Naviance Student Resume Builder

Because college admission and gaining employment in the work-force are both so very competitive and tough, students should take the opportunity to try to put themselves ahead of their competition by creating a professional looking resume.

In addition to including your resume with college or employment applications, **you should ALWAYS provide a copy of your resume to each adult that is writing recommendations on your behalf during this school year**. A recommendation writer wants to be able to highlight some of your accomplishments on their letters, and providing a copy of your resume will enable them to show those details.

A well-written resume creates the advantage you may need to gain admission to your college of choice and to win significant scholarships.

Take the time to create a detailed student resume; it will be worth the effort.
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To start your resume, you must first log in to your Naviance Student Account.

https://student.naviance.com/parkhhs
Username: snumber
Password: snumber

To add sections to a resume:
1. Go to **About M**e **> My Stuff**.
2. Click **Resume**.
3. Click on **Add/Update Sections,** then the red plus sign. **Add a New Entry** and select **Objective**. Once that has been completed, **Add to Resume.**
4. Continue to go through the list of available sections, and add all necessary Work Experience, Education, References, etc. that you see on the list to the right.

To create a printable resume:
1. Go to **About M**e **> My Stuff**.
2. Click **Resume**.
3. Click **Print/Export Resume**.
4. Name the resume.
5. Choose either Default Template 1, 2 or 3 (preview first).
6. Choose **Continue.**
7. Select the sections to include on resume.
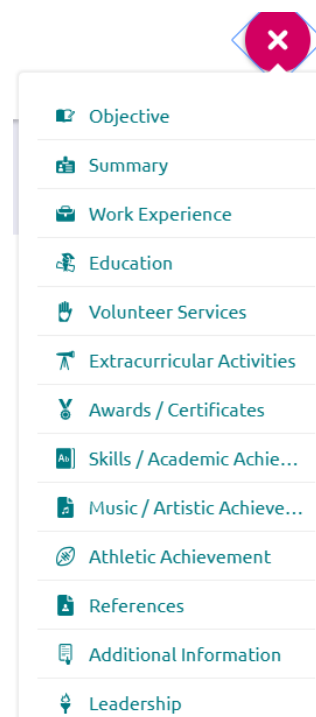8. Click **Save Resume**.

To edit a printable resume:
1. Go to **About Me > My Stuff**.
2. Click **Resume**.
3. Click the **Edit** pencil and make the desired changes to resume.
4. Click **Save Resume**.

 To print a resume:
1. Go to **About Me > My Stuff**.
2. Click **Resume**.
3. Click **Download PDF OR Download DOCX.**
4. Print the resume.

Note: Before students can create a printable resume, they first need to build resume sections. Students can create multiple printable resumes. Printable resumes cannot be saved has a Word or PDF document. * The Resume Builder functionality does not support hard returns, so your view and printed format will look different.*

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

Sources: MyCollegeCalendar, Naviance

Sections of the Resume
Naviance Student Résumé Builder

Objective:
Your resume objective should provide a short, simple and clear statement about the kind of position you wish to obtain. An objective is not required for your resume, but it can help show the reader how the job position or program relates to your personal goals. Here are some examples:
- "Summer internship in the Biology Lab"
- "Obtain a position in which I can learn more about business and finance"
- "Part-time sales position in retail"
- If you're not sure about your objective, think about jobs that use skills and talents that you have or positions that could help you learn more about areas that interest you. You can record as many objectives as you want here and choose a specific one to print later.

Summary:
A summary statement is a quick way to highlight the most significant accomplishments and skills on your resume. It helps the reader quickly understand what sets you apart and puts your best foot forward right away. The best format is a series of short sentences that contain actual accomplishments or skills.

Some examples are:
- Excellent communication skills
- Proven leadership skills with multiple leadership positions
- Three years of retail sales experience
- National Merit Scholarship finalist

Ideally the summary contains items that relate directly to the most important skills required for the job or program. You can create multiple summary statements here so you may want to create several versions that emphasize particular strengths depending on the situation.

Work experience:
One of the keys to writing a good resume is to learn how to write short "snippets" that demonstrate what you did (**action**) and what you accomplished (**result**). You can make your work experience a lot more relevant and informative to the reader if you use this style.

Examples of snippets:
- Organized records into on online database for easier administration
- Consistently sold more than monthly quota
- Tutored students in math to improve SAT scores by an average of 200 points

For work experience, make sure you list any job that gave you useful experience or skills. Even if you didn't get paid, you worked for a parent or relative, or you worked for yourself, you probably still gained valuable experience and accomplished something meaningful.

Education:
- Include coursework related to your job objective, apprenticeships, workshops or seminars.
- Even if it does not directly relate to a job, it can be helpful to list other interesting things you have studied to show that you are a well-rounded person.
- Note any significant accomplishment such as a high GPA or a leadership position.

Volunteer Service:
- Note any special accomplishments or leadership positions with your volunteer service.
- As you look for volunteer service opportunities, think about something that you would enjoy committing to on a regular basis. Spending more time on fewer activities can provide you with an opportunity to make a meaningful contribution and demonstrate your commitment.

Sources: MyCollegeCalendar, Naviance

Extracurricular Activities:
- Don't worry about listing only the "right" activities. Try to note everything you've done and you can always select just a few items for a printed resume.
- Include anything where you have taken a leadership position, developed a significant skill or accomplished something.

Awards/Certificates:
- Think of anything you've earned, even if it seems small.
- If you have started something and expect to earn a certificate within a certain time period, it may be worth noting.

Skills/Academic Achievement:
- Do you have technical skills such as computer programming or proficiency with word processors and spreadsheets? Make sure you list specific languages or programs.
- If you have accomplished specific things with your skills, make a note of it (e.g. developed a website for a local band using Microsoft .NET)
- Have you developed any skills on your own? This shows initiative and a willingness to learn, which is valuable to any employer.

Musical/Artistic Achievement:
- Musical and artistic achievement requires a lot of hard work. Emphasize the work that has gone into your achievements.
- Note any recognition or advancement (e.g. was promoted to first soloist, etc.)

Athletic Achievement:
- Make sure you note any leadership positions or awards.

References:
- Make sure you have permission from each person listed to use them as a reference.
- Verify with each reference how they would prefer to be contacted.
- References can make a big difference. When you start a job, always think about how your supervisor would describe you to others. Don't be afraid to ask them how they see your strengths and weaknesses. If you show a willingness to listen and to learn, they may end up being a really strong reference for you.

Leadership:
- List any leadership experience you may have.
- Examples may be positions, offices, or experiences you can point to.

Additional Information:
- Use this section to make a note of anything that does not quite fit into the other sections.
- You can choose which items go onto each printed resume, so it's always best to make a note of as many things as you can.

Sources: MyCollegeCalendar, Naviance