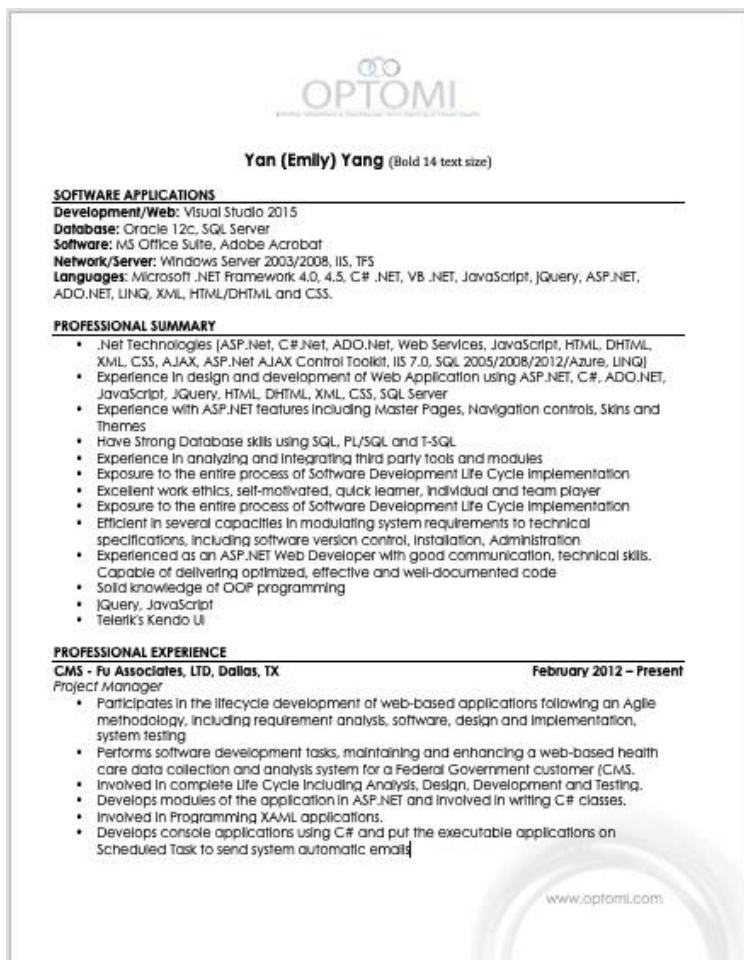


# Standard Resume Format



- **Optomi Letter Head** – the correct letterhead has a graphic at the bottom.
- **Margins** – Narrow
- **Name:** Century Gothic **Bold** (14 txt size)
- **Resume Body:** Century Gothic Normal (11 or smaller for body based upon how long the resume is)

## File Name:

FirstName.LastName\_Position\_Company

## Additional notes:

- Always remove competitor names
- Check Spelling
- Check Grammar

For all VMS resumes – the formatting is the same, just no letterhead

**FILE Name:** Please reference the account specifics. Do not put OPTOMI in the file name.

# Standard AE Submission

**Name:**

**Culture Fit:**

**What we like:**

**Concerns:**

**Opt2Vue or LinkedIn page:**

**Logistics:**

**Pay Rate:**

**Conversion or Direct Hire**

**Salary:**

**Location:**

**Availability to Interview:**

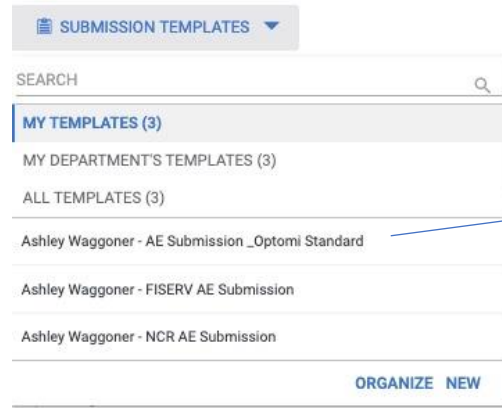
**Availability to Start:**

**Work Authorization:**

**Motivation for Search:**

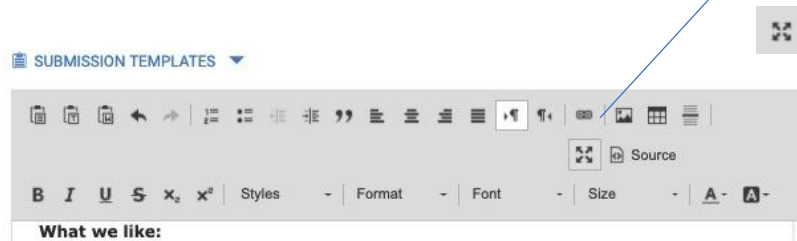
  

**Reference Quote:**



Font: Verdana (12 point) ( already pre-set in Bullhorn)  
 For Optomi Standard AE Submission make sure you choose "AE Submission Optomi Standard"

To expand for easier submissions in bullhorn select the expand button as shown below



From there a full screen will open up as shown below.

