Welcome!

Entry Task:

1. Log into **Naviance**

Student Tools → NAVIANCE →

Username: district ID#

Password: district password
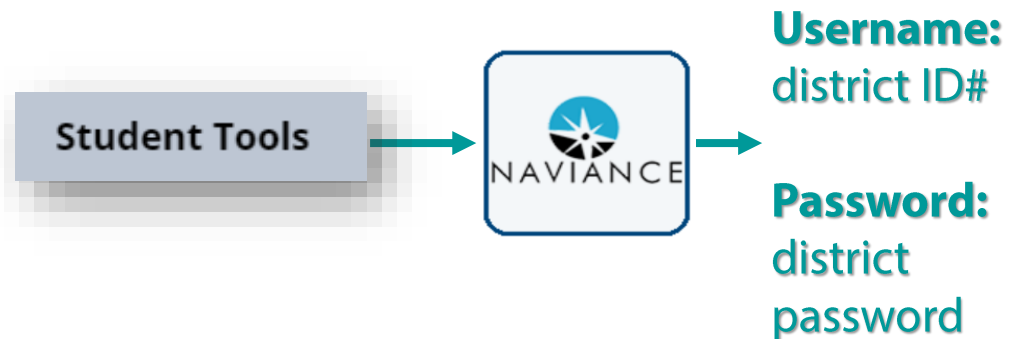
Question: *Did you know that a potential employer spends only and average of 5-7 seconds looking at your resume?*

YOU & YOUR RESUME

Naviance *Student*

WHAT IS A RESUME AND WHAT IS THE IMPACT ON MY FUTURE?

Why Create a Resume?

Some college applications require a resume

Shows experience and/or work history when applying for a part-time or full-time job

The first step in the hiring process that may or may not lead to an interview

Resume Facts & College!

Colleges ask for resumes (or activity lists) as part of their applications.

Western Washington University

Activities list

We believe that ability and potential are measured by more than grades and test scores. Help us learn how you spend your time by providing a list of your most meaningful activities and achievements in grades 9-12. This could include areas like: community involvement, volunteer experience, employment, athletics, extracurricular clubs, arts, family responsibilities, or special awards and recognition.

Please list your activities in order of importance to you and be sure to include:

- The name of the organization or involvement
- Your position or role
- How long you have participated
- A short description about the activities that are most significant to you. You do not need to describe all activities.

If you submit your application online, you can either upload your activities list to your application or type the list directly within the online form. If you apply using the paper application, please attach your activities list to your application. There is no prescribed format for your activity list, but you can see some activities list examples here.

Start Now using Naviance resume tool!

WESTERN
WASHINGTON UNIVERSITY

HSBP GR 10 LESSON 3

WHAT SHOULD A RESUME INCLUDE?

Important Tips for Writing a Resume

Be **organized**

Must be **easy to read** and straight to the point

Tell **how** you fit he position

Tell **why** you are the best person for the job

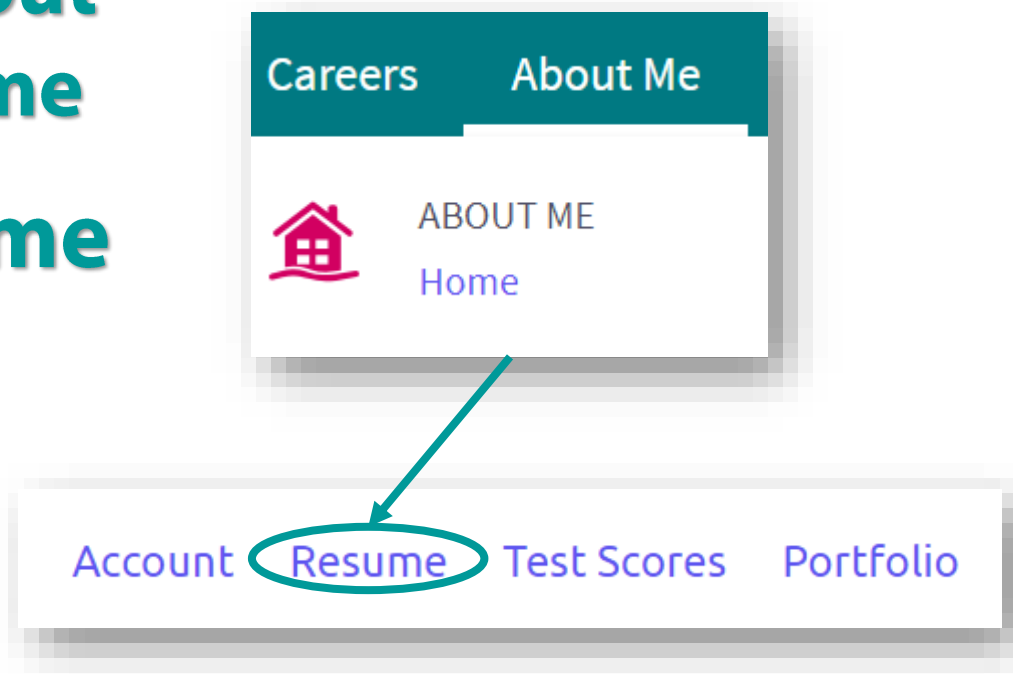A resume is your **first impression** to an employer or college

Your **email** needs to be professional

USING THE RESUME TOOL

Resume Tool in Naviance *Student*

To access click on **About Me > ABOUT ME Home**

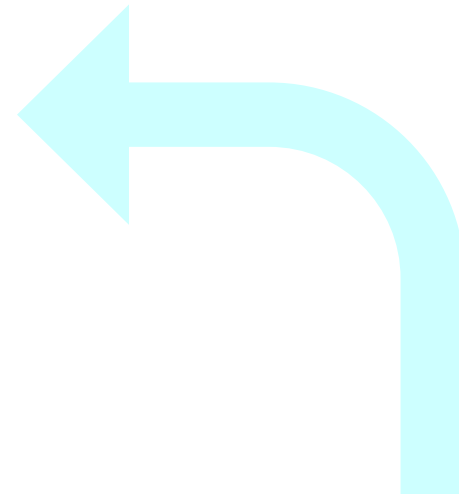Then click on **Resume**

Adding Parts to Your Resume

Click the plus symbol to add a variety of resume parts.

- Objective
- Summary
- Work Experience
- Education
- Volunteer Services
- Extracurricular Activities
- Awards / Certificates
- Skills / Academic Achie…
- Music / Artistic Achieve…
- Athletic Achievement
- References
- Additional Information
- Leadership

Parts of a Resume

- **Contact Section** *(*Already included in your Naviance account)*
- **Education Section**
- **Work/Other Experience Section**
  - **Work Experience**
  - **Volunteer Service**
- **Extracurricular Activities Section**
  - **Leadership**
- **Accomplishment Section**
  - **Awards/Certificates**
  - **Skills/Academic Achievement**
  - **Music/Artistic Achievement**
  - **Athletic Achievement**
  - **Additional Information**
- **References Section**

*Start by completing these sections of your resume!

COMPLETE THE LESSON…

Complete the Lesson Task…

To complete the lesson, click **My Planner** > **Tasks** > **Tasks you Need to Work on**. Click the <u>title</u> of the task to **Create Resume in Resume Builder** then click the link to begin.

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.