

## Skills First Student Instructions

Login or Signup to Skills First using: <https://skillsfirst.com/organizations/asu-engineering>

### 1. Sign in/Join:

Below is the page that pops up which has two options.

- i. Existing users can directly sign in using the current optimal resume email and password.
- ii. New users should opt for **“Students Click here to join”**.

ASU Ira A. Fulton Schools of Engineering  
Arizona State University

# Arizona State University - Ira A. Fulton Schools of Engineering

OptimalResume Users:  
Sign in with your current OptimalResume email and password and your resumes & letters will automatically be imported to SkillsFirst.

Privacy Policy Terms

Sign in to Arizona State University - Ira A. Fulton Schools of Engineering

Powered by SKILLS FIRST  
MASTER YOUR STORY

Email  
Email

Password  
Password

Forgot Password?

Remember me

**Students click here to join.**

**Step 1:** Once the student clicks on **“Students click here to join”**, the below page appears where the new user should enter the details such as Name, Email, and Password and click on **“Join”**. Now the student account has been successfully created.

ASU Ira A. Fulton Schools of Engineering  
Arizona State University

# Arizona State University - Ira A. Fulton Schools of Engineering

OptimalResume Users:  
Sign in with your current OptimalResume email and password and your resumes & letters will automatically be imported to SkillsFirst.

Students Signup

Powered by SKILLS FIRST  
MASTER YOUR STORY

Please enter your valid @asu.edu to join.

\* Name  
Enter your full name

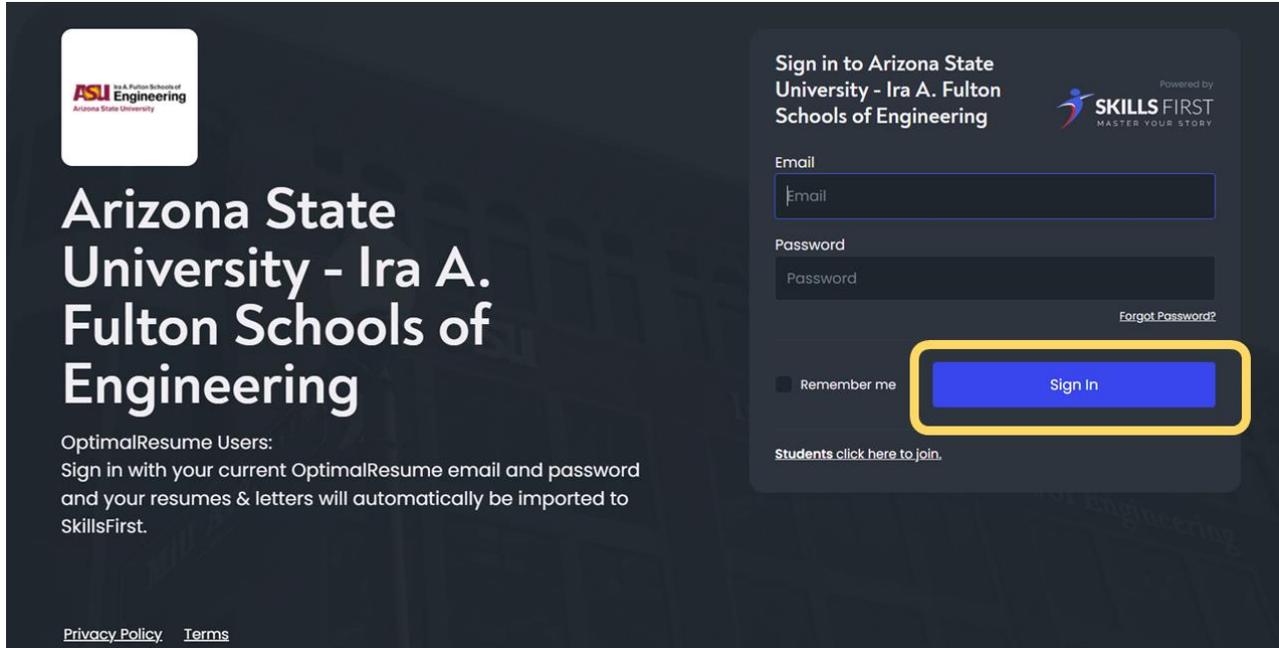
\* Email  
Enter your email  
A valid email address is required to activate the account

