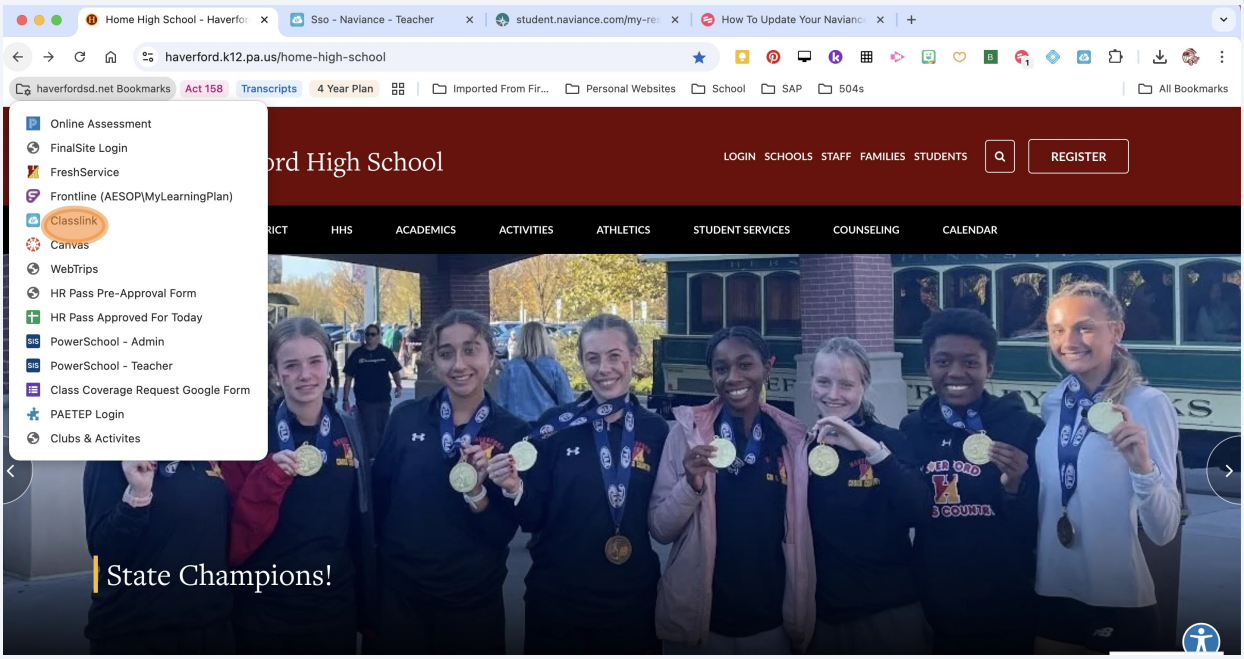
How To Create or Update Your Naviance Resume Step-By-Step

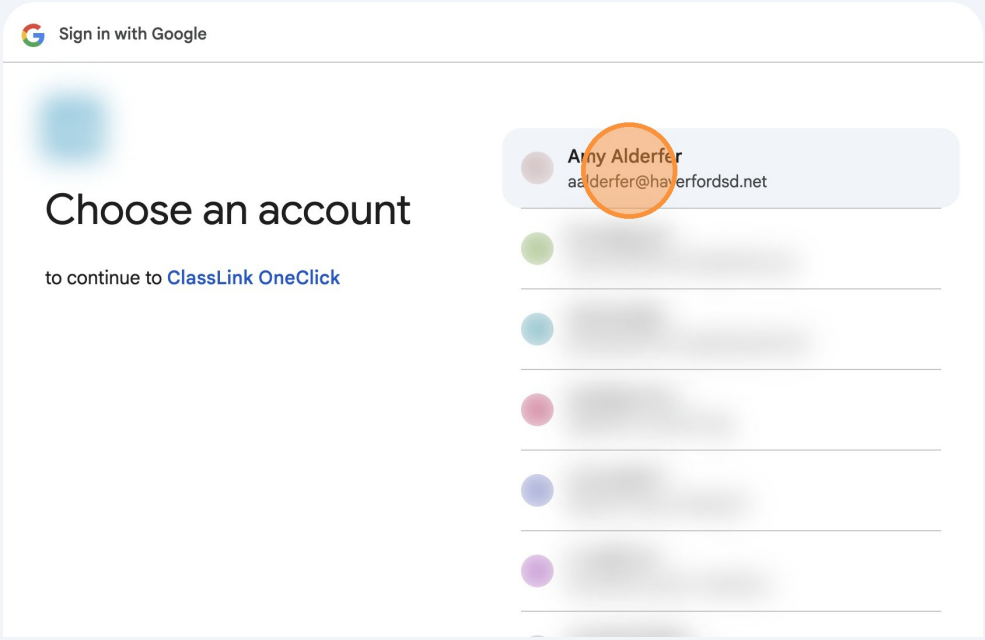
1 Click "Classlink" from the Haverfordsd.net bookmarks or go to https://launchpad.classlink.com/haverfordsd



2 Click "Sign in with Google"



