
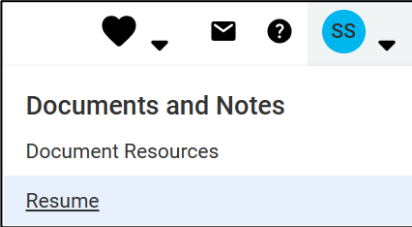


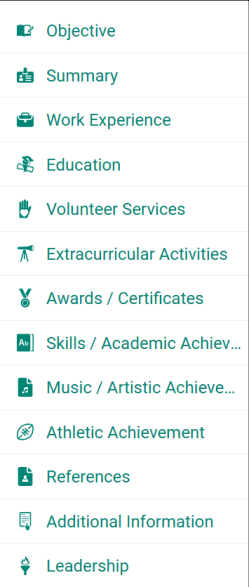
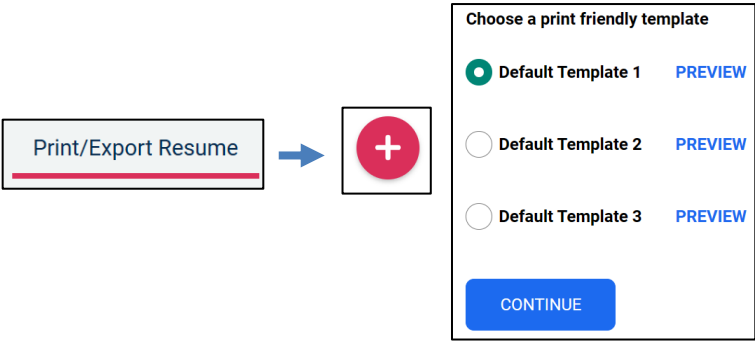
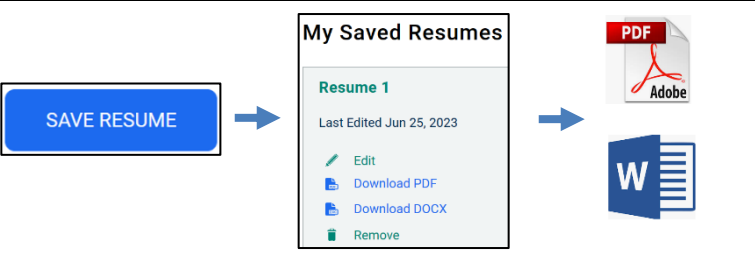


# Am I Qualified? - Resume

<p><b>Why do I need a resume?</b></p>	<p>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!</p> <p>Resumes can be used for employment and the following:</p> <ul style="list-style-type: none"> <li>• Volunteer positions</li> <li>• Scholarship applications</li> <li>• Activity lists for college applications</li> <li>• Internship applications</li> <li>• Apprenticeships</li> </ul>
<p>1. Log into <b>Naviance</b></p>	<div data-bbox="805 604 943 743">  </div> <div data-bbox="995 617 1284 651"> <p><b>Username: district ID#</b></p> </div> <div data-bbox="995 688 1357 722"> <p><b>Password: district password</b></p> </div>
<p>2. Naviance <b>Resume Builder</b> tool will help you create a custom resume to download/print in multiple formats. Click your initials in upper-right corner. Click <b>Resume</b> link</p>	<div data-bbox="805 762 1214 987">  </div>
<p>3. Consider these resume tips as you create/update your resume.</p>	<ul style="list-style-type: none"> <li>• Use action verbs</li> <li>• Use short, concise statements</li> <li>• Keep resume to one page (if possible)</li> <li>• Include only relevant information</li> <li>• Easy to read format</li> </ul>
<p>4. Start with your <b>Education</b>. Use your current school and list any other high school attended. Click <b>Add</b> when complete.</p> <p><i>*Note: Fill in the required sections with the red asterisk. (*)</i></p>	<div data-bbox="805 1224 1507 1325">  </div> <p><i>(*Automatically included in your Naviance account &amp; can be edited when exported.)</i></p>
<p>5. Next add <b>Work Experience</b>.</p>	<div data-bbox="805 1480 1539 1581">  </div>

# Am I Qualified? - Resume

<p>6. Options for adding additional sections to your resume.</p> <p>You will be able to choose which information to include in your resume prior to downloading.</p> <p>(*<b>Contact Information</b> automatically included in your Naviance account &amp; can be <b>edited</b> when exported.)</p>	
<p>7. When complete, you will print/export your resume from the <b>Resume Builder</b> tool to upload to the task.</p> <p>Click <b>Print/Export Resume</b>, next:</p> <ul style="list-style-type: none"> <li>• Click plus icon</li> <li>• Type a name for the resume</li> <li>• Choose your template</li> <li>• Click <b>Continue</b></li> </ul>	
<p>8. Select the sections to include in your resume and click <b>Save Resume</b>.</p> <p>You can print/save your resume as a .PDF or .Docx</p>	
<p>9. <b>Task Completion:</b></p>	<p>Click the title of the task, <b>Upload Completed Resume</b>. Click <b>Browse...</b> to locate your resume and upload it to the task.</p>