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| **Why do I need a resume?**  | The average amount of time an employer takes to initially review an applicant’s resume is 15-45 seconds. You want to be sure yours is ready to go and stands out!Resumes can be used for employment and the following:* Volunteer positions
* Scholarship applications
* Activity lists for college applications
* Internship applications
* Apprenticeships
 |
| 1. Log into **Naviance**
 |  **Username: district ID#****Password: district password** |
| 1. Naviance **Resume Builder** tool will help you create a custom resume to download/print in multiple formats.

Click your initials in upper-right corner.Click **Resume** link |  |
| 1. Consider these resume tips as you create/update your resume.
 | * Use action verbs
* Use short, concise statements
* Keep resume to one page (if possible)
* Include only relevant information
* Easy to read format
 |
| 1. Start with your **Education.** Use your current school and list any other high school attended.

Click **Add** when complete.*\*Note: Fill in the required sections with the red asterisk. (\*)* |  *(\*Automatically included in your Naviance account & can be edited when exported.)* |
| 1. Next add **Work Experience**.
 |  |
| 1. Options for adding additional sections to your resume.

You will be able to choose which information to include in your resume prior to downloading.*(\*****Contact Information*** *automatically included in your Naviance account & can be* ***edited*** *when exported.)* |  |
| 1. When complete, you will print/export your resume from the **Resume Builder** tool to upload to the task.

Click **Print/Export Resume,** next:* Click plus icon
* Type a name for the resume
* Choose your template
* Click **Continue**
 |  |
| 1. Select the sections to include in your resume and click **Save Resume.**

You can print/save your resume as a .PDF or .Docx |  |
| 1. **Task Completion:**
 | Click the title of the task, **Upload Completed Resume**. Click **Browse…** to locate your resume and upload it to the task.  |