\* Password  
Enter your password  
Password should have at least 8 characters, 1 uppercase letter, 1 lowercase letter, 1 number

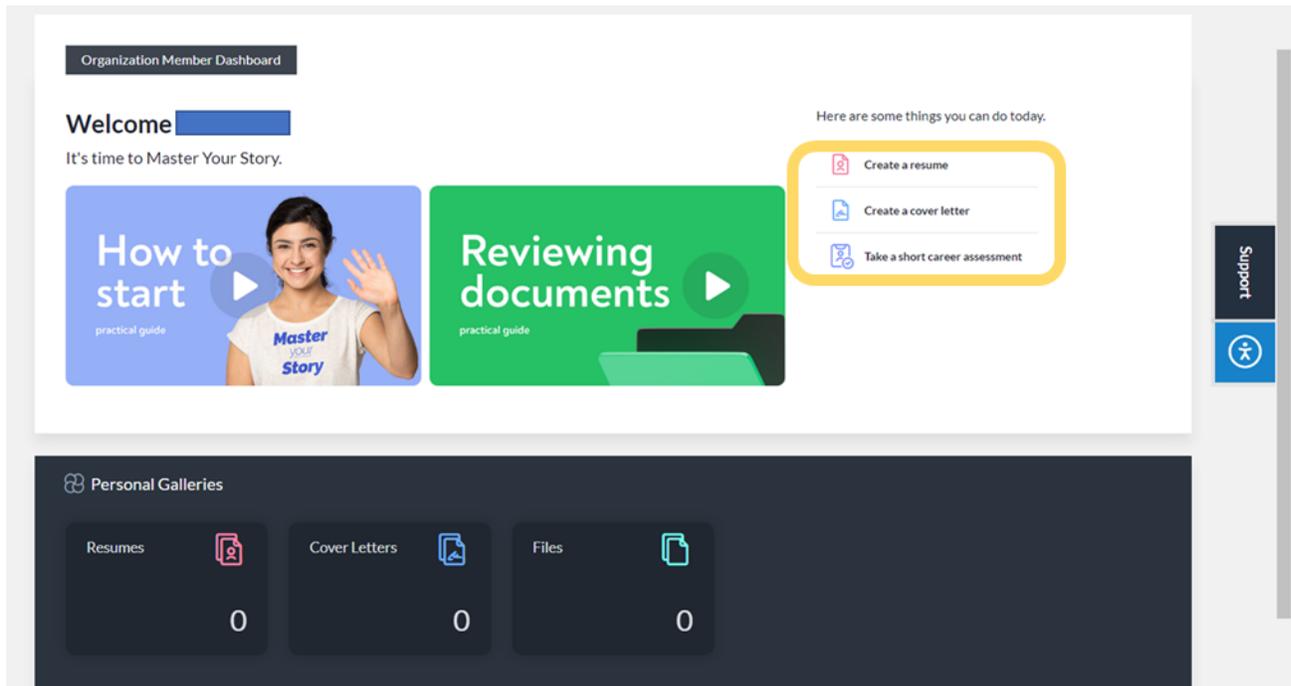
I have read and agree to the SkillsFirst [Terms and Conditions](#) and [Privacy Policy](#).

Already have an account? [Click here to login.](#)

**Step 2:** Once the Skills First account is created you can login to SkillsFirst using the credentials. Or for existing optimal resume users, Sign in with the optimal resume credentials and that will automatically import all the resumes and cover letters from Optimal Resume website to Skills First. Below is the Sign in page.

