

RESUME

Naviance Student

Lesson Tasks

Students will understand the purpose of a resume.

Students will learn what key components to include on a resume.

Students will prepare a resume in Naviance *Student*.

Pop Quiz!

What is the initial amount of time an employer takes to review an applicant's resume?

15 – 45 Seconds



Why do you need a Resume?

- Entry, skilled and professional jobs
- Requirement of many organizations
- To obtain an interview; not a job

CREATING YOUR RESUME

Customize Your Resume

You will create a custom resume for a job you currently have or a future job based on your **Career Interest Profiler** results.

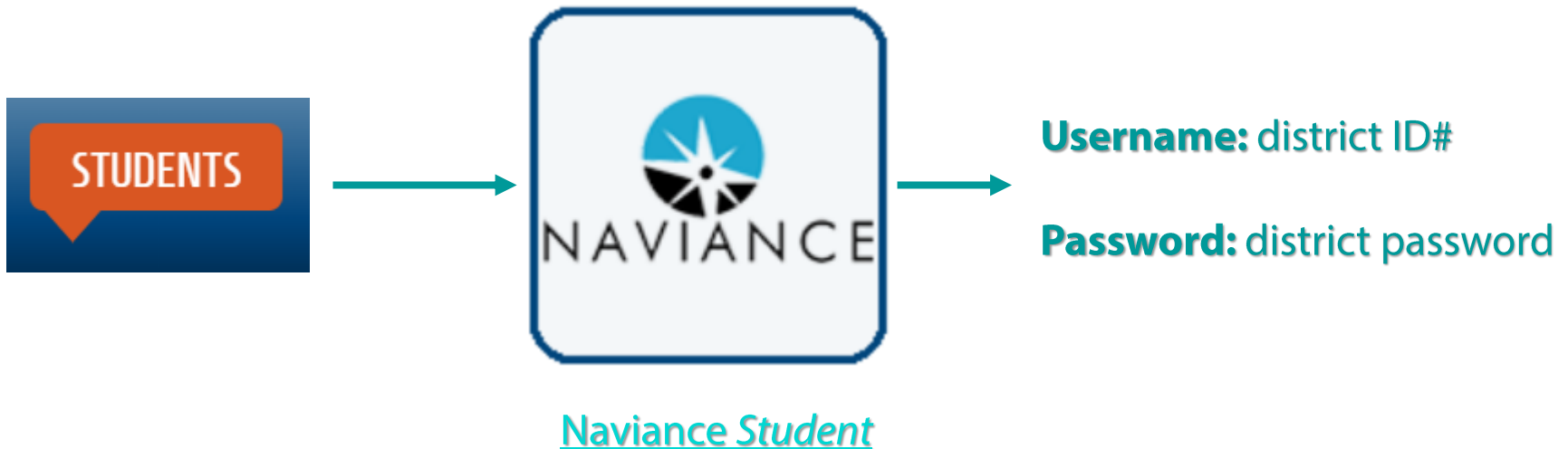
Using *Naviance Student*, you will be able to update, download in multiple formats, and print your resume when needed.

