Steps to Create Your Resume on Naviance

After logging onto Naviance:

1. Click *About Me*

2. Click *Home*

3. Click *Resume*

4. Click the *red addition symbol* **(+)**

5. Begin with the "Education" section of the Resume

6. Continue to click the **(+)** symbol to add more sections to your Resume. **Be sure to add all sections of the resume that apply to you!**

7. Once you are finished adding all sections to your resume you MUST click *Print/Export Resume* in order to save your resume as a PDF.

8. Click the *red addition symbol* **(+)**

9. We recommend choosing **Template 1**. Name your Resume & Click *Continue*

10. Be sure to check off <u>ALL</u> boxes so that everything gets added to the PDF version of your resume. Click *Save Resume.*

If you need additional help with creating your Resume, there is a step by step video on the Junior Conference PowerPoint on CANVAS!