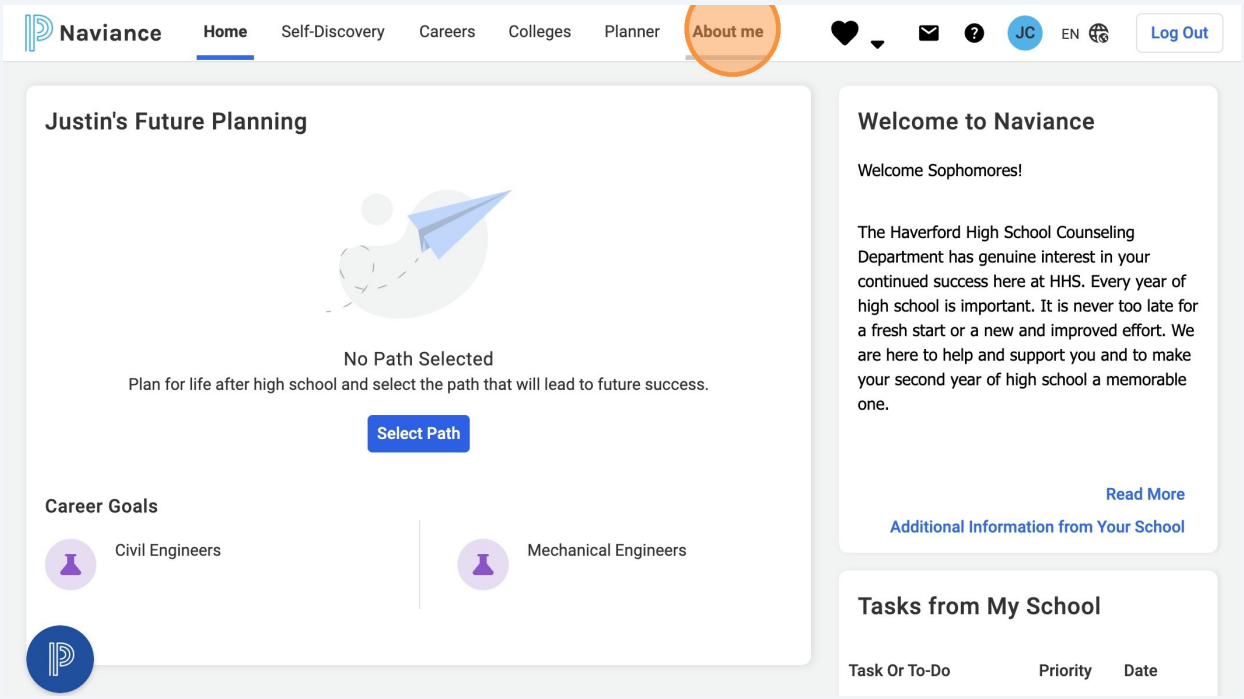
3 Choose your "haverfordsd.net" google account.



