

# RESUME

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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

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# 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

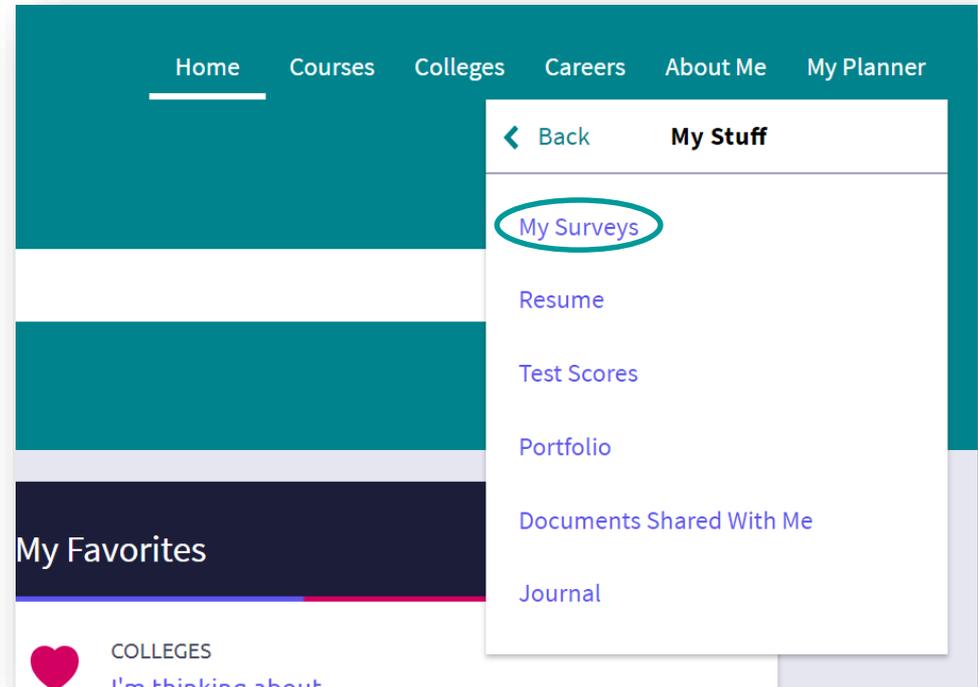
Log in with district ID# and password



# 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

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# 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 "Naviance | Student" and links for "Home", "Courses", "Colleges", "Careers", "About Me", and "My Planner". The main heading is "Resume", with sub-links for "Add/Update Sections" and "Print/Export Resume". A text block explains that users can add new entries by selecting a type from a menu and provides a tip about displaying information. A red plus icon is visible. Below this are four sections: "Objective", "Summary", "Work Experience", and "Volunteer Service". Each section has a "MORE" dropdown, "Edit" and "Remove" icons, and a "Add new" button. The "Objective" section is circled in red and contains the text: "To obtain a position in retail sales with an emphasis on customer service." The "Summary" section contains: "Communication skills.|Team work,|Organized,|". The "Work Experience" section lists: "Waitress", "Blazing Onion, Mill Creek, Washington", and "October, 2015 - Present". The "Volunteer Service" section lists: "Volunteer", "Cascade High School Food Drive, Everett, Washington", and "November, 2016 - December, 2016".

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 an 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](#)

## In Microsoft Word...

425.555.6789

**Suzy Q. Student**

[suzyqstudent@gmail.com](mailto:suzyqstudent@gmail.com)

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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.

# Step 3: Summary

The screenshot shows the Naviance Student interface for editing a resume. The page title is "Resume" and the user is logged in as "Student". The navigation bar includes links for Home, Courses, Colleges, Careers, About Me, and My Planner. Below the title, there are options to "Add/Update Sections" 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 next to the message. The resume is organized into four sections: Objective, Summary, Work Experience, and Volunteer Service. The "Summary" section is circled in red and contains the text "Communication skills,|Team work,|Organized,|". The "Objective" section contains the text "To obtain a position in retail sales with a emphasis on customer service." The "Work Experience" section lists "Waitress" at "Blazing Onion , Mill Creek, Washington" from "October, 2015 - Present". The "Volunteer Service" section lists "Volunteer" at "Cascade High School Food Drive , Everett, Washington" from "November, 2016 - December, 2016". Each section has "Edit" and "Remove" icons and an "Add new" button.

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 Summary ℹ 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 is a teal header with the Naviance logo and the text "Naviance | Student". Below the header, the word "Resume" is centered. There are two tabs: "Add/Update Sections" (which is active and underlined) and "Print/Export Resume". Below the tabs, there is a paragraph of text: "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". Below this text, there are two sections. The first section is titled "Objective" and contains the text "To obtain a position in retail sales with a emphasis on customer service." and a button "+ Add new Objective". The second section is titled "Work Experience" and is circled in red. It contains the text "Waitress", "Blazing Onion , Mill Creek, Washington", and "October, 2015 - Present", along with a button "+ Add new Work Experience".

# 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**

## In Microsoft Word...

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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 Education ℹ 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)

## In Microsoft Word...

### Suzy Q. Student

425.555.6789

suzyqstudent@gmail.com

---

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.

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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

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# 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

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# Example Resume #1

## Suzy Q. Student

425.555.6789

[suzygstudent@gmail.com](mailto:suzygstudent@gmail.com)

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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.

### SUMMARY OF QUALIFICATIONS:

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### EXPERIENCE:

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- 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

### 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

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**Christine Howell**

8431 57<sup>th</sup> Place NE  
Everett, WA 98203

425.360.5559

[Chowell18@gmail.com](mailto:Chowell18@gmail.com)

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**Professional Experience**

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**Metalitics / Paid Summer Intern**

July - August 2016, July - August 2017

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

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**Education**

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**Everett High School / High School Diploma**

Anticipated Graduation June 2018

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**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

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**Hobbies/Interests**

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

WOULD YOU HIRE?

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# 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?

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# LinkedIn – Create a Profile & Connect (\*optional)

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

Follow sign-up instructions to create a new profile

# TASK COMPLETION...

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# 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](mailto: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.