Log in to Naviance Student

Click **Students** from school website

Click **Naviance** button

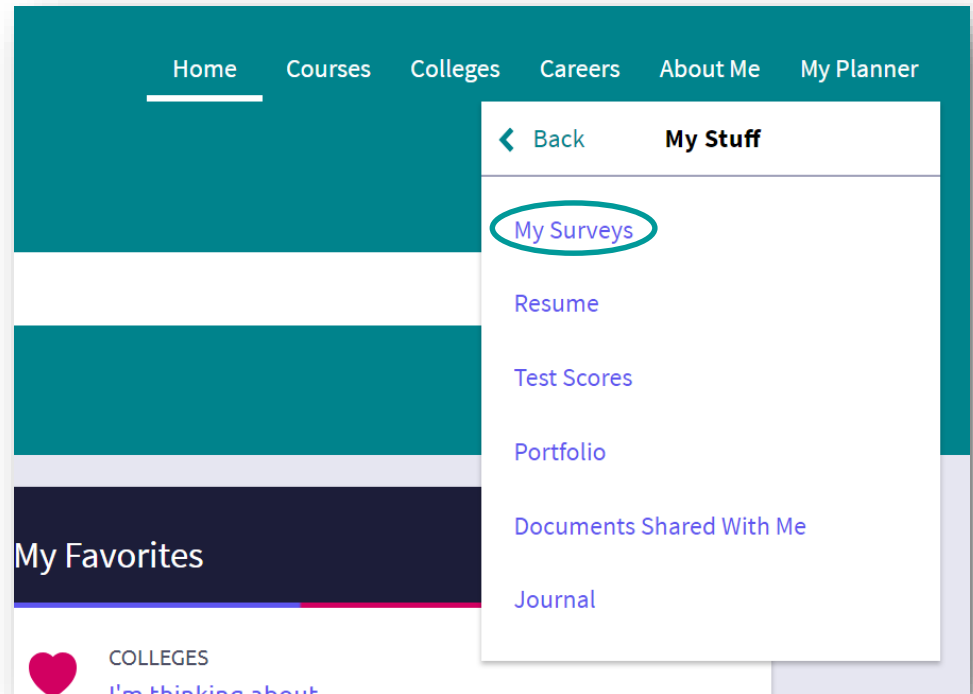
Log in with district ID# and password



Resume Builder Tool

In *Naviance Student* click **about me>my stuff**, then select **resume**

The next few steps will help you create your resume



Step 1: The Header

Should Include:

- Name
- E-mail address
- Telephone number

Information should be:

- At the top of the page
- Can be centered, left justified, right justified (your preference)

**Information can be edited after you enter it in Resume Builder by downloading your document in Microsoft Word.*

425.555.6789

Suzy Q. Student

suzyqstudent@gmail.com

Step 2: Brand Statement (Objective)

Purpose: Describe yourself and what you have to offer. This is also called an **Objective**.

Examples:

- A dynamic and engaging go-getter who's held leadership positions in seven different school clubs over the past four years. Seeking additional experience and training while contributing to the success of an innovative and growing organization that will encourage the continued pursuit of long term career goals.
- High school student who prides him/herself on continual self-improvement and overcoming obstacles, desires opportunities to learn and grown in a local business that can make optimal use of an up-beat personality, considerable computer-related skills, and a solid willingness to get the job done.
- Energetic, resourceful, creative problem solver, who is driven to excel. Exceptional time management skills and customer service skills, combined with a deeply-rooted work ethic, make for a job

Step 2: Brand Statement (Objective)

In Naviance *Student*...

The screenshot shows the Naviance Student Resume Builder interface. The top navigation bar includes links for Home, Courses, Colleges, Careers, About Me, and My Planner. The main heading is "Resume". Below it, there are two tabs: "Add/Update Sections" (which is active) and "Print/Export Resume".

A message states: "Add new entries to your resume by selecting a type of entry from the menu below. If you're not sure what information to provide, you can select an entry type and read the tips displayed. When printing your resume, you can choose which entries you want to display, so we encourage you to add as much information as possible." A red plus icon is next to this message.

The interface displays four sections, each with a "MORE" dropdown menu:

- Objective** (highlighted with a red circle):
 - Text: "To obtain a position in retail sales with a emphasis on customer service."
 - Buttons: Edit, Remove
 - + Add new Objective
- Summary**:
 - Text: "Communication skills.[Team work,|Organized,|]"
 - Buttons: Edit, Remove
 - + Add new Summary
- Work Experience**:
 - Text: "Waitress", "Blazing Onion , Mill Creek, Washington", "October, 2015 - Present"
 - Buttons: Edit, Remove
 - + Add new Work Experience
- Volunteer Service**:
 - Text: "Volunteer", "Cascade High School Food Drive , Everett, Washington", "November, 2016 - December, 2016"
 - Buttons: Edit, Remove
 - + Add new Volunteer Service

In Microsoft Word...

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Step 3: Summary

The screenshot shows the Naviance Student Resume builder interface. The top navigation bar includes 'Home', 'Courses', 'Colleges', 'Careers', 'About Me', and 'My Planner'. The main heading is 'Resume'. Below it, there are two tabs: 'Add/Update Sections' (active) and 'Print/Export Resume'. A message states: 'Add new entries to your resume by selecting a type of entry from the menu below. If you're not sure what information to provide, you can select an entry type and read the tips displayed. When printing your resume, you can choose which entries you want to display, so we encourage you to add as much information as possible.' A red plus icon is visible. The interface displays four sections: 'Objective', 'Summary', 'Work Experience', and 'Volunteer Service'. The 'Summary' section is highlighted with a red circle. It contains the text 'Communication skills,Team work,Organized,|' and a '+ Add new Summary' button. The 'Objective' section contains the text 'To obtain a position in retail sales with a emphasis on customer service.' and a '+ Add new Objective' button. The 'Work Experience' section contains the text 'Waitress', 'Blazing Onion , Mill Creek, Washington', and 'October, 2015 - Present' and a '+ Add new Work Experience' button. The 'Volunteer Service' section contains the text 'Volunteer', 'Cascade High School Food Drive , Everett, Washington', and 'November, 2016 - December, 2016' and a '+ Add new Volunteer Service' button.

Naviance | Student

Home Courses Colleges Careers About Me My Planner

Resume

Add/Update Sections Print/Export Resume

Add new entries to your resume by selecting a type of entry from the menu below. If you're not sure what information to provide, you can select an entry type and read the tips displayed. When printing your resume, you can choose which entries you want to display, so we encourage you to add as much information as possible.