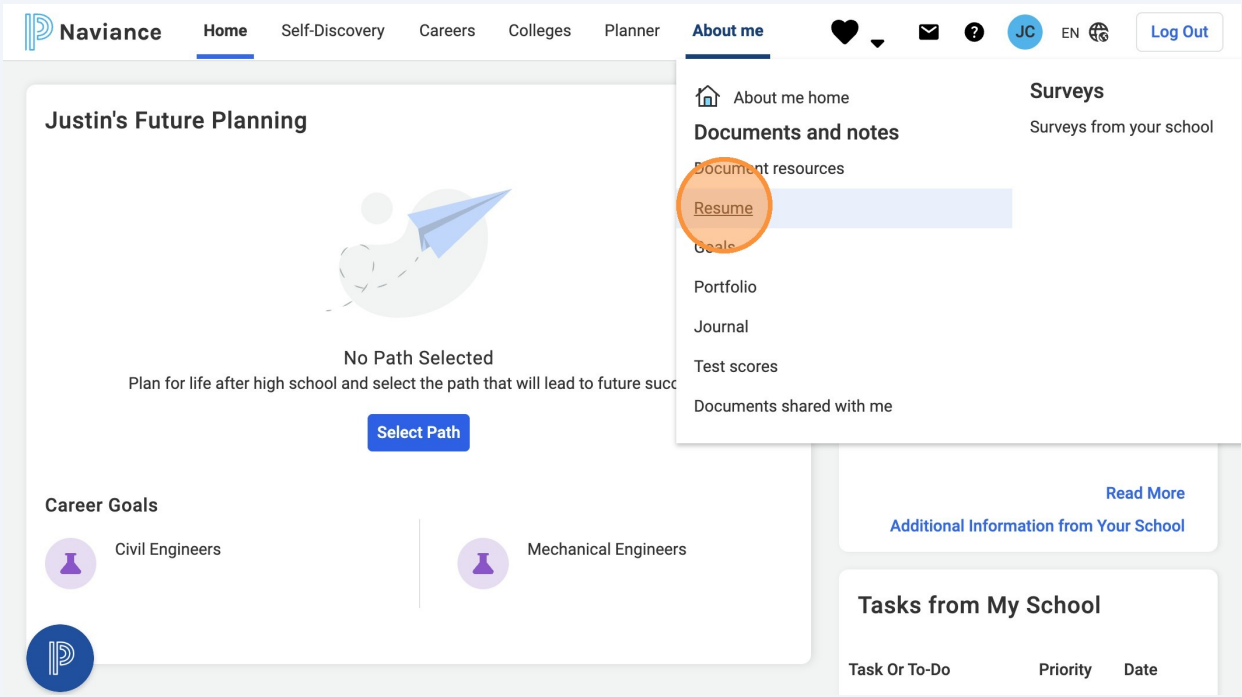
4 Click on the "Naviance Student" icon.



