

AM I QUALIFIED? - RESUME

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

Customize Your Resume

You will create a custom resume for a job, scholarship, or just keep a list of activities.

Using *Naviance Student*, you will be able to update, download in multiple formats, and print your resume in a variety of formats when needed.

Log in to Naviance Student

Click **Students** from school website

Click **Naviance** button

Log in with district ID# and password

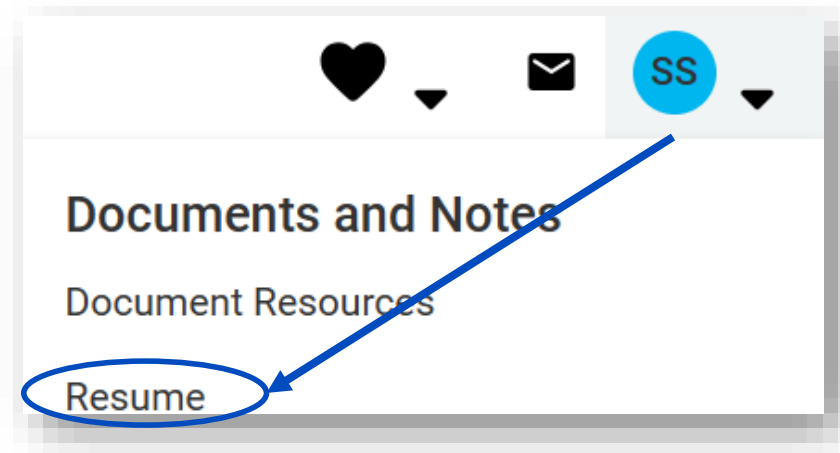


[Naviance Student](#)

Resume Builder Tool

In *Naviance Student* click
Your Initials>Resume.

The next few steps will
help you create your
resume



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.*

Brand Statement (Objective)

Purpose: Describe yourself and what you have to offer. This is also called an **Objective**.

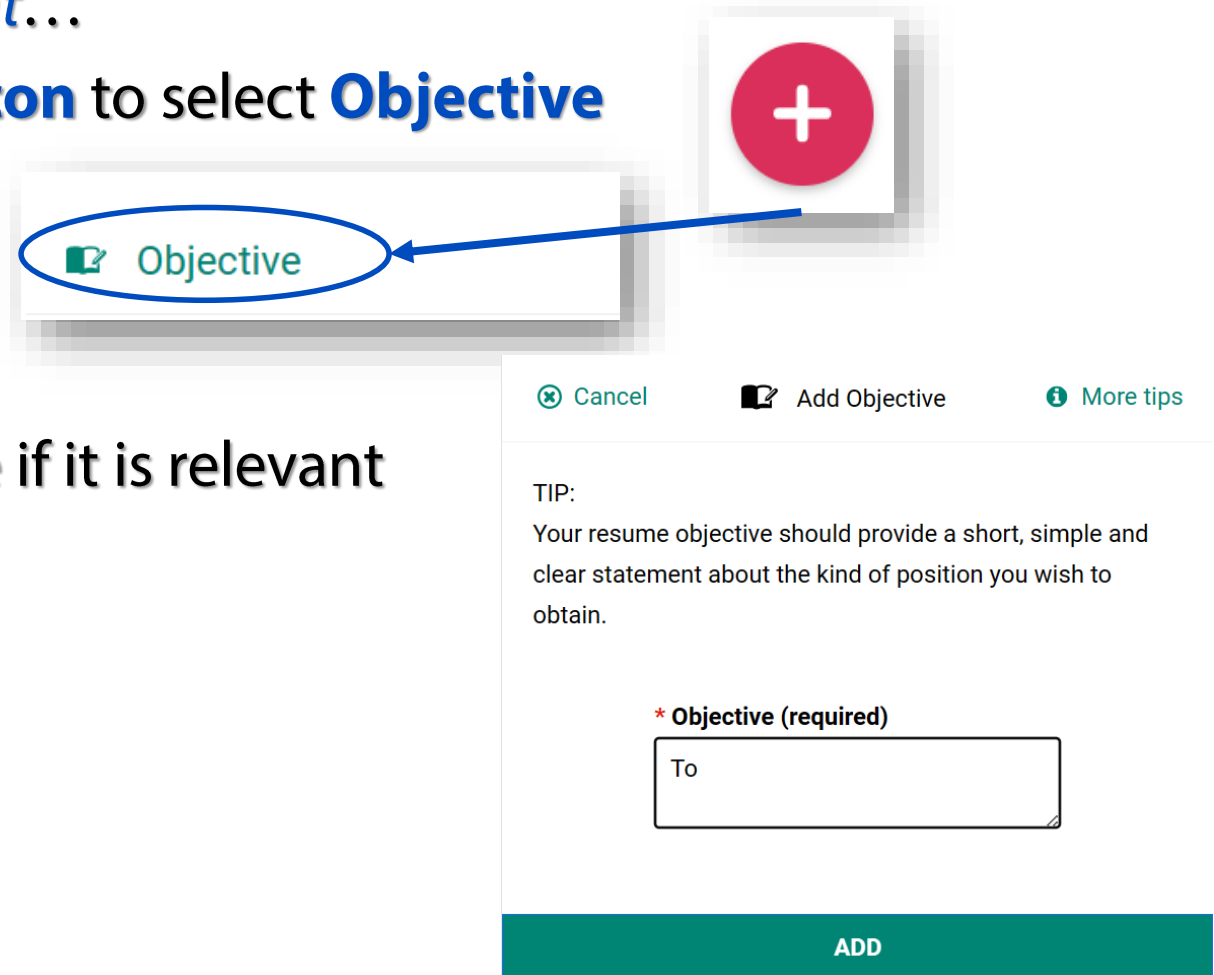
Examples:

- 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

Brand Statement (Objective)

In *Naviance Student*...

