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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. |