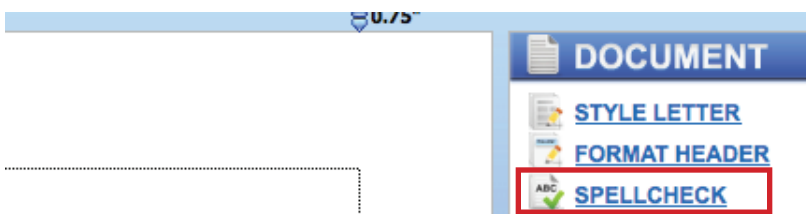


Spacing – Set the spacing between parts of your document



If you're unsure of what a setting corresponds to, there is a magic wand feature next to every setting that highlights exactly where the style changes will be applied. Affected areas will be highlighted in orange when the wand is clicked.

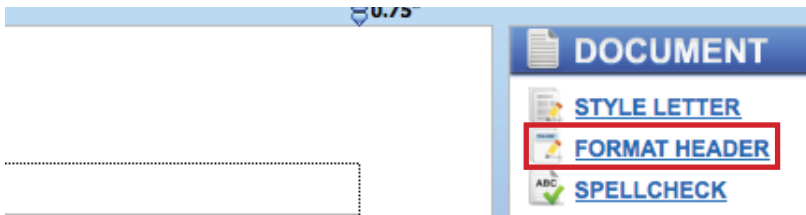
➤ Spellcheck



Clicking Spellcheck will highlight in red misspelled words in your document. If you right click on a misspelled word, you can replace it with the correct spelling or ignore the error and move on.

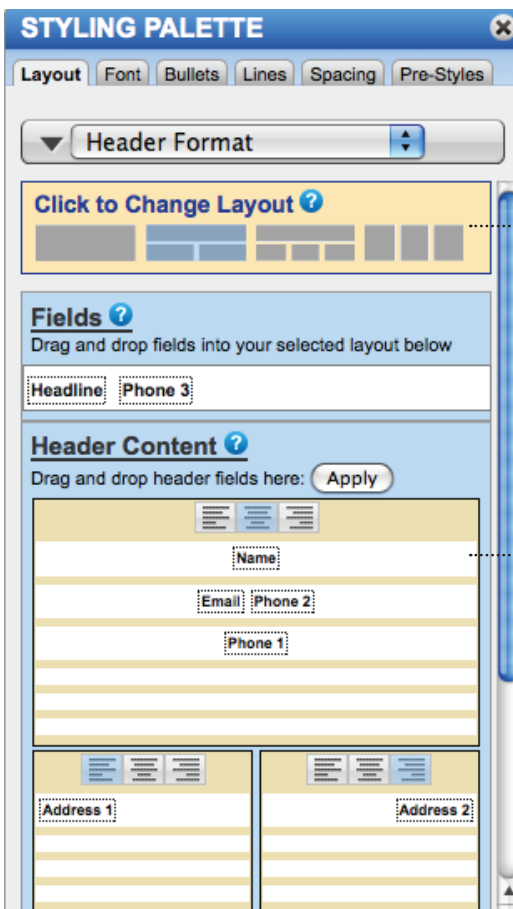
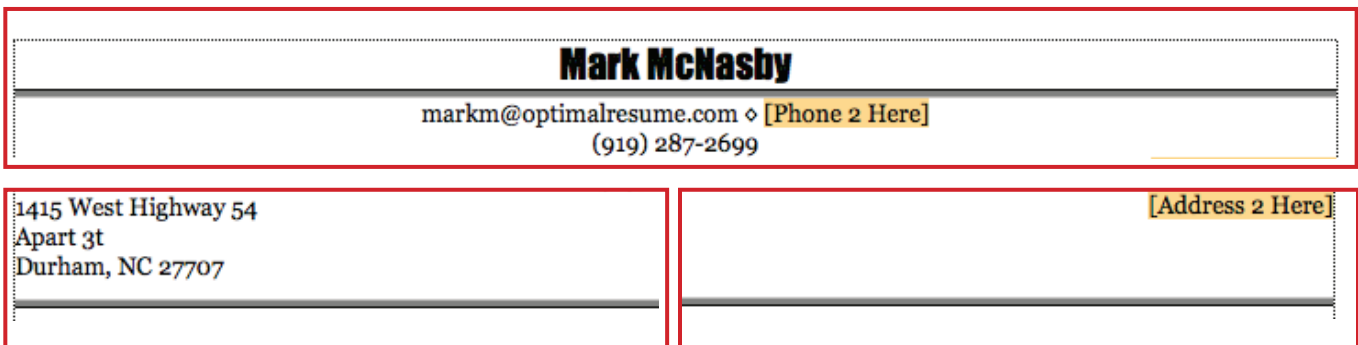
Document Settings

➤ Format your Header



This link will open the Header Layout option in the Styling Palette where you can change the appearance of your header and contact information. There are four header layout options. Choose one, then drag and drop individual information fields into your chosen header layout. Also note that you have the option to add a headline here. Click Apply when you've finished arranging your information.

