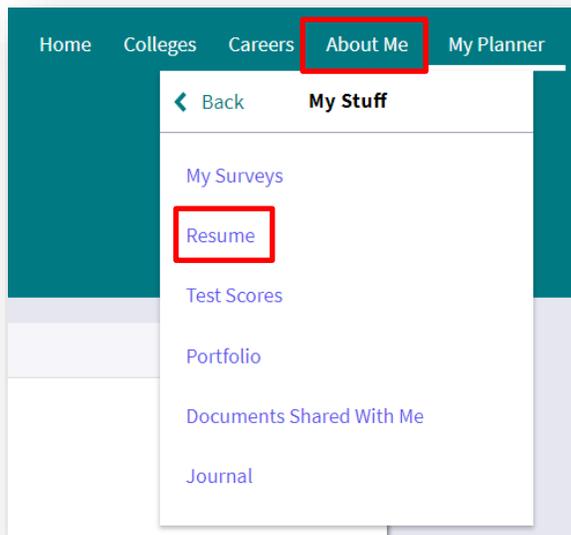


## Overview

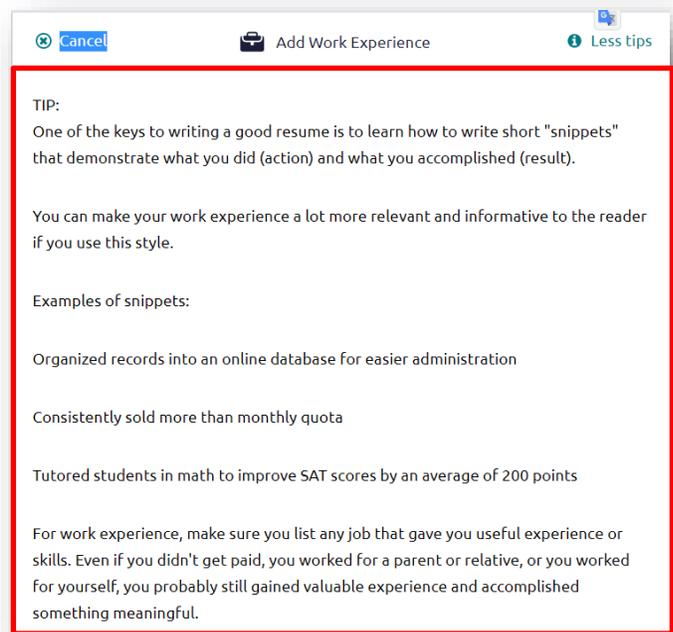
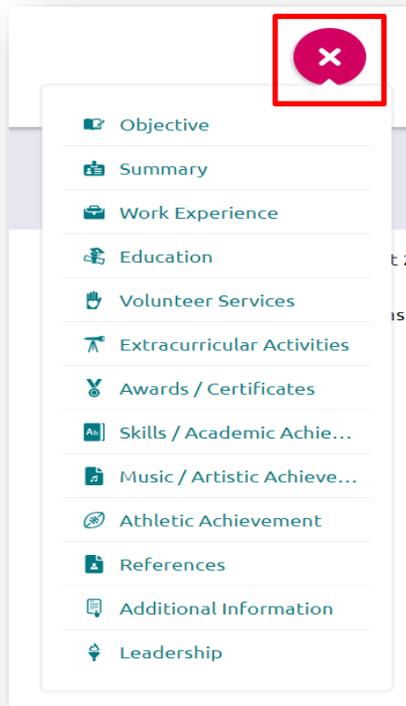
- A resume is an important document that allows people to get to know you before an interview
- Most careers require you to have an up-to-date resume with all of one's accomplishments listed
- A resume serves as your first impression to a prospective college or employer
- Even the strongest writers in the world need editors to review their work. A single mistake could be caught by someone reviewing your resume, so seek the help of your teachers and counselors for editing.

## Resume – Student View

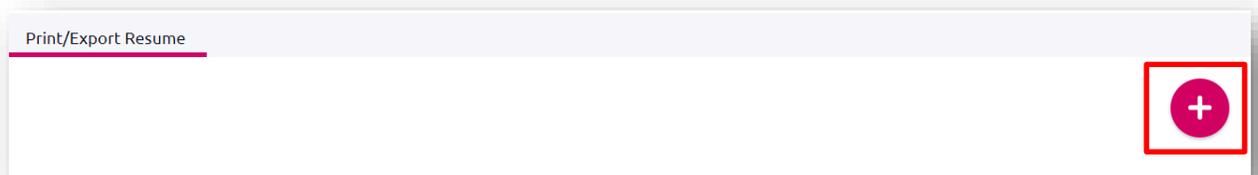
1. You can find the resume builder in Naviance Student in the **My Stuff** section of the **About Me** tab *me*



2. **Click the pink plus sign icon** to add new entries. You can choose from 13 different entry types. If You aren't sure what information to provide, You can select an entry type and read the tips displayed. When printing their resume, You can choose which entries You want to display, so we encourage them to add as much information as possible.