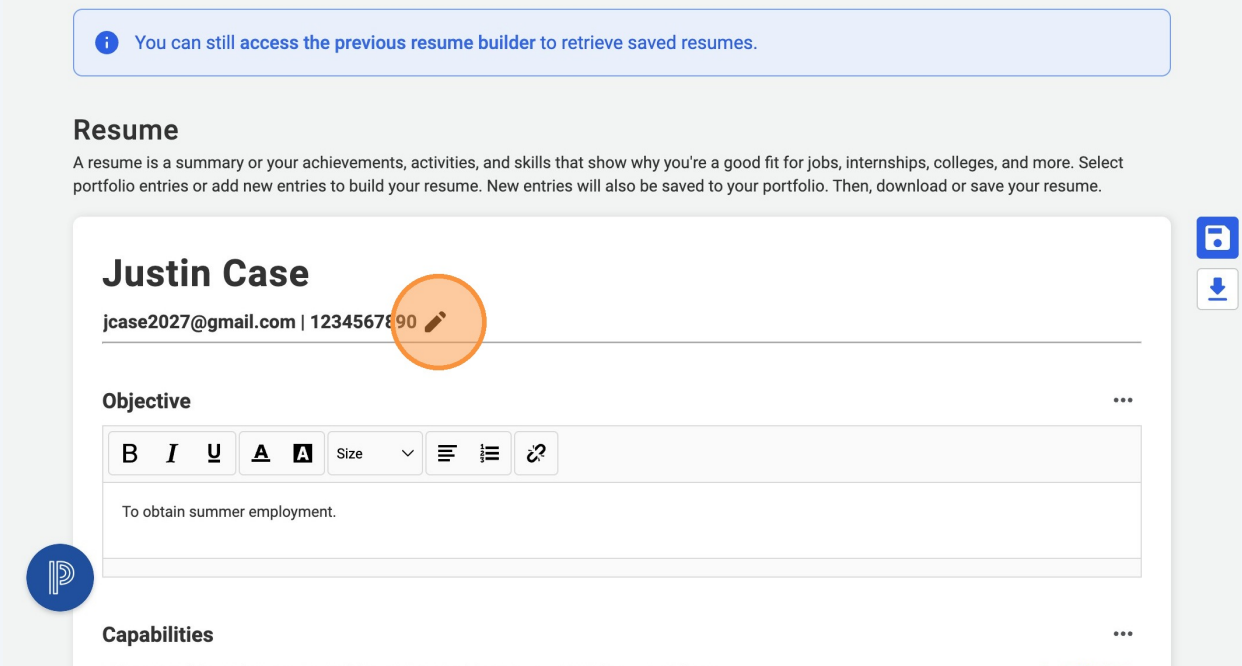
5 On the home page of Naviance, click About Me.



