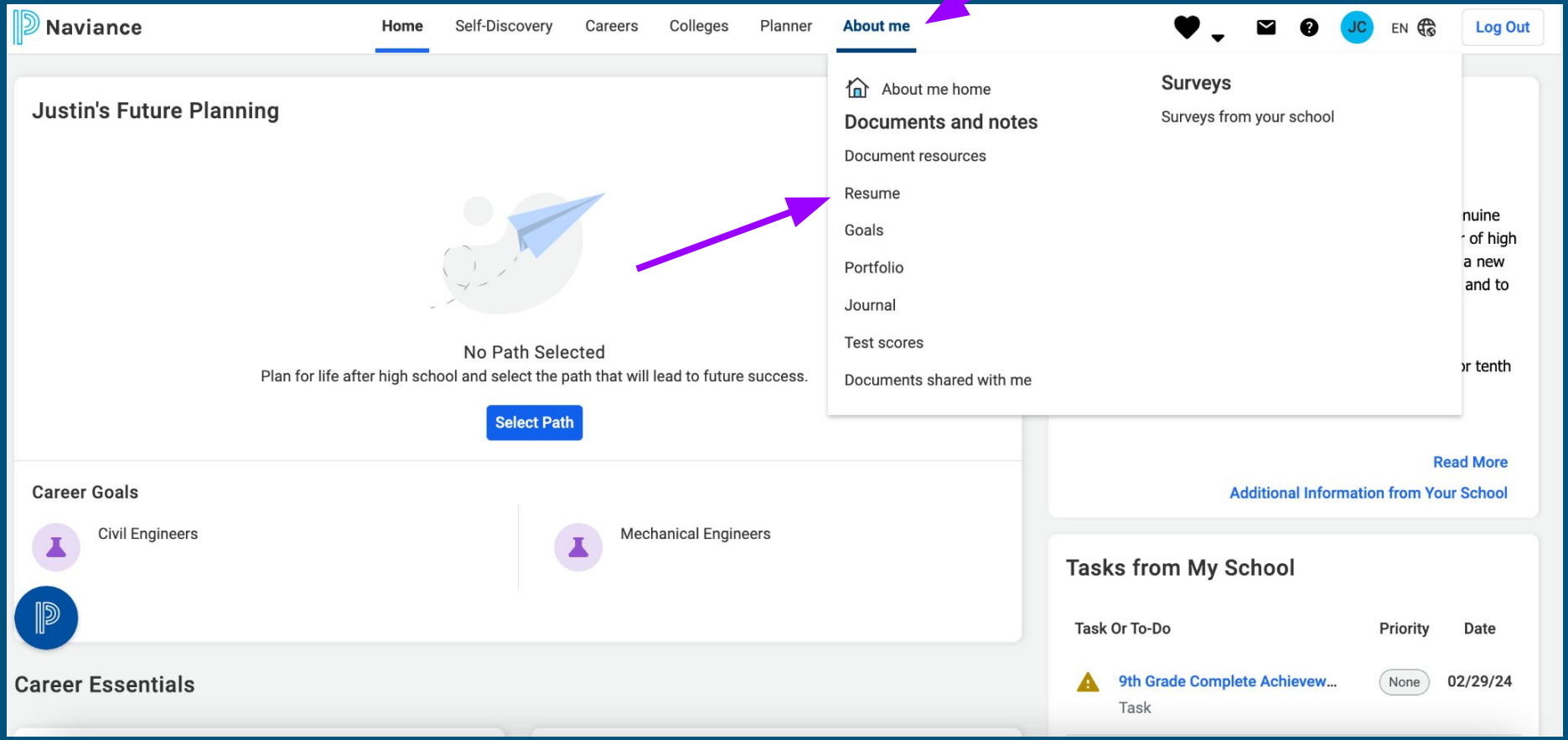
10th Grade
Build Your Resume

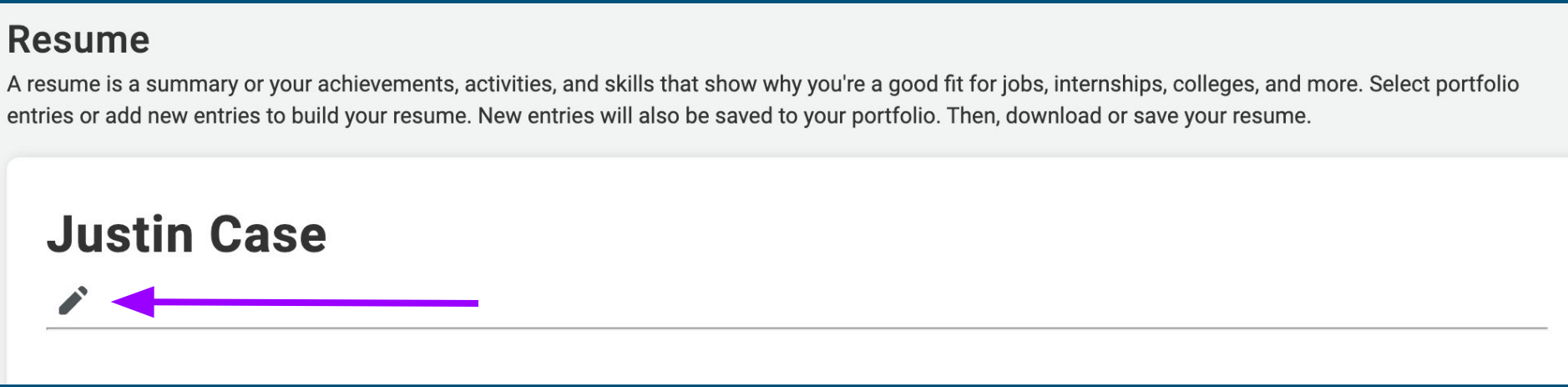
Log into Naviance

1. Go to your portal: haverfordsd.net bookmarks
2. Log in with Classlink
3. Click sign in with Google and select your haverfordsd.net email address
4. Click on the Naviance student icon in your portal

Next: Click on About Me > Resume

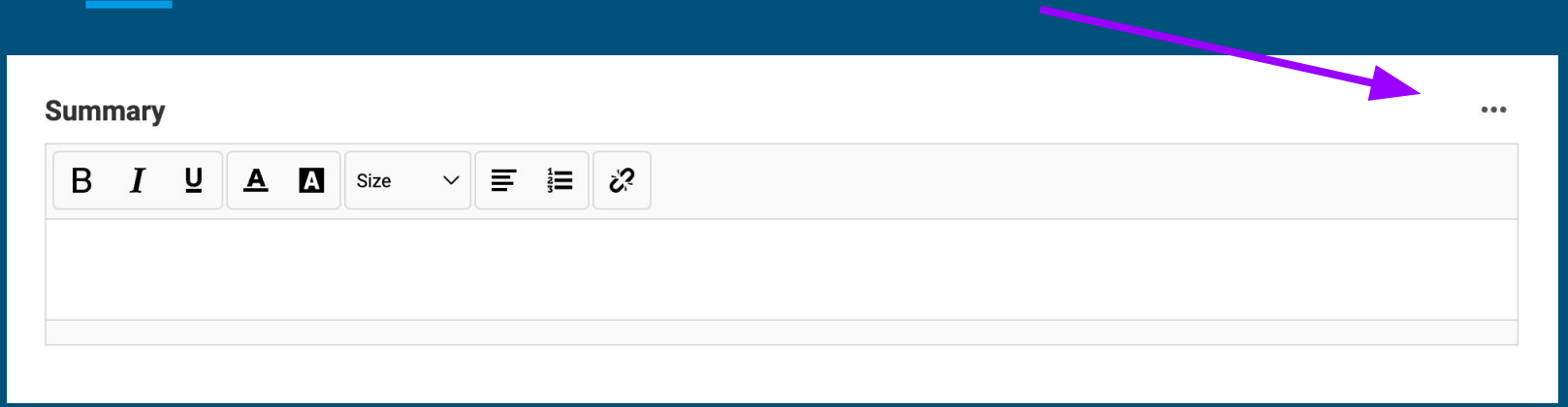


Name



1. Click the pencil to edit your information.
2. Add your personal email address and phone number

Summary > Change name to “Objective”



1. Click on the 3 dots all the way to the left
2. Select “Rename”
3. Type “Objective” into the box and save.

Objective - provides the purpose of your resume

Objective

To apply for summer employment.

Objective

To obtain a summer internship.

Objective

To apply for college admission and attend a four-year institution.