Objective MORE

Edit Remove

To obtain a position in retail sales with a emphasis on customer service.

+ Add new Objective

Summary MORE

Edit Remove

Communication skills,Team work,Organized,|

+ Add new Summary

Work Experience MORE

Edit Remove

Waitress
Blazing Onion , Mill Creek, Washington
October, 2015 - Present

+ Add new Work Experience

Volunteer Service MORE

Edit Remove

Volunteer
Cascade High School Food Drive , Everett, Washington
November, 2016 - December, 2016

+ Add new Volunteer Service

Not sure where to start?

Take the optional *Resume Self-Inventory* survey in *Naviance Student* and use your results to write the summary.

Step 3: Summary

In *Naviance Student*...

✕ Cancel📋 Add Summaryℹ More tips

TIP:
A summary statement is a quick way to highlight the most significant accomplishments and skills on your resume.

Summary

ADD

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SUMMARY OF QUALIFICATIONS:

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Service Orientation** — Actively looking for ways to help people.
- **Speaking** — Talking to others to convey information effectively.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

Step 4: Work Experience

List any job that gave you useful experience or skills

Start with the **present** and work backwards

Even if...


- you didn't get paid
 - you worked for a parent or relative
 - or you worked for yourself
- ...you probably still gained valuable experience and accomplished something meaningful


The screenshot shows the Naviance Student Resume builder interface. At the top, there's a teal header with the Naviance logo and the word "Student". Below this, the word "Resume" is centered. There are two tabs: "Add/Update Sections" (which is active and underlined in red) and "Print/Export Resume". Below the tabs, there's a message: "Add new entries to your resume by selecting a type of entry from the menu below. If you're not sure When printing your resume, you can choose which entries you want to display, so we encourage you".


The main content area has two sections. The first is "Objective" with a "MORE" menu icon. It contains a text entry: "To obtain a position in retail sales with a emphasis on customer service." and an "Add new Objective" button. The second section, "Work Experience", is highlighted with a red circle. It also has a "MORE" menu icon. It contains a text entry: "Waitress", "Blazing Onion , Mill Creek, Washington", and "October, 2015 - Present". Below this is an "Add new Work Experience" button.

Step 4: Work Experience

In Naviance *Student*...

 Cancel

 Add Work Experience

 More tips



TIP:
One of the keys to writing a good resume is to learn how to write short "snippets" that demonstrate what you did (action) and what you accomplished (result).

Position Title:



Organization:

Location:

Start Date:

Month  Year 

End Date:

Month  Year 

☐ To Present

Average Hours per Week

Total Hours

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EXPERIENCE:

Child Care Worker, Private Employer - Everett, WA

March 2012-Present

- Maintain a safe play environment
- Instruct children in health and personal habits, such as eating, resting, and toilet habits
- Regulate children's rest periods
- Assist in preparing food and serving meals and refreshments to children
- Help children with homework and school work
- Accompany children to and from school, on outings, and to medical appointments

Step 5: Education

Education should include courses, workshops, trainings, and/or apprenticeships related to the job you are applying for.

Start with your most **present** education and work backwards.

Education Tips:

- Name of School
- City and State
- Graduation – “Anticipated date of graduation June 2019”
- GPA - only list if it is at least a 3.0 or higher
- Round up to the nearest tenth: 3.1 not 3.062
- Include college coursework

Step 5: Education

In Naviance *Student*...

✕ Cancel👤 Add Educationℹ More tips

TIP:
Include coursework related to your job objective, apprenticeships, workshops or seminars.

School:

Location:

Degree / Grade Level:

Start Date:
Month Year

End Date:
Month Year

☐ **To Present**

Description / Comments:

ADD

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EDUCATION:

ABC High School

Everett, Washington

Anticipated Graduation Date of June 2016

GPA: 3.2

College courses: EvCC English, AP Chemistry

Step 6: Community Service, Activities, Honors and Awards etc.

In *Naviance Student*, add information relevant to the job.

Add any of the following:

- Volunteer Services
- Extracurricular Activities
- Awards/Certificates
- Skills/Academic Achievements
- Music/Artistic Achievements
- Athletic Achievement
- Additional Information
- Leadership

Tips for Community Service, Activities, Honors and Awards etc.