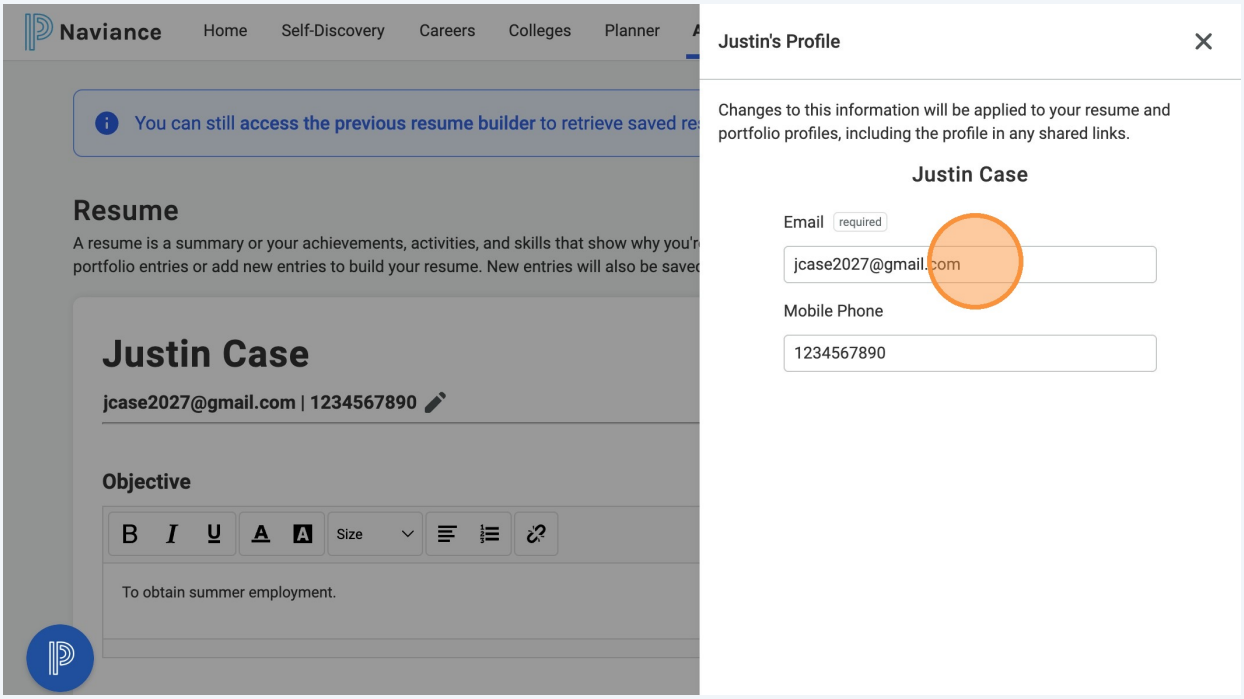
6 Click "Resume"

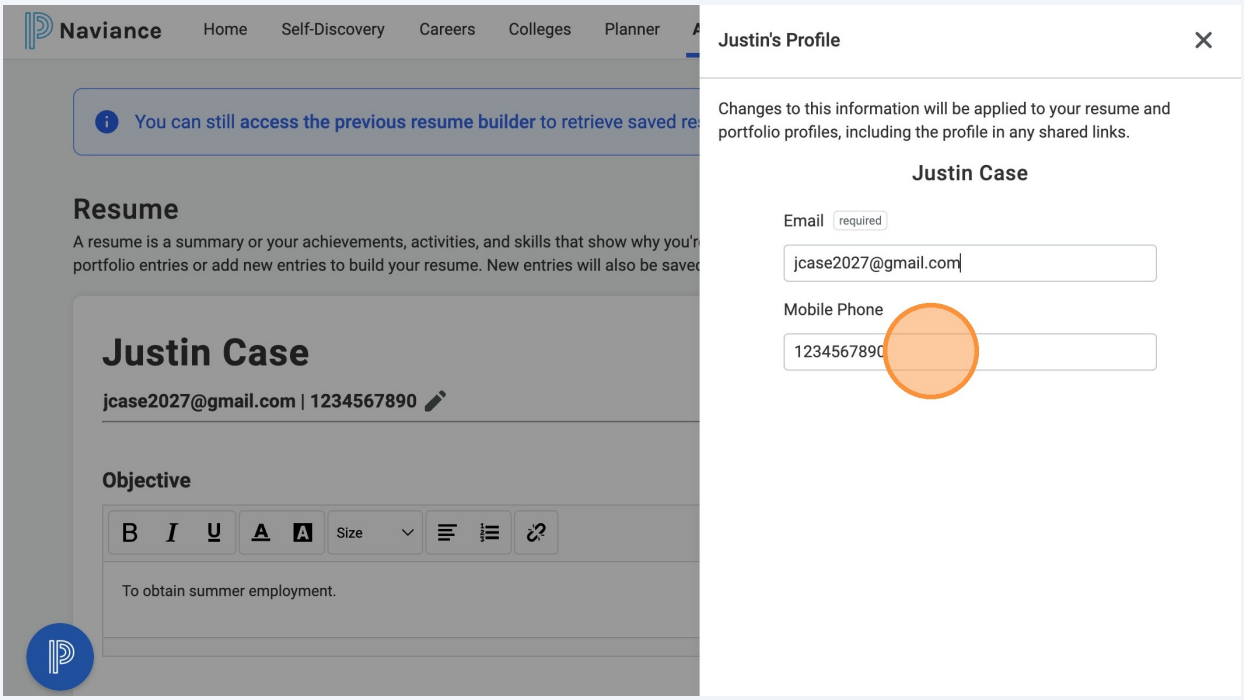