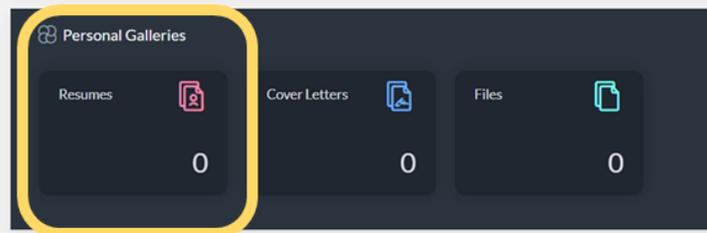


**Step 3:** Once the user enters valid email address and password and click on “Sign in” a home page appears as shown below. This has multiple options to create a resume, cover letter, etc.,



## 2. Submit a Resume for Review:

**Step 4:** To submit a resume for review, In Homepage → Personal Galleries → Resumes

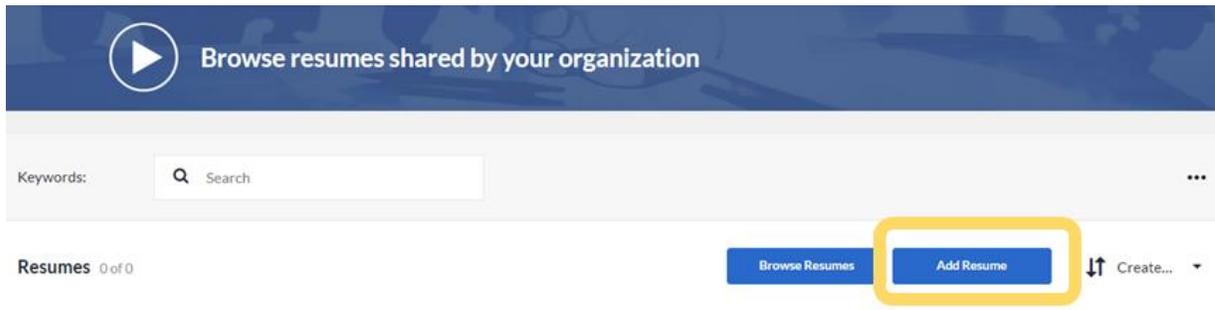


Below page opens which shows two options

- i. Add Resume – Submitting Resume for Review
- ii. Browse Resume – Access the Fulton schools career center templates

**Step 5:** For **submitting the resume for review** select the “Add Resume” option visible in the below screen.

### i. Add Resume:



**Step 6:** Click on “Add Resume”. Which in turn opens the below window. Add Valid Resume Name and Description(if any) and click on “Save”.

Create Resume ✕

You are creating private content.

**\* Resume Name:**

**Resume Description:**

**Step 7:** Once the Resume name and description are provided the screen appears as below in which student has to upload the resume using “**Upload Resume**” Option.

This resume is private.

Resume

Sample Resume

Created By: [Redacted]

Template:

Upload Resume [Share] [More]

Submit for Review

**Step 8:** Clicking on “**Upload Resume**” button opens the below widget where student should upload the resume. Click on “**Choose Resume**” and choose the resume from the device and click on “**Done**” once the resume is uploaded successfully.

File Upload [Close]

Drop your resume here

Maximum file size: 100MB

Choose Resume

Files 1 Time left: 00:00:00(23.24 KB / 23.24 KB | 1.58 Mbit/s) 100%

Computer-Science-Sundevil.docx (23.24 KB) - has been successfully uploaded

Done

**Step 9:** Click on “**Submit for Review**” which makes the below widget open. “**Select Review Group**” from dropdown, add the comment and click on “**Submit**”.

### Submit Resume to Review Center ×

Sample

\* Select Review Group

Select Group

- Alumni (2 people)
- Graduate (5 people)
- Ph.D (2 people)
- Undergraduate (4 people)
- Veterans (3 people)

Cancel **Submit**

**Step 10:** Once the resume is submitted for review, students still have an option to replace the resume using “**Replace Resume**” option or cancel the review using “**Update Review Status**”.

