
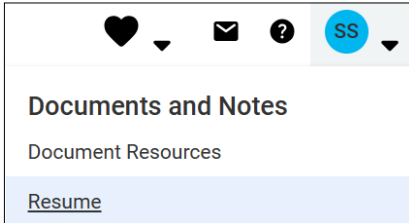
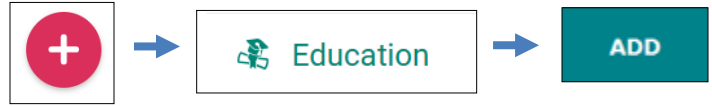

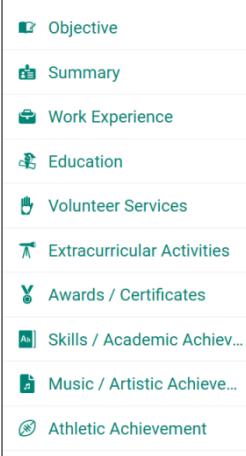




Am I Qualified? - Resume

<p>Why do I need a resume?</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"> • Volunteer positions • Scholarship applications • Activity lists for college applications • Internship applications • Apprenticeships
<p>1. Log into Naviance</p>	<div data-bbox="803 609 941 745">  </div> <div data-bbox="990 619 1347 724"> <p>Username: district ID#</p> <p>Password: district password</p> </div>
<p>2. Naviance Resume Builder tool will help you create a custom resume to download/print in multiple formats. Click your initials in upper-right corner. Click Resume link</p>	<div data-bbox="803 766 1209 987">  </div>
<p>3. Consider these resume tips as you create/update your resume.</p>	<ul style="list-style-type: none"> • Use action verbs • Use short, concise statements • Keep resume to one page (if possible) • Include only relevant information • Easy to read format
<p>4. Start with your Education. Use your current school and list any other high school attended. Click Add when complete.</p> <p><i>*Note: Fill in the required sections with the red asterisk. (*)</i></p>	<div data-bbox="803 1228 1510 1333">  </div> <p>(*Automatically included in your Naviance account & can be edited when exported.)</p>
<p>5. Next add Work Experience.</p>	<div data-bbox="803 1491 1510 1596">  </div>
<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>	<div data-bbox="1071 1648 1315 2100">  </div> <div data-bbox="1315 1974 1339 2005"> <p>5</p> </div>

Am I Qualified? - Resume

<p>(*Contact Information automatically included in your Naviance account & can be edited when exported.)</p>	
<p>7. When complete, you will print/export your resume from the Resume Builder tool to upload to the task. Click Print/Export Resume, next:</p> <ul style="list-style-type: none"> • Click plus icon • Type a name for the resume • Choose your template • Click Continue 	<div> <div>Print/Export Resume</div> <div>➔</div> <div>+</div> </div> <div> <p>Choose a print friendly template</p> <p><input checked="" type="radio"/> Default Template 1 PREVIEW</p> <p><input type="radio"/> Default Template 2 PREVIEW</p> <p><input type="radio"/> Default Template 3 PREVIEW</p> <p>CONTINUE</p> </div>
<p>8. Select the sections to include in your resume and click Save Resume. You can print/save your resume as a .PDF or .Docx</p>	<div> <div>SAVE RESUME</div> <div>➔</div> <div> <p>My Saved Resumes</p> <p>Resume 1</p> <p>Last Edited Jun 25, 2023</p> <ul style="list-style-type: none"> Edit Download PDF Download DOCX Remove </div> <div>➔</div> <div>   </div> </div>
<p>9. Task Completion:</p>	<p>Click the title of the task, Upload Completed Resume. Click Browse... to locate your resume and upload it to the task.</p>