

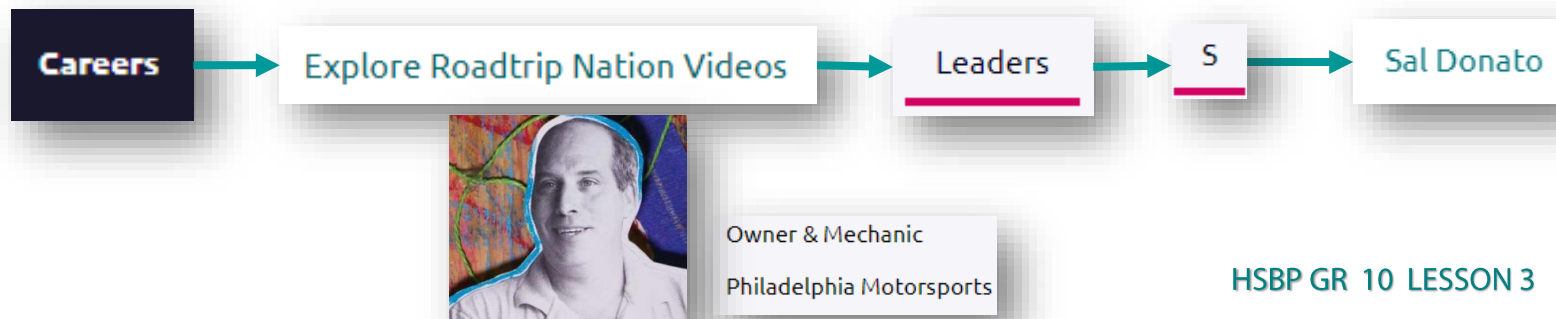
# Welcome!

## Entry Task:

Guess how much time 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

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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 *****
ENGLISH LANGUAGE ARTS STANDARD                MET
MATHEMATICS STANDARD                          MET
SCIENCE STANDARD                             MET
HIGH SCHOOL & BEYOND PLAN                      NOT MET
WASHINGTON STATE HISTORY                     MET
```

```
***** ADDITIONAL STATE REQUIREMENTS *****
ENGLISH LANGUAGE ARTS STANDARD                MET
MATHEMATICS STANDARD                          MET
HIGH SCHOOL & BEYOND PLAN                      MET
WASHINGTON STATE HISTORY                     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.

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

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# 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

We believe that ability and potential are measured by more than grades and test scores. Help us learn how you spend your time by providing a list of your most meaningful activities and achievements in grades 9-12. This could include areas like: 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 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.

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 to your application. There is no prescribed format for your activity list, but you can see some [activities list examples here](#).

**Start Now  
using  
Naviance  
resume tool!**



# Important Tips for Writing a Resume

Be **organized**

Must be **easy to read** and straight to the point

Tell **how** you fit the position

Tell **why** you are the best person for the job

A resume is your **first impression** to an employer or college

Your **email** needs to be professional



# USING THE RESUME TOOL

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# Log in to Naviance Student