This resume is shared. [View Details](#)

**Resume**

Sample Resume

Created By: [Redacted]

Template:

**Replace Resume** [Download] [Share] [More]

**Review Status:**  
Pending Review

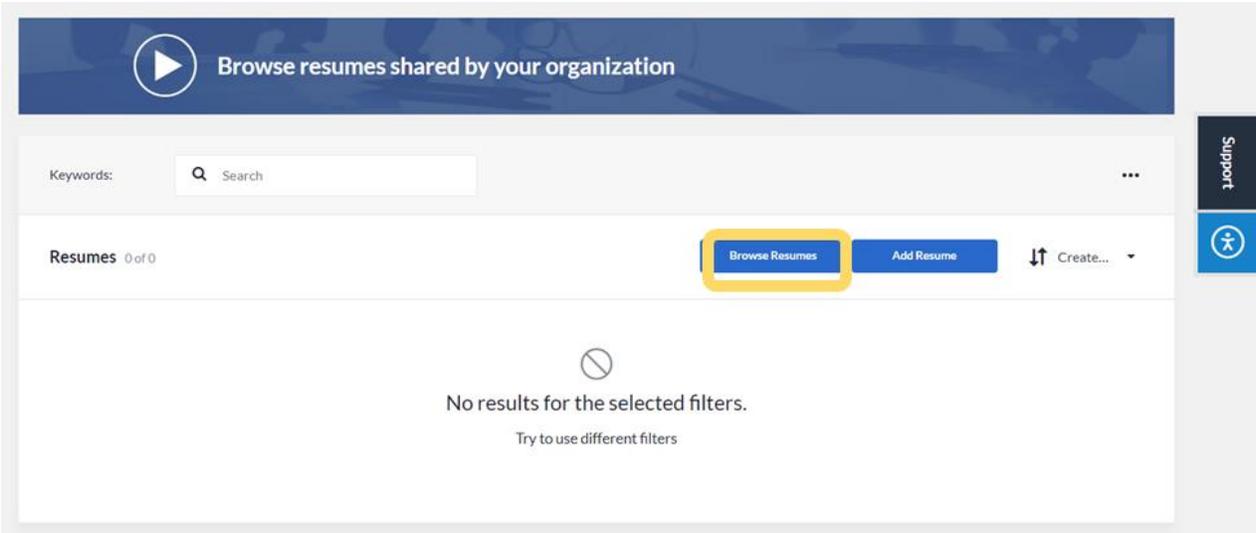
**Comments:**  
0 Comments

Updated by [Redacted]  
Thu, Dec 15, 2022, 6:53 PM ET

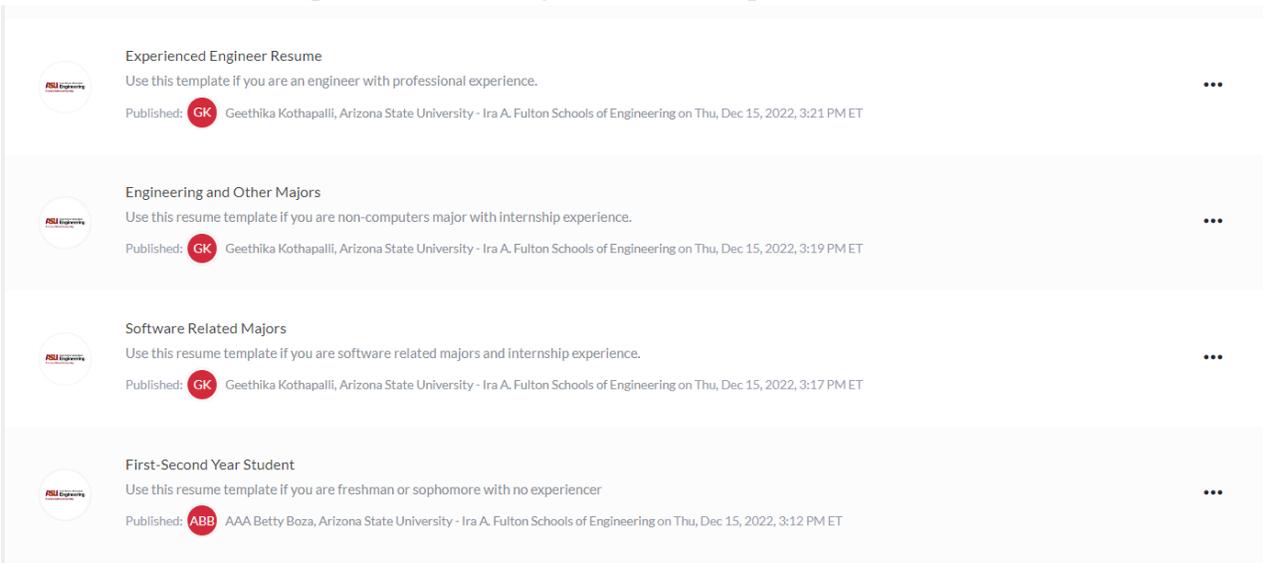
**Update Review Status**

**ii. Browse Resumes:**

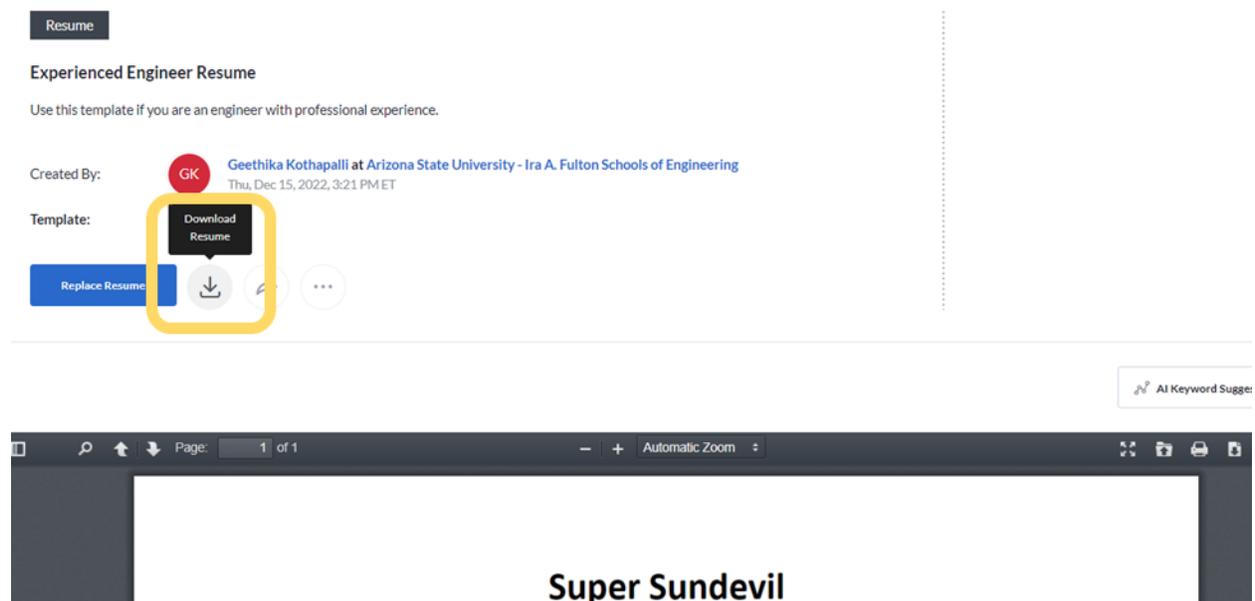
**Step 11:** To use the template provided by the **Fulton schools career center**, click on “**Browse Resume**” Option



Students will be able to view the four templates suggested by the career center as shown in below. To use those templates, click on any one of the templates.



**Step 12:** Once the student opens the template the screen appears as below. For using the template student must click on the “**download icon** ↓” which is visible in the image. And edit the downloaded resume template.



**Step 13:** Once the student completes editing the resume, the student can submit the resume using Step 5 – Step 10.

**Step 14:** After successful completion, students can logout of the session by clicking on the “**Student Name**” on top right corner of the page. Click on “**Log out**”.

