

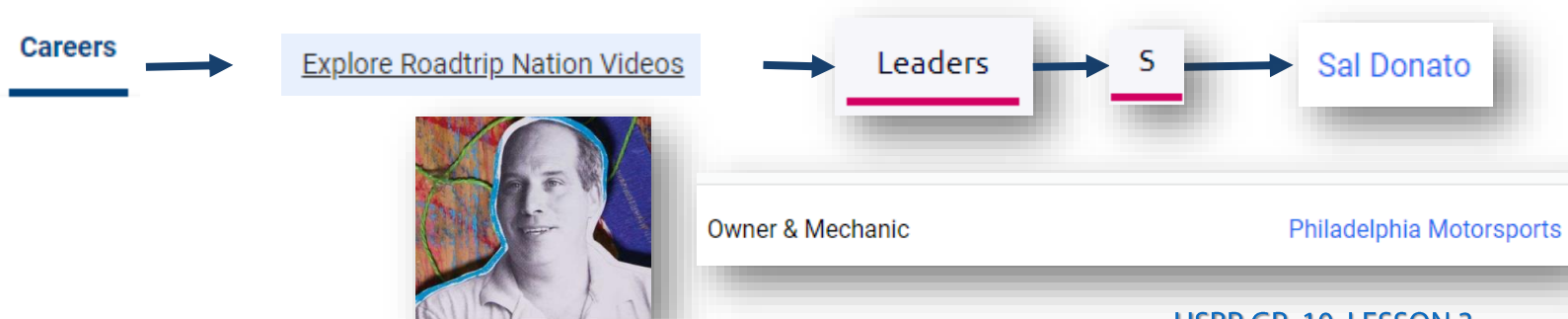
Welcome!

Entry Task:

How much time do you think a potential employer spends looking at your resume?

Why do you think employers look for more than just work history on your resume?

Related Video: RoadTrip Nation Interview



YOU & YOUR RESUME

Naviance Student

Your High School & Beyond Plan

Your **High School & Beyond Plan** is a graduation requirement.

Shows up on your official transcript as **MET**

```
***** ADDITIONAL STATE REQUIREMENTS *****
HIGH SCHOOL & BEYOND PLAN                      NOT MET
WASHINGTON STATE HISTORY                      MET
*****
GRADUATION PATHWAY                             NOT MET
```

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***** ADDITIONAL STATE REQUIREMENTS *****
HIGH SCHOOL & BEYOND PLAN                      MET
WASHINGTON STATE HISTORY                      MET
*****
GRADUATION PATHWAY                             MET
```

Complete the short survey in Naviance each year through grade 12.

Lesson Tasks

Begin building your resume using the Naviance *Student Resume Builder* tool

Continue to add to your resume each year in preparation for college and scholarship applications as well as employment.

Practice exporting/printing your resume.

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

Why Create a Resume?

Some college and scholarship applications require a resume or activity list

Resumes track your involvement in activities, athletics, and work history

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

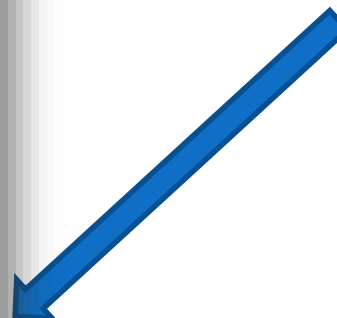
The activities list helps us understand how you spend your time. Provide a list of your most meaningful activities and achievements in high school, including: community involvement, volunteer experience, employment, athletics, extracurricular clubs, arts, family responsibilities, or special awards and recognition.

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

- The name of the organization and/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. For the most significant activities, please include a short description.

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.

**Start Now
using
Naviance
resume tool!**



USING THE RESUME TOOL

Log in to Naviance Student

Click **Students** from school website

Click **Naviance** button

Log in with district ID# and password




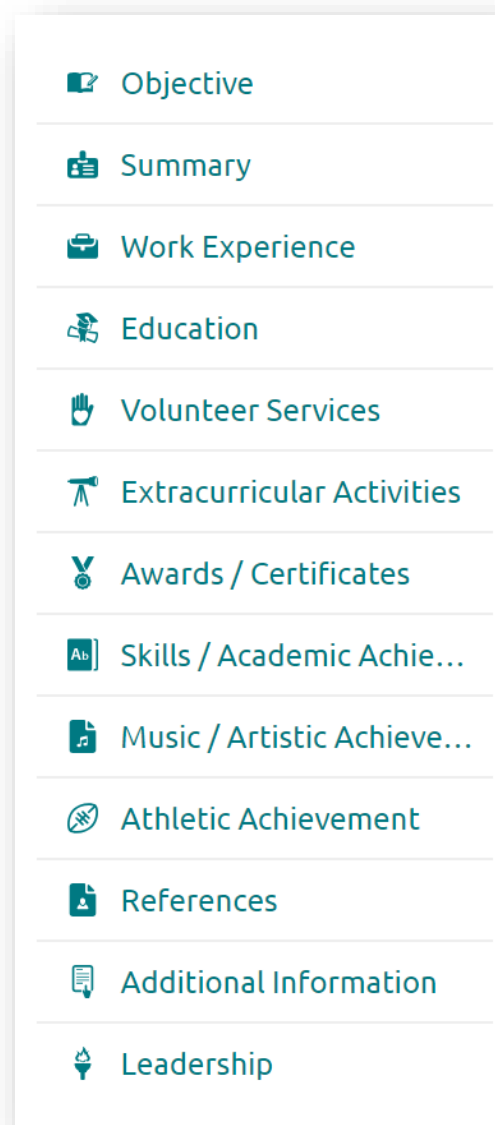
Naviance Student

Locating the Resume Builder

To get started, click **Your Initials> Resume**



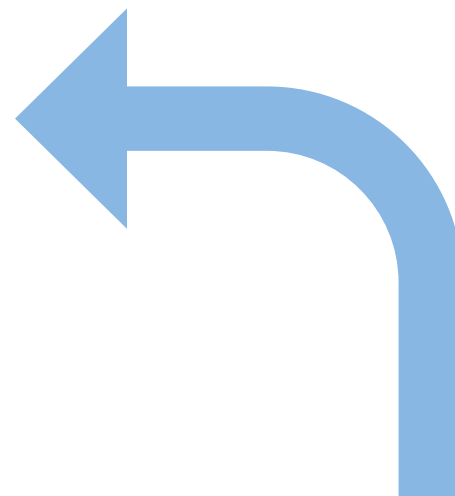
Click the plus  symbol to add different parts to your resume.



WHAT SHOULD A RESUME INCLUDE?

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!**

COMPLETE THE LESSON...

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

Print/Export Resume



Select Your Resume Format

Choose a print friendly template

☒ Default Template 1 [PREVIEW](#)

☐ Default Template 2 [PREVIEW](#)

☐ Default Template 3 [PREVIEW](#)

[CONTINUE](#)

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

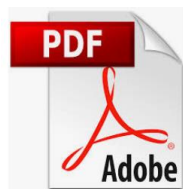
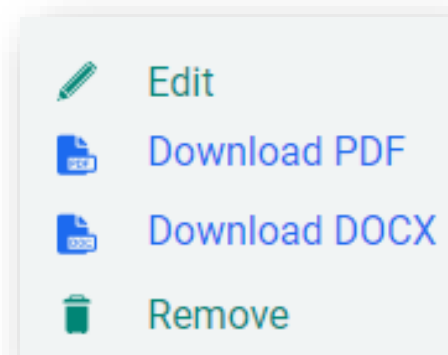
After selecting the template, click **CONTINUE**

Save and Print Your Resume

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



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



Video: How to save your resume from the Resume Builder in Naviance

Complete the Lesson Task...

To complete the lesson, click **Planner** > **Tasks**.

Make sure that you practiced the *print/export process*, and the **Complete Resume Builder** task is listed under **Completed Tasks**.



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.