➤ Example



Divides your header into invisible boxes so you can arrange elements within each box

Drag individual fields into a part of the layout. Notice that each box can have its own alignment. That is how we achieve the effect where the name, email and phone numbers are centered, but the other information is right and left aligned, respectively.

Document Tools

DOCUMENT

STYLE LETTER

FORMAT HEADER

SPELLCHECK

TOOLS

[LETTER TIPS](#)

[LETTER SAMPLES](#)

[PARAGRAPH EXAMPLES](#)

[ACTION VERBS](#)

[EXPLORE CAREERS](#)

➤ Letter Tips

Select a letter type and view expert how-to advice about writing that kind of letter

➤ Letter Samples

View professionally written letter samples, which you can sort by letter type and experience level

➤ Paragraph Examples

View examples for each paragraph in the of your letter (e.g. opening, body, closing)

➤ Action Verbs

A list of 400+ action verbs to help you describe your work experience and add impact to your letter

➤ Explore Careers

Opens the O*NET database, where you can find occupation-specific information like skills and education required, and salary and growth trends

Document Toolbar



Test Sample

Click on a section to begin editing. You can only edit one section at a time. To change the layout of your document, hit the Style button. [Click here](#) for help.

Logged in as:
John A. Smith

Rename **Clone** **Review Center** **Download** **Print Preview** **Switch Letters**

Rename – lets you change the name of your letter

Clone – creates a duplicate copy of your letter in the Document Center. Before cloning, you must enter a unique name for your cloned letter.

Review Center (if available) – Allows you to send your letter to a career counselor. Select your counselor from the drop-down menu, and include a message if desired.

Download – Download a hard copy of your letter into different formats: PDF, HTML, Plain Text, and Microsoft Word Compatible.

Print Preview – Shows an HTML version of your letter.

This is how your letter will appear in downloadable versions. More importantly, Print Preview shows how many pages your letter will take up. To move to another page, use the arrow buttons or the Go To Page feature. You can also zoom in and out of your letter to see how it will look from different ranges.

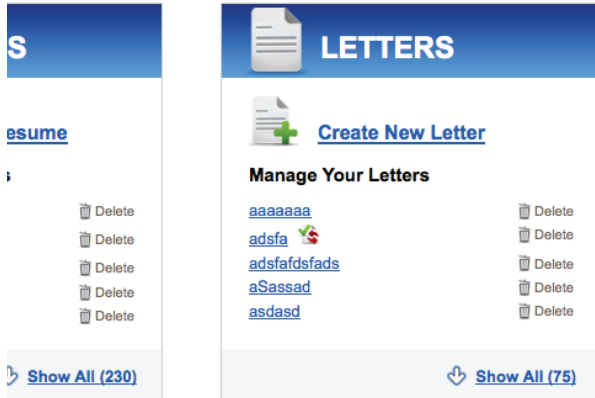
Switch Resumes – Clicking this button shows all of the letters you have created so far in the Document Center. Click on a letter's name to go to the editing page for that document.

Post-production Tools

➤ Editing your Letter

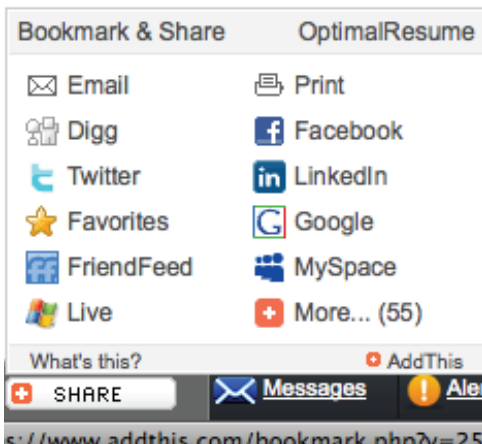
Document Center

View or manage your existing documents. [Need Help?](#)

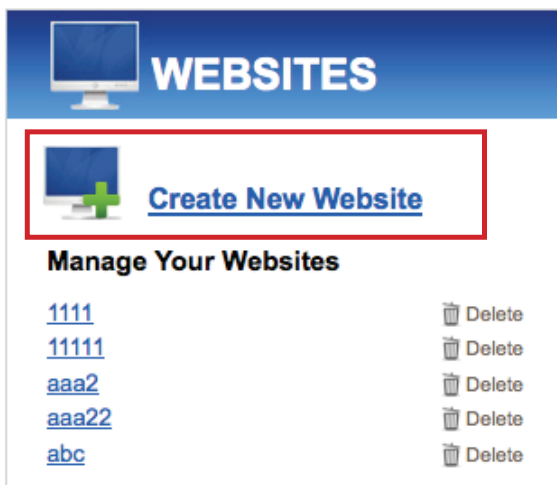


To edit a letter at a later time, click the letter's name in the Document Center. This will bring you back to the editing page where you can save new changes to your document.

➤ Sharing your Letter



Use the Share Button within the taskbar to easily share your letter with your network. Choose from a variety of different social media sites, search engines, e-mail, etc.



We recommend that you add a letter to your resume website in order to easily share your letter online with employers. If you haven't already, create a website in the Website Builder and select your desired letter from the list of available letters. For more information, refer to the Website Builder help.