

# AM I QUALIFIED? - 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 create a resume in Naviance *Student*.

# Did You Know?!

The initial amount of time an employer takes to review an applicant's resume is...

**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



[Naviance Student](#)

# Resume Builder Tool

In *Naviance Student* click  
**About Me>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*...

## 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](#)

 Work Experience MORE ▾

[Edit](#) [Remove](#)

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


[+ Add new Work Experience](#)

 Summary MORE ▾

[Edit](#) [Remove](#)

Communication skills,|Team work,|Organized.||

[+ Add new Summary](#)

 Volunteer Service MORE ▾

[Edit](#) [Remove](#)

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

[+ Add new Volunteer Service](#)

## In Microsoft Word...

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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

## Resume

[Add/Update Sections](#)[Print/Export Resume](#)

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Objective

MORE

Edit

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MORE

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Summary

MORE

Edit

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Communication skills,Team work,Organized,||

+ Add new Summary

Volunteer Service

MORE

Edit

Remove

Volunteer

Cascade High School Food Drive , Everett, Washington

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# 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

## In Microsoft Word...

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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

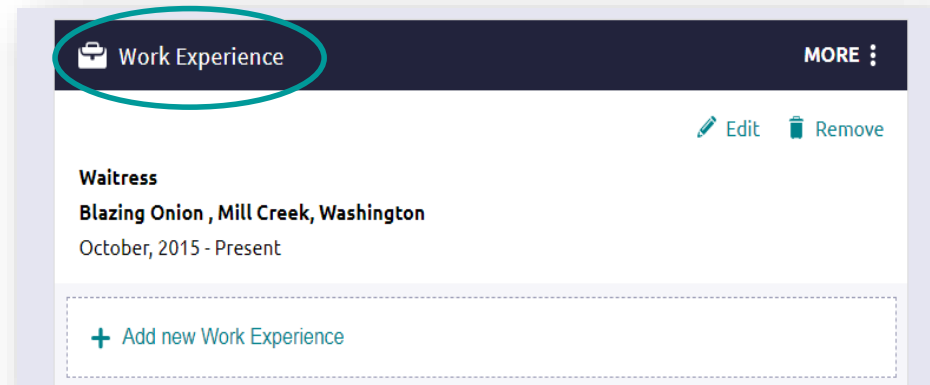
List any job that gave you useful experience or skills

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




# 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 2022”
- 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

## In Microsoft Word...

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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

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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.

# 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...

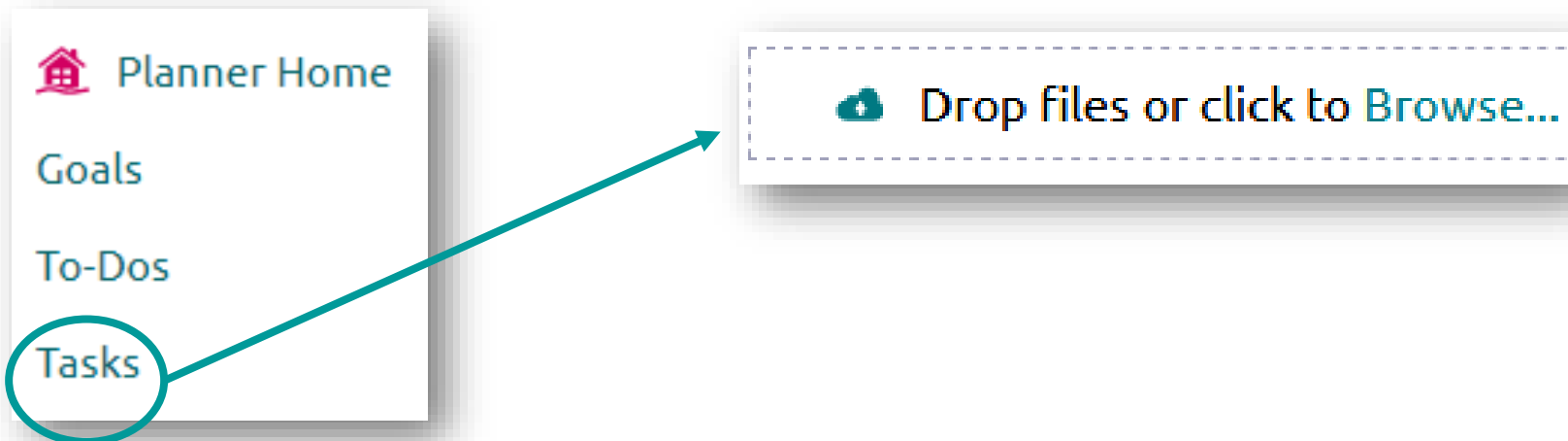
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# Complete the Task...

To complete the lesson task log into Naviance *Student*, click on **Planner > Tasks**.

Click the title of the task - **Upload Final Resume**

Click **Browse...** to locate your resume and upload.





# 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.



Messages