7 Once you are in the Resume Builder, click on the pencil icon under your name to edit your personal information.

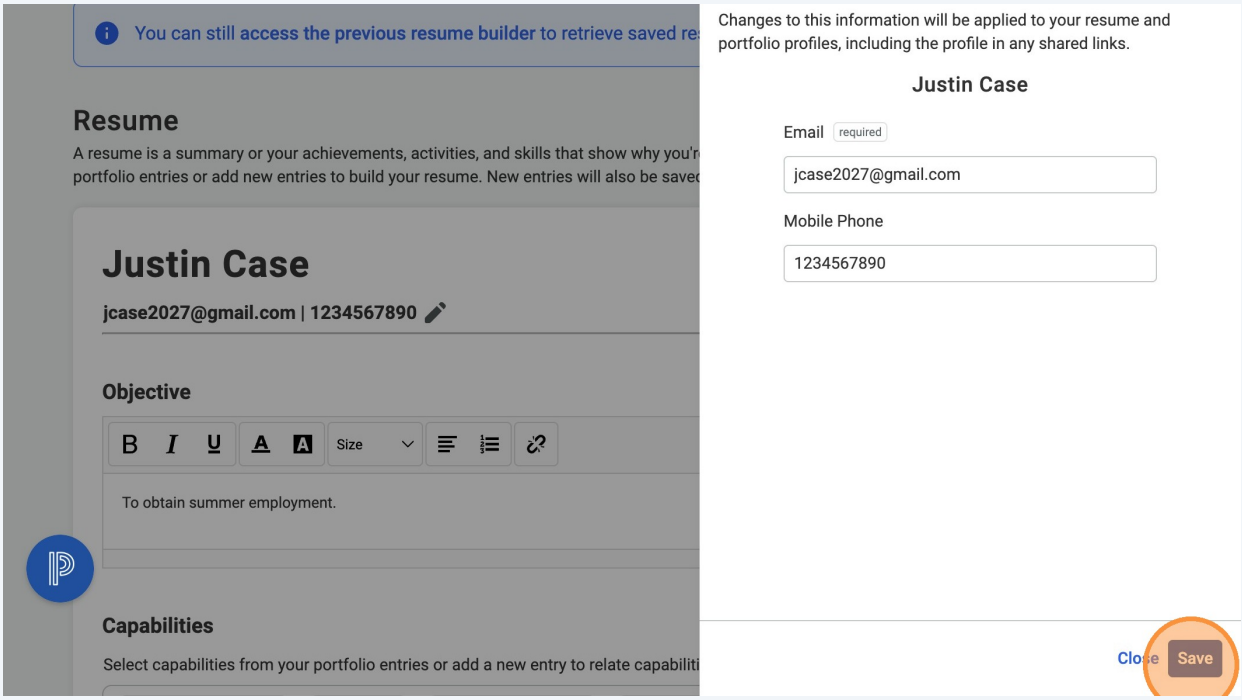


8 Click the "Email" field and enter your personal email.
Click the "Mobile Phone" field and add your cell phone number.