3. Once you have added several entries across various categories, you can **add your entries to a resume** by selecting the **pink plus sign icon** in **Print/Export Resume**.



4. Name your resume and select a print-friendly template, then hit **Continue** to choose entries for your resume.

Cancel Add/Edit Saved Resume

STEP 1 Set Up Resume STEP 2 Choose Sections

Get started by naming your resume and choosing a print friendly template for this resume. Don't worry, once you've saved this resume you can edit it to make changes at any time. You can also download it as a DOCX file. Then you can make changes to the design of your resume in a word processor to better reflect your audience or your brand.

Name your resume

This is to help you find your resume later. It won't appear on your resume

Choose a print friendly template

Default Template 1 PREVIEW

Default Template 2 PREVIEW

Default Template 3 PREVIEW

CONTINUE

5. Select the entries you'd like to include on their resume by selecting the checkboxes next to an entry. You can choose whether you'd like to include certain optional elements of each entry. Once you have selected entries, select **Save Resume**.

Cancel Add/Edit Saved Resume

STEP 1 Set Up Resume STEP 2 Choose Sections

Use the checkboxes to add sections. You can select as many selections as you would prefer. As you add selection, keep in mind your audience. A hiring manager is looking for different skills and accomplishments than a college advisor.

Do you need to make changes to the section content? Save your resume first and return to Add/Update Sections. You can come back here and check more boxes at any time.

Education

Extracurricular Activities

Volunteer Service

References

Genevieve Becker High School, Arlington, VA

August, 2014 - April, 2018

My high school experience was awesome!

Women's Chamber Choir

August, 2014 - April, 2018

6 hours/week

Total Hours: 1000

Grades 9,10,11,12

Alto member of the best high school women's chorus in the state of Virginia

Volunteer Coordinator

Healthy City Arlington, Arlington, VA

December, 2015 - April, 2018

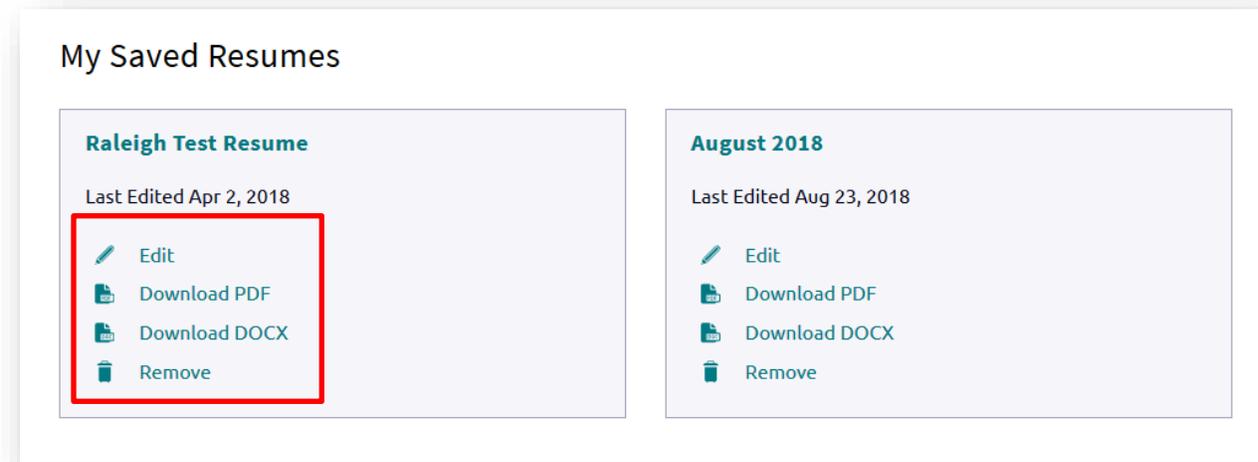
4 hours/week

Total Hours: 500

References available on request

SAVE RESUME

6. You can **Edit, Download a PDF version, Download a Word Document version, or Remove** your saved resumes from the Print/Export Resume page.



## Tips & Benefits for Students

- You can **update your resume at any time**. This **should be done at least once per year**.
- Resumes are **very useful when it comes to teacher recommendation requests for college applications**. Teachers may ask for this information so that their letter of recommendation is more personal.
- **You are encouraged to create multiple resumes**. Doing so will allow for different uses including scholarships, college applications, internships, employment, etc.

# Resume – Staff View

Staff can access a students' resume at any time by visiting the student folder

**Amy Haskell Class of 2016**

General Courses Plan Scores Assessments Colleges **Resume** Scholarships Journal Documents Careers Success Plan Post-grad

**SAVED RESUMES:**

	Date Saved	View/Print
<a href="#">Amy's Resume</a>	03/30/2016	

**RESUME INFORMATION:**  
*Note - when building resumes, the student may choose which of these details to display*

**OBJECTIVE**

Obtain a position in which I can learn more about business and finance.

**WORK EXPERIENCE**

**Bank Teller**  
5/3 Bank, Cincinnati, OH

January, 2016 - Present  
10 hours/week  
Grade 12