- List in either:
 - In reverse chronological order (most recent first)
 - By importance to the career objective/job applying for
- Use years only
- Do not say Member of ...
- Emphasize your leadership roles
- Do not use abbreviations or acronyms; unless obvious (YMCA)

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EDUCATION:

ABC High School
Everett, Washington
Anticipated Graduation Date of June 2016
GPA: 3.2
College courses: EvCC English, AP Chemistry

COMMUNITY SERVICE and ACTIVITIES:

DECA, treasurer 2014 – Present
Cascade High School Leadership, 2015-Present
YMCA Basketball coach, 2014-16

HONORS and AWARDS:

DECA State and National Qualifier – Apparel and Accessories, 2015
Quantum Leap Award, June 2015

RESUME DO'S AND DON'TS

Resume Do's

- Use action verbs
- Use short, concise statements
- Keep resume easy to read
- Keep resume about one page
- EDIT, EDIT, EDIT, EDIT, EDIT, EDIT....and more EDIT!

Resume Don'ts

- Do not use the pronouns such as I, me, my, etc.
- Do not use sentences
- Do not include references
- Do not clutter your resume with nonessential information
- Do not make any misrepresentations – Don't Lie!
- Do not include personal information, such as:
SSN, age, sex, height, weight, marital status, photograph, etc.

EXAMPLE RESUMES

Example Resume #1

Suzy Q. Student

425.555.6789

suzyqstudent@gmail.com

A dynamic and engaging go-getter who's held leadership positions in seven different school clubs over the past four years. Seeking additional experience and training while contributing to the success of an innovative and growing organization that will encourage the continued pursuit of long term career goals.

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- Help children with homework and school work
- Accompany children to and from school, on outings, and to medical appointments

EDUCATION:

High School Diploma ABC High School
Anticipated Graduation Date of June 2016

COMMUNITY SERVICE and ACTIVITIES:

DECA treasurer, 2014 – Present
Leadership, 2015-Present
Basketball coach for weekend youth clinics at YMCA for 4-8 year old athletes 2014-16

HONORS and AWARDS:

DECA State and National Qualifier – Apparel and Accessories, 2015
Quantum Leap Award, June 2015

Example Resume #2

Christine Howell

Christine Howell

8431 57th Place NE
Everett, WA 98203

425.360.5559

Chowell118@gmail.com

Professional Experience

Metalistics / Paid Summer Intern

July - August 2016, July - August 2017

Requested to return. Operation of heavy machinery, workplace/factory safety, janitorial independence.

Education

Everett High School / High School Diploma

Anticipated Graduation June 2018

Strengths and Skills

-
- **Organized** - Can create and maintain orderly workspaces.
 - **Quick Learner** - Require minor supervision with clear tasks, readily adaptable to change.
 - **Manual Dexterity** - Full, agile, and precise control of fingers/limbs.
 - **Written Comprehension** - Editorial and conventional knowledge of the American English language exceeding high-school standards
 - **Eye For Design** - Comprehension of aesthetic appeal across interior and display
 - **Perfect Work Attendance** - Schedule is flexible and prioritizes employers

Hobbies/Interests

Singing, performance, theatre, badminton, creative writing, basic programming, tinkering, design

WOULD YOU HIRE?

Resume Partner Activity...*Would You Hire?*

1. Choose a partner in class
2. Exchange printed resumes
3. Each log into your *Naviance Student* accounts
4. Go to [About me>My Surveys>Surveys Not started](#)
5. Review resume
6. Complete the *Would You Hire?* survey and make a recommendation for employment based on their resume.
7. [Submit](#) the survey

WHAT IS LINKEDIN?

LinkedIn – Create a Profile & Connect (*optional)

Profile Components	Description of Component
Photo	Include a Professional Photo
Headline	Create a unique headline
Professional Summary	Include a concise paragraph similar to a cover letter
Experience	Include at least 2 jobs or volunteer positions
Education	Use the correct School name to connect with LinkedIn Alumni Network
Skills and Expertise Keywords	Add at least 5 skills to the profile
Companies	Follow at least 4 companies that you are interested in (career path), check to see if they post job listings
Universities	Try to join at least two different universities, does your University of choice offer a group for potential students?
Email	Set-up your inbox to receive emails
Contacts	Look for people to connect to and add at least 5 that you know.
Non-Profit	Add at least 2 non-profit organizations

LinkedIn is the way to use social media to network as a professional and [explore career options.](#)

Go to **LinkedIn** 

www.linkedin.com

Follow sign-up instructions to create a new profile

TASK COMPLETION...

Complete the Lesson Tasks...

Complete your resume using the **Resume Builder** tool in *Naviance Student*.

Complete the *Would You Hire?* survey located in **My Planner>Tasks>Tasks Assigned to Me** indicating if you would hire for the position based on your peer's resume.

Stay Up to Date by Following...

@EPSNAV



epsnav



- Get the most current updates on *colleges, careers, scholarships, financial aid, etc.* without logging in!
- Instant notifications and *Naviance Student* information comes directly to you!

Naviance Questions?

If you have any questions, please contact naviance@everettsd.org.

Be sure to provide your name and school.

To check messages sent to you through Naviance *Student*, login and click the icon for your **messages** in the upper-right corner.