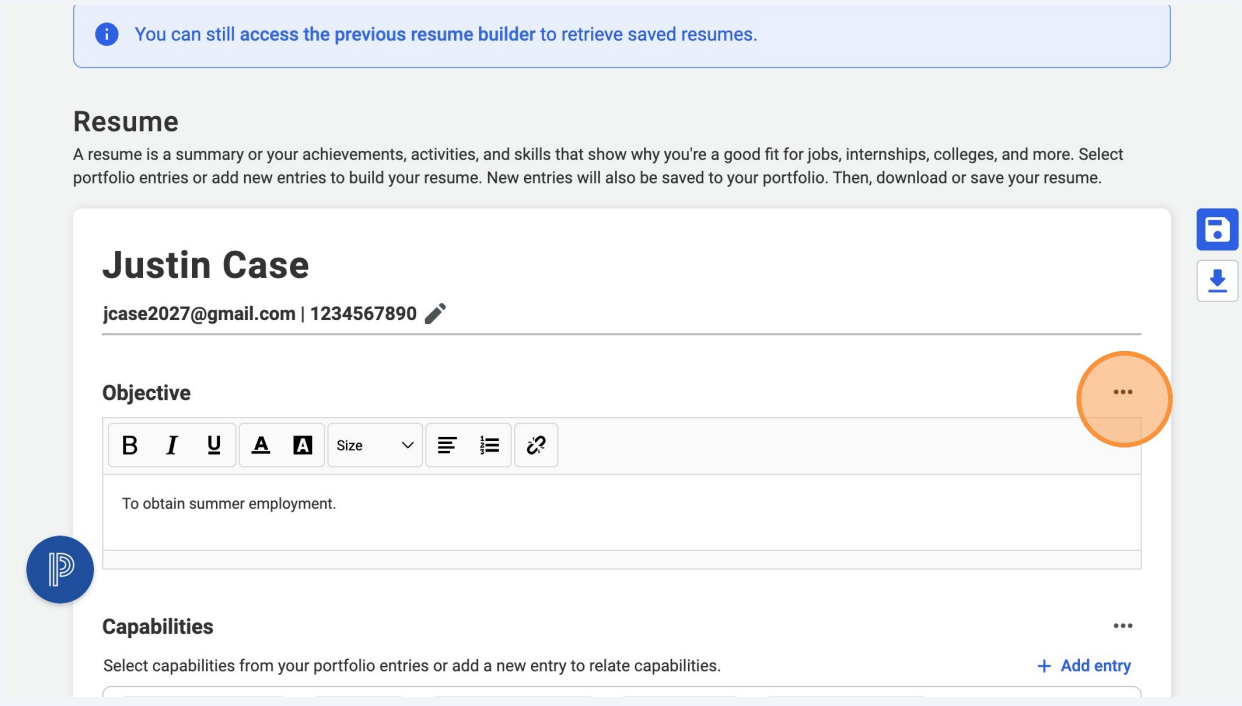


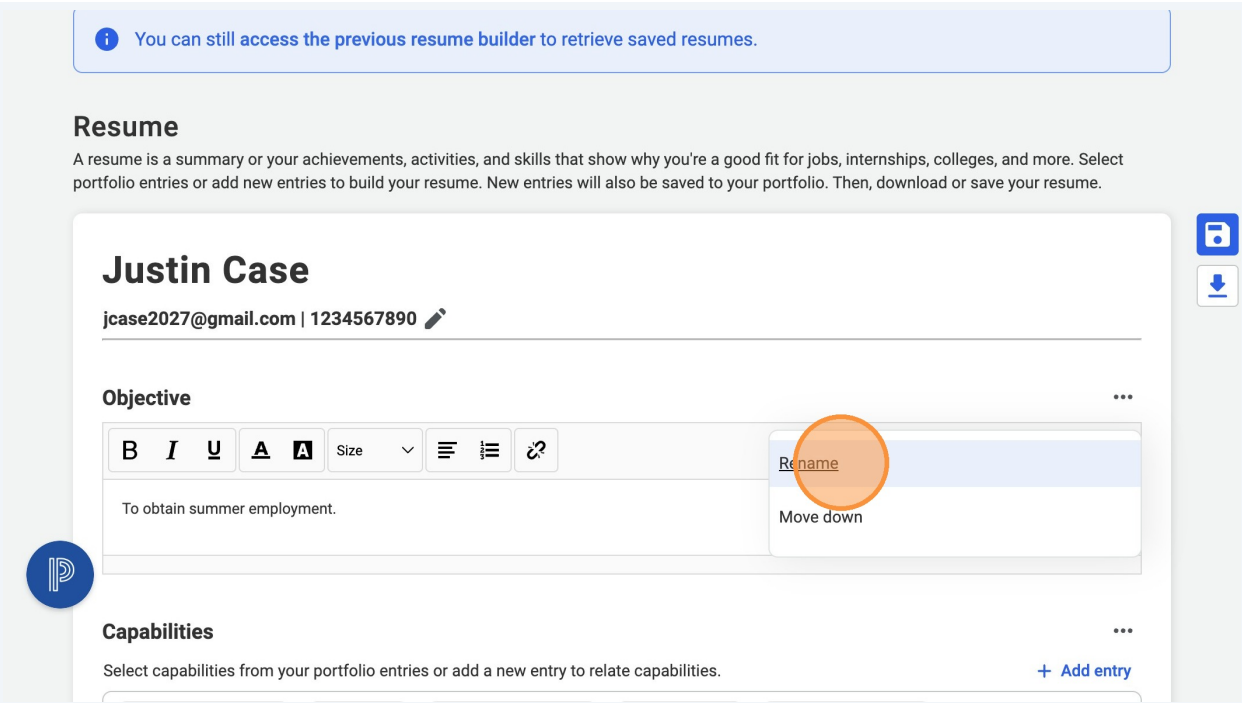