Click **Students** from school website

Click **Naviance** button

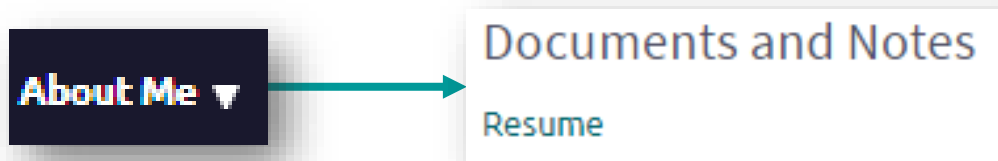
Log in with district ID# and password




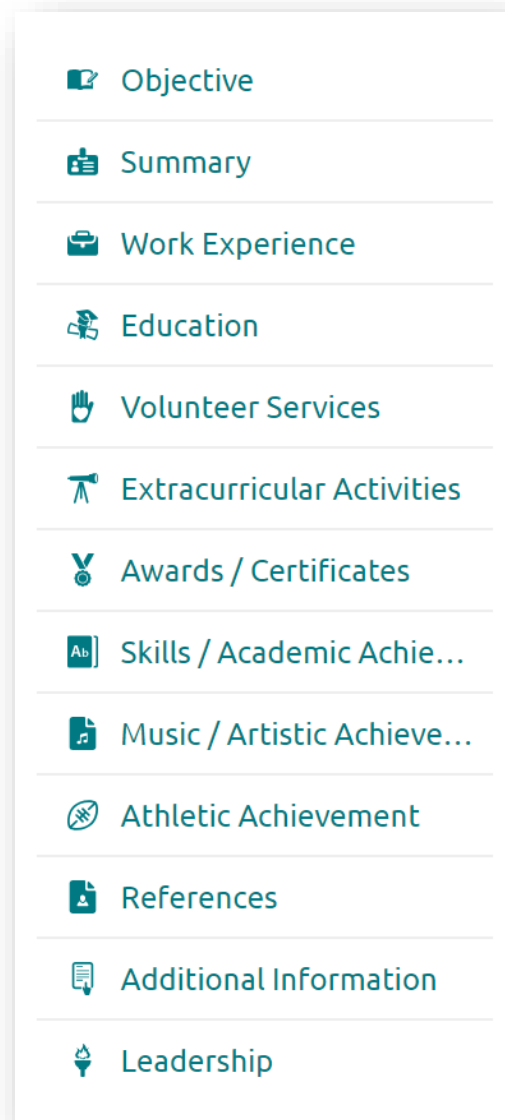
[Naviance Student](#)

# Locating the Resume Builder

To get started, click **About Me** > **Resume**



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

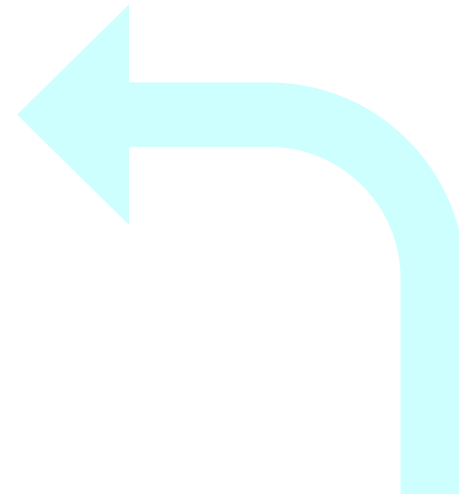


# WHAT SHOULD A RESUME INCLUDE?

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# 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...

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# 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**

SAVE RESUME

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



Edit



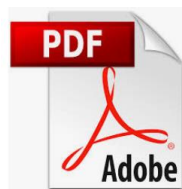
Download PDF



Download DOCX



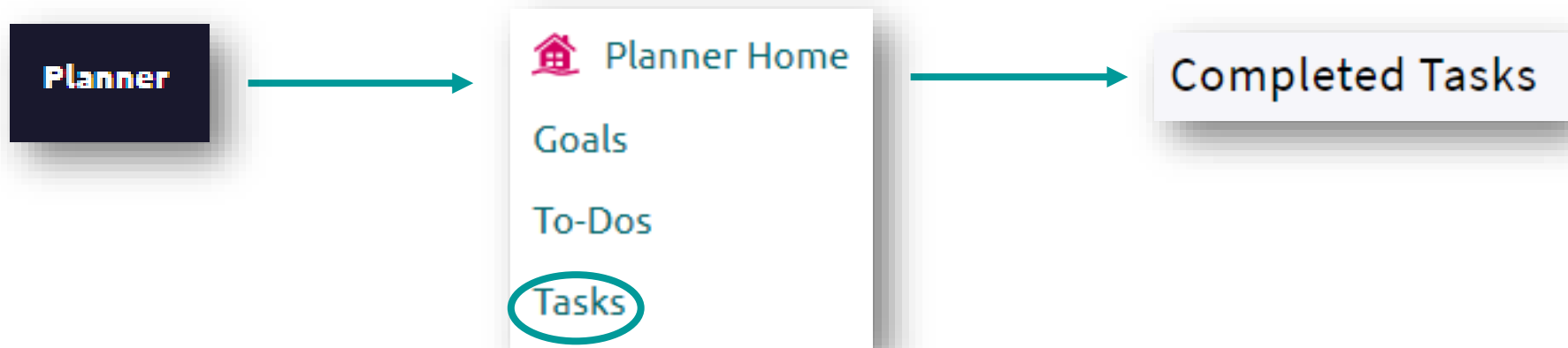
Remove



[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](mailto: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.



Messages