Click on the **plus icon** to select **Objective**



The screenshot shows the 'Add Objective' form in Naviance Student. At the top, there are three buttons: 'Cancel', 'Add Objective', and 'More tips'. Below these is a 'TIP:' section with the text: 'Your resume objective should provide a short, simple and clear statement about the kind of position you wish to obtain.' Underneath the tip is a text input field with the label '* Objective (required)' and the placeholder text 'To'. At the bottom of the form is a large green button labeled 'ADD'.

Add your objective if it is relevant
and click **Add**.

In Microsoft Word...

425.555.6789

Suzy Q. Student

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.

Step 3: Summary

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

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

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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.

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





Work Experience

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

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 - Optional
- Round up to the nearest tenth: 3.1 not 3.062
- Include college coursework, Running Start, Sno-Isle etc.

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

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...

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 College courses: EvCC English, AP Chemistry

COMMUNITY SERVICE and ACTIVITIES:

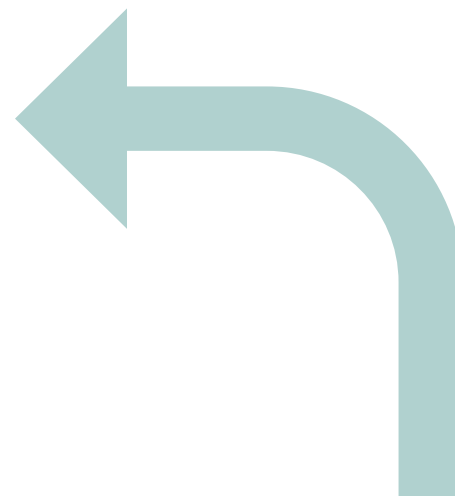
DECA, treasurer 2014 – Present
 Cascade High School Leadership, 2015-Present
 YMCA Basketball coach, 2014-16

HONORS and AWARDS:

DECA State and National Qualifier – Apparel and Accessories, 2015
 Quantum Leap Award, June 2015

Parts of a Resume

- **Contact Section** *(*Already included in your Naviance account & can be edited when exported.)*
- **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!**

RESUME DO'S AND DON'TS

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?

LinkedIn – Create a Profile & Connect (*optional)

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

Follow sign-up instructions to create a new profile

TASK COMPLETION...

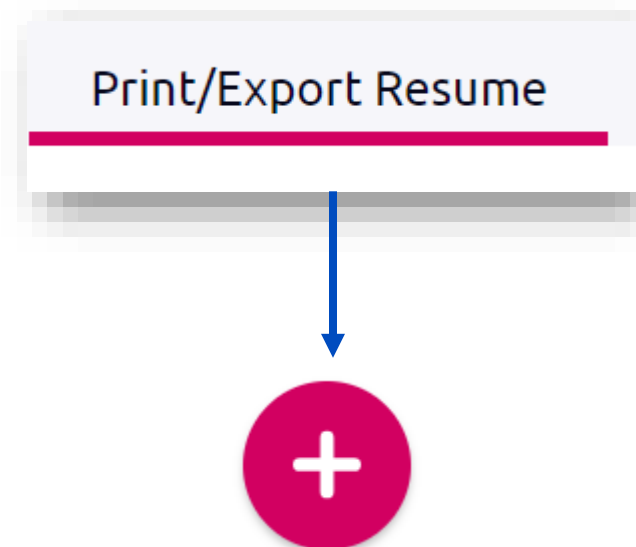
Print/Export Your Resume

To complete this task, you need to practice printing/downloading your resume.

Start by clicking **Print/Export Resume**

Click the **plus** symbol to create a title for the saved version.

Name your resume so you can find it later.



Name your resume

This is to help you find your resume later. It won't appear on your resume

Select Your Resume Format

☒ Default Template 1 [PREVIEW](#)

☐ Default Template 2 [PREVIEW](#)

☐ Default Template 3 [PREVIEW](#)

CONTINUE

Select a **template** for your resume by previewing each option.

After selecting the template, click **CONTINUE**

Save and Print Your Resume

Once you have selected the sections you want to add to your resume, click

SAVE RESUME



SAVE RESUME

You can print/save your resume as either a PDF or a Docx

My Saved Resumes

Resume 1

Last Edited Jun 25, 2023



Edit



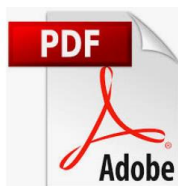
Download PDF



Download DOCX



Remove



Complete the Task...

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

Click the title of the task - **Upload Completed Resume**
Click **Browse...** to locate your resume and upload.