9 Click "Save"

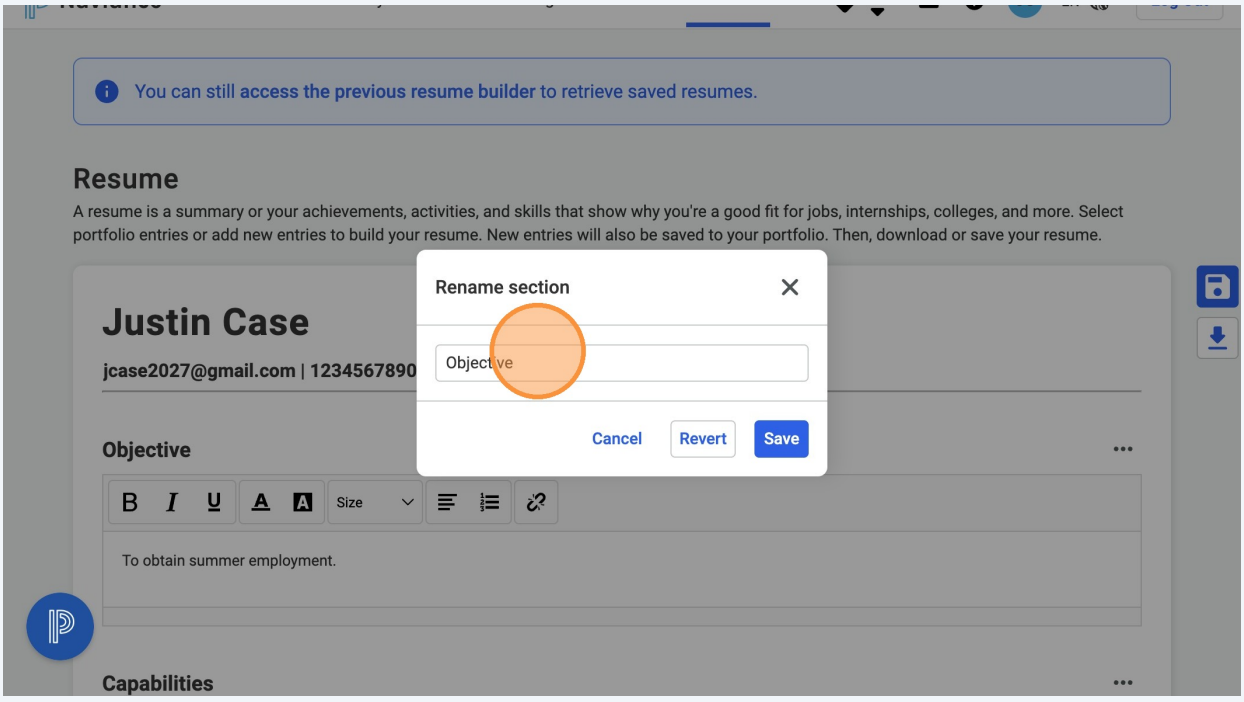


