
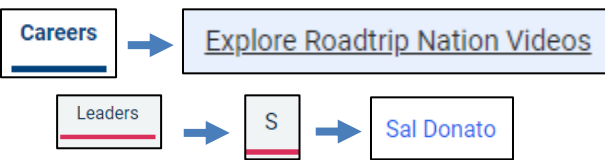
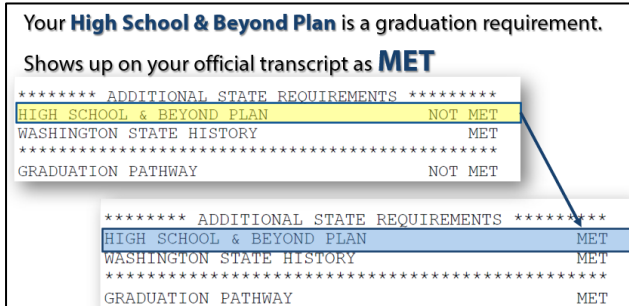
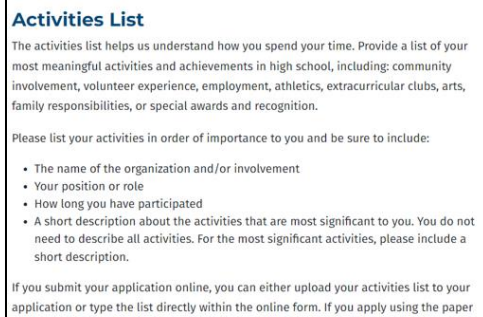

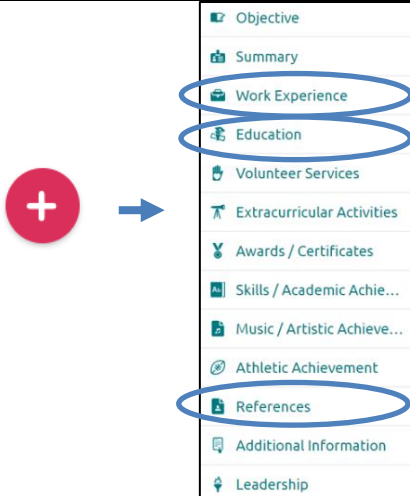
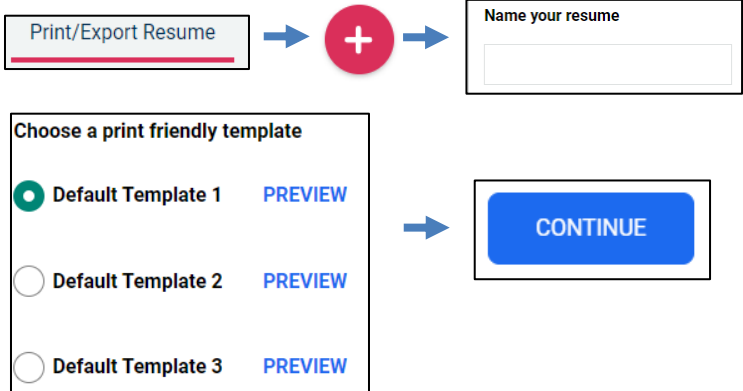
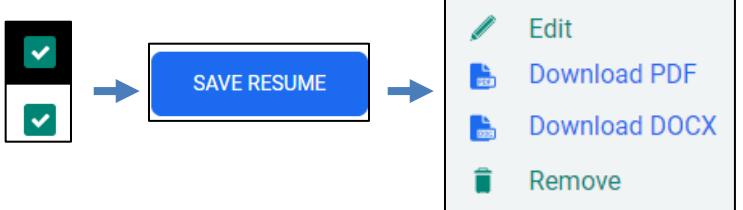


# You & Your Resume

<p><b>On your sticky note, put your responses to the following questions...</b></p>	<ol style="list-style-type: none"> <li>1. How much time do you think a potential employer spends looking at your resume?</li> <li>2. Why do you think employers look for more than just work history on your resume?</li> </ol>
<p>Log into <b>Naviance</b></p>	 <p><b>Username: district ID#</b></p> <p><b>Password: district password</b></p>
<p><b>Watch</b> this <b>Roadtrip Nation video</b> in Naviance to see how <b>Sal Donato</b> developed his work history and now owns his own business.</p>	
<p><b>What is a High School &amp; Beyond Plan?</b></p> <p>The HSBP will help you explore your interest, set personal goals, and guide you towards figuring out what you want to do after high school when it comes to career and college/post-secondary options.</p> <p>Each year in grades 9-12, you will update your plans in Naviance through the HSBP survey for each grade level.</p>	<p>Your High School and Beyond Plan (HSBP) is a Washington State graduation requirement.</p> 
<p><b>Lesson Tasks:</b></p>	<ol style="list-style-type: none"> <li>1. Begin building your resume using the Naviance Resume Builder tool.</li> <li>2. Practice exporting your resume to print for employment, college, and scholarship applications.</li> </ol>
<p><b>Why create a resume?</b></p>	<ul style="list-style-type: none"> <li>• Some college and scholarship applications require a resume or activity list</li> <li>• Resumes track your involvement in activities, athletics, and work history</li> <li>• Shows experience and/or work history when applying for a part-time or full-time job</li> <li>• The first step in the hiring process that may or may not lead to an interview</li> </ul>
<p>Resumes and college applications:</p> <p>College applications often ask for resumes/activity lists.</p> <p>Example: <b>Western Washington University</b></p>	

# You & Your Resume

<p>1. Locate the <b>Resume Builder</b> tool in Naviance:</p> <ol style="list-style-type: none"> <li>Click your initials in the upper-right corner</li> <li>Click <b>Resume</b></li> </ol>	
<p>2. Click the <b>plus icon</b> to add a variety of content to your resume.</p> <p>Start by completing these sections in the <b>Resume Builder</b> tool.</p>	
<p>3. After you have added items to your <b>Resume Builder</b> you will practice the process of printing/exporting your resume.</p> <ul style="list-style-type: none"> <li>Click <b>Print/Export Resume</b></li> <li>Click <b>plus icon</b></li> <li><b>Type</b> the name for your resume</li> <li>Select template</li> <li>Click <b>Continue</b></li> </ul>	
<p>4. <b>Select</b> the sections of your resume you would like to include by checking the boxes.</p> <ul style="list-style-type: none"> <li>Click <b>Save Resume</b></li> <li>Download as either a PDF or Docx</li> </ul>	
<p>5. <b>Task Completion:</b></p>	<p>To complete the lesson, click <b>Planner&gt;Tasks</b>. Make sure the <b>Create/Update Resume</b> is listed under <b>Tasks you've completed</b>.</p> 