

Welcome!

Entry Task:

1. Log on to your device

1. Log in to **Naviance**



2. Click on **My Planner > Tasks**



Password:
district
password

3. Complete the **GR 10 Lesson 3 Entry Task – Resume** survey

YOU & YOUR RESUME

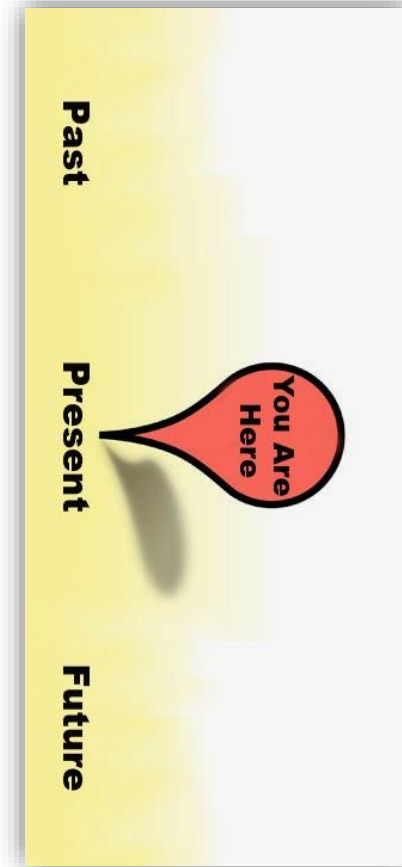
Naviance Student

HSBP 10th Grade Lessons

Exploring My Strengths

Planning for High School &
Beyond

You & Your Resume




Your High School & Beyond Plan

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

***** 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.

Resume Video

**What Every High
School Student
Should Know &
Have on their
Resume**

[Resume Video](#) (click link to play)

Lesson Tasks

Complete the GR 10 Lesson 3 Entry Task – Resume survey.

Begin building your resume using various building blocks within the resume tool in Naviance *Student*

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

Resume Facts & Your Future Career!

Employers only spend **7 seconds** on average to scan a resume.

A poorly put together resume can **prevent** you from getting an interview.

Without an **interview**, there's no chance of getting the job!

Resume Facts & College!

Some **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!**




WHAT SHOULD A RESUME INCLUDE?

The Purpose of a Resume

When you look ahead to a future career, a resume is the “bait” that gets you in the door for an interview.

To obtain an interview and convince the employer you are unique, your resume needs to “**sell yourself!**”

Laura Anderson 2300 W Cactus Rd Glendale, AR (623) 999-9999 l3.anderson@gmail.com	
Objective	To obtain an internship or part-time in web development where my skills in web site management and database design will benefit my employer.
Education	Bachelor of Science in Computer Science - Phoenix Tech, Phoenix Expected June 2014 GPA 3.1/4.0
Technical summary	C++, VB, Java PHP5, HTML5, CSS3, jQuery, JSON MySQL, Sqlite3, Access
Related experience	2012 Web Developer Intern - WebSoft Glendale, AR Provided web development, produced mobile version, and replaced outdated Flash techniques. Monitored web analytics, created e-mail newsletters Performed troubleshooting and problem-solving of software issues. 2011 Lab Assistant - Phoenix Tech Phoenix, AR Provided technical supports to students (+100 workstations). Coordinated scheduling of database updates. Prepared online News weekly reports. 2010 Marketing Intern - ArtStudioMag Mesa, AR Conducted telephone interviews with customers. Organized all aspects of e-mail newsletters, developed Facebook's Fan Page. Assisted and advised customers on purchases.
Other	Proficient in Danish. Co-founder and artistic director, Amagic Theatre project

Important Tips for Writing a Resume

Must be well **organized**

Never use “I” in a resume, just use statements when writing the description

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

Tells how you **fit** the position and why you are the best candidate for the job

A resume serves as your **first impression** to an employer/college

A **single mistake** on a resume will be caught by someone reviewing it, so seek the help of your teachers/peers for editing

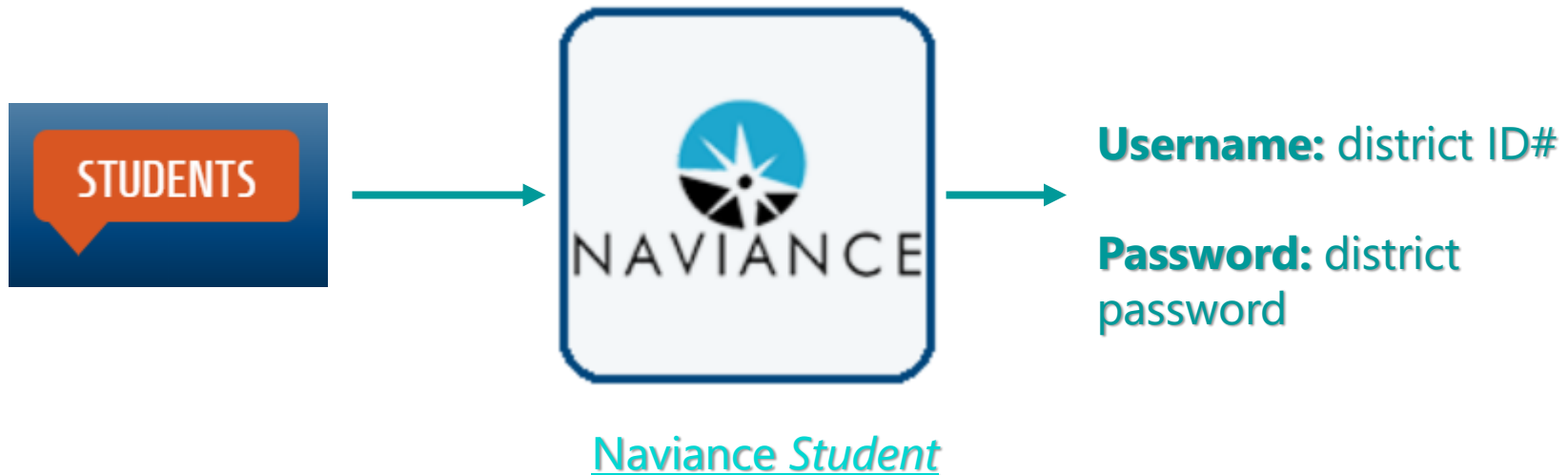
USING THE RESUME TOOL

Log in to Naviance Student

Click **Students** from school website

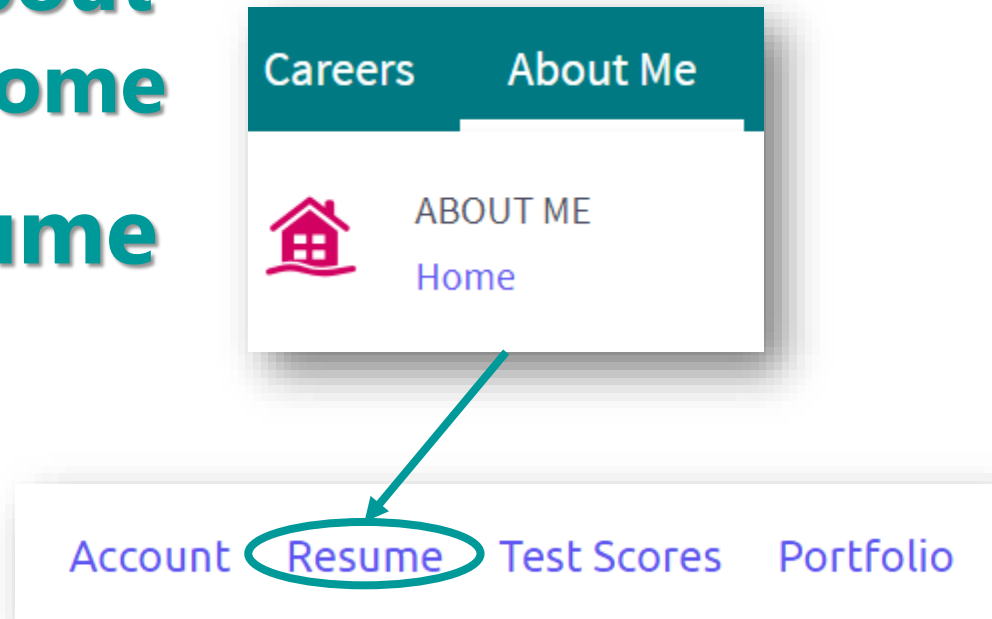
Click **Naviance** button

Log in with district ID# and password



Resume Tool in Naviance *Student*














To access click on **About Me > ABOUT ME Home**
Then click on **Resume**



Adding Parts to Your Resume

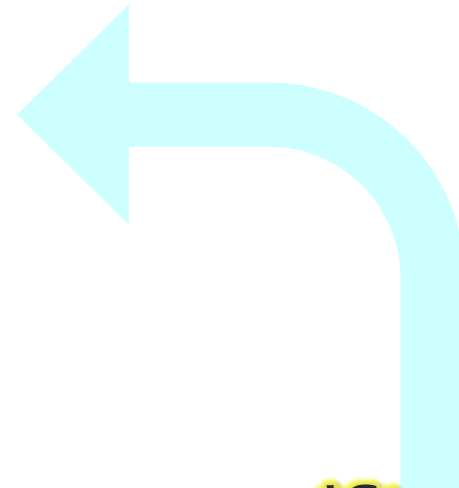
Click the plus symbol to add a variety of resume parts.



-  Objective
-  Summary
-  Work Experience
-  Education
-  Volunteer Services
-  Extracurricular Activities
-  Awards / Certificates
-  Skills / Academic Achievements
-  Music / Artistic Achievements
-  Athletic Achievement
-  References
-  Additional Information
-  Leadership

Parts of a Resume

- **Contact Section** (**Already included in your Naviance account*)
- **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!**

Printing/Downloading Your Resume

To print or download 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

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**

Default Template 1

Andrea Carson

7758 Jasmine Ln.
Stonybrook, AZ 85385
623-556-7409
andrea.carson@gwhs.edu

Objective

To gain knowledge of the day-to-day workings of a publishing firm through a part-time job or summer internship.

Work Experience

Aug 07 - May 08

English Tutor
Stonybrook, AZ
Monarch Middle School
Grade 11
5 Hrs/Week
Total Hours: 180

Tutored three students ages 12 - 14 in reading comprehension and language mechanics.

Sep 08 - Present

Yearbook Editor
Stonybrook, AZ
George Washington High School
Grade 12
4 Hrs/Week

Led design work from initial layout through finished product.

Extracurricular Activities

Jul 08 - Jul 08

Summer Writing Program
Grade 11

Through the Carleton College summer writing program, I gained experience composing college level academic papers.

Athletic Achievement

Mar 06 - Jun 09

Soccer
Grades 9,10,11,12
15 Hrs/Week

I served as team captain during my senior year.

References

Bernard Garcia
Athletic Director, Soccer Coach
George Washington High School
623-634-8975
bgarcia@gwhs.edu

Pamela Hobbs
Tutoring Program Coordinator
Monarch Middle School
623-755-3014
pamelahobbs@monarch.az.edu

Default Template 2

Joshua Allen Reed

34 West Cedar Way
Aurora, CA 90013
(213) 201-8577
jareed@shadowcanyon.edu

Objective

Gain experience with coaching and teaching techniques as a summer camp counselor.

Summary

1. Strong interest in helping and working with children
2. Excellent communication skills
3. Stellar team building abilities

Education

Aug 06 - May 09 **Shadow Canyon Academy**
Aurora, CA

CPA: 3.8
Graduation date: June 2010

Volunteer Service

Jul 08 - Jul 08 **Volunteer**
Los Angeles, CA
Civic Leadership Institute
Grade 10
20 Hours/Week
Total Hours: 60

This was a three week service learning experience. I worked with a team of volunteers to clean up a park in an urban neighborhood, and got to meet several community leaders.

Music/Artistic Achievement

Aug 08 - Nov 08 **Marching Band**
Grade 11
15 Hrs/Week

My trombone solo contributed to our first place finish in this year's regional competition.

Aug 06 - May 09 **Jazz Band**
Grades 9,10,11
8 Hrs/Week

Successfully challenged for first chair trombone and have held that position for six months.

Additional Information

As part of my father's military service I lived in Germany from age eleven to thirteen. This experience gave me fluency in the German language and an appreciation for German culture.

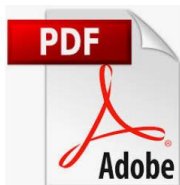
References Available Upon Request

Sam Student	
101 West Pine Street 404, The other state 94538 512 333 2232 naveateststf@oev.naviance.com	
	Objective
Master all three Deadly Hallows	
	Summary
1. Exceptionally good at Defence Against the Dark Arts 2. Have an extraordinary instinct for the right thing to do 3. The youngest Seeker in a century	
	Work Experience
Jun 18 - Sep 18	Second Order Scotland Order of the Phoenix Grade 12 8 hrs/Week Total Hours: 40
	Education
Sep 16 - Jun 18	Hogwarts Scotland Degree 11
	Volunteer Service
Jul 18 - Aug 18	Witchcraft And Wizardry Scotland Hogwarts Grade 12 4 hrs/Week Total Hours: 20
	Extracurricular Activities
Mar 18 - May 18	Defence Against the Dark Arts Grade 12 2 hrs/Week Total Hours: 8
	Awards
May 16	Gulldtosh captain Grade 11 Skill Level: none
	Skills/Academic Achievement
Nov 16	Charms Grade Skill Level: advanced
	Music/Artistic Achievement
Oct 16 - Feb 18	Wooden Flute Grade 11 2 hrs/Week Total Hours: 40
	Athletic Achievement
Mar 16 - Present	Gulldtosh Grade 11, 12 4 hrs/Week Total Hours: 240
	Leadership
Humblestone's Army	
	Additional Information
There will be books written about me, every child in our world will know my name!	

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



SAVE RESUME



Edit



Download PDF



Download DOCX



Remove

COMPLETE THE LESSON...

Complete the Lesson...

To complete the lesson, be sure that you submitted your **GR 10 Lesson 3 Entry Task – Resume** survey from the beginning of the lesson.



TASK

Complete GR 10 Lesson 3 Entry...

REQUIRED

DUE Monday Jul 15, 2019

Assigned by Your Counselor

Stay Up to Date by Following...

@EPSNAV



epsnav



- Get the most current updates on *colleges, careers, scholarships, financial aid, etc.* without logging in!
- Instant notifications and *Naviance Student* information comes directly to you!

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.