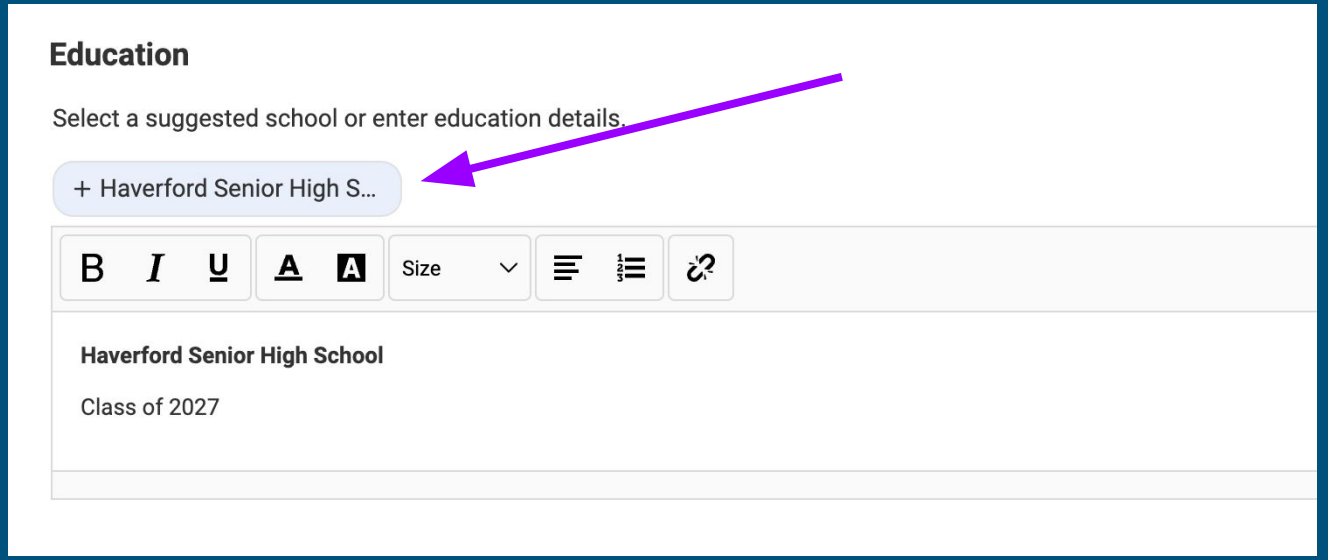
Decide what your potential purpose is for this resume and type it into the box.

Education



Scroll down to the education section - click on the three dots and click move up (ignore the Capabilities section for now)

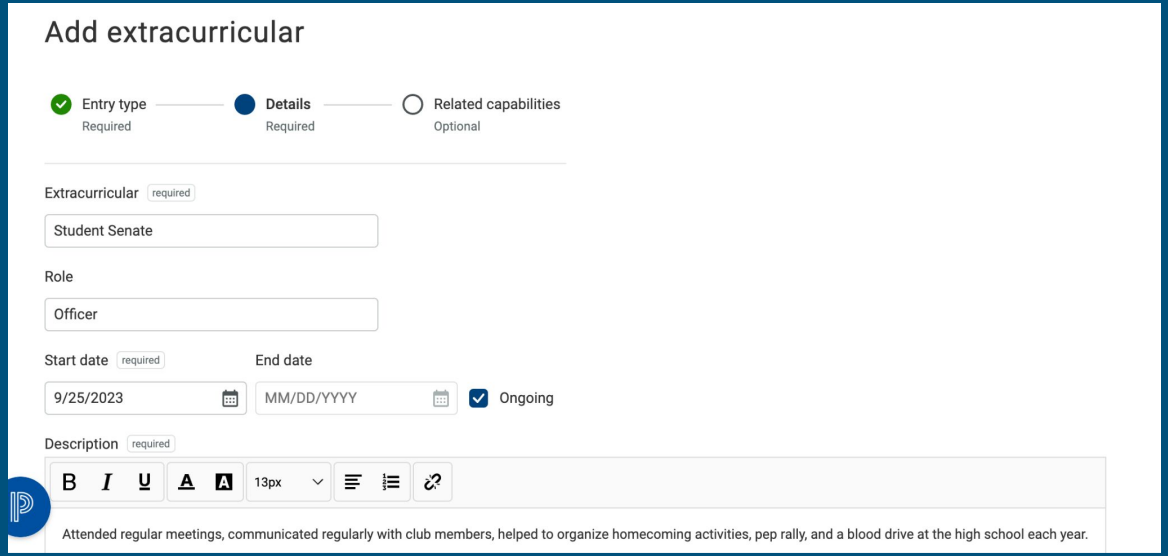
Education



- Click the + sign to add your info about HHS
- You can add your GPA if you know it

Work Experience, Extracurriculars, & Achievements or Certifications

1. Add at least 3 entries total to any of these sections.
2. Provide details about the activity and what you did or accomplished.
3. After you have entered the information about your activity, click the next button.



Examples:

Awards/Certificates

Honor Roll
September 2016
Grades 6,7,8,9,10

Skills/Academic Achievements

CPR Certified
September 2022

Work Experience

Jan 2022 - Present
CVS Cashier
Eagle Road
CVS Pharmacy
Grades 9,10
12 Hrs/Week - responsible for stocking shelves

Work Experience

June 2021 - Present
Mowing lawns and shoveling snow
5-10 clients per season

Extracurricular Activities

Sep 2021 - Present
HHS Orchestra
Grades 9,10
5 Hrs/Week - viola section leader, private lessons since second grade

Extracurricular Activities

Sep 2021 - Present
FBLA
Grades 9,10
2-5 Hrs/Week - meetings, studying for competitions, qualified for districts 2022

Athletic Achievement

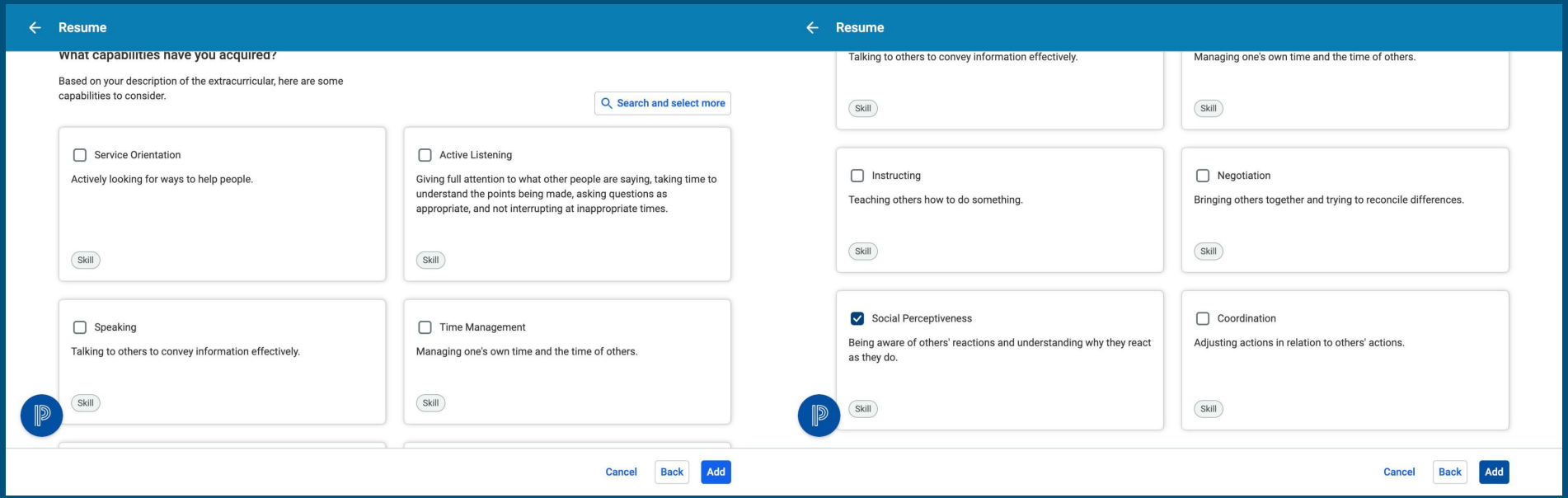
Sep 2021 - Present
HHS Tennis Team
Grades 9,10
Total Hours: 45

Volunteer Service

Volunteer Coach
Special Olympics, Ridley, Pennsylvania
February, 2022 - Present
3 hours/week
Grade 9

Capabilities

Add any capabilities that you have acquired as a result of your experience. Check the box and then click Add.



Once you have completed all of your entries, Save and Download your resume in Naviance.

How to Save & Download

1. Click the save button.



2. Click the download button.



3. Click the blue download button and your resume should be saved to your downloads on your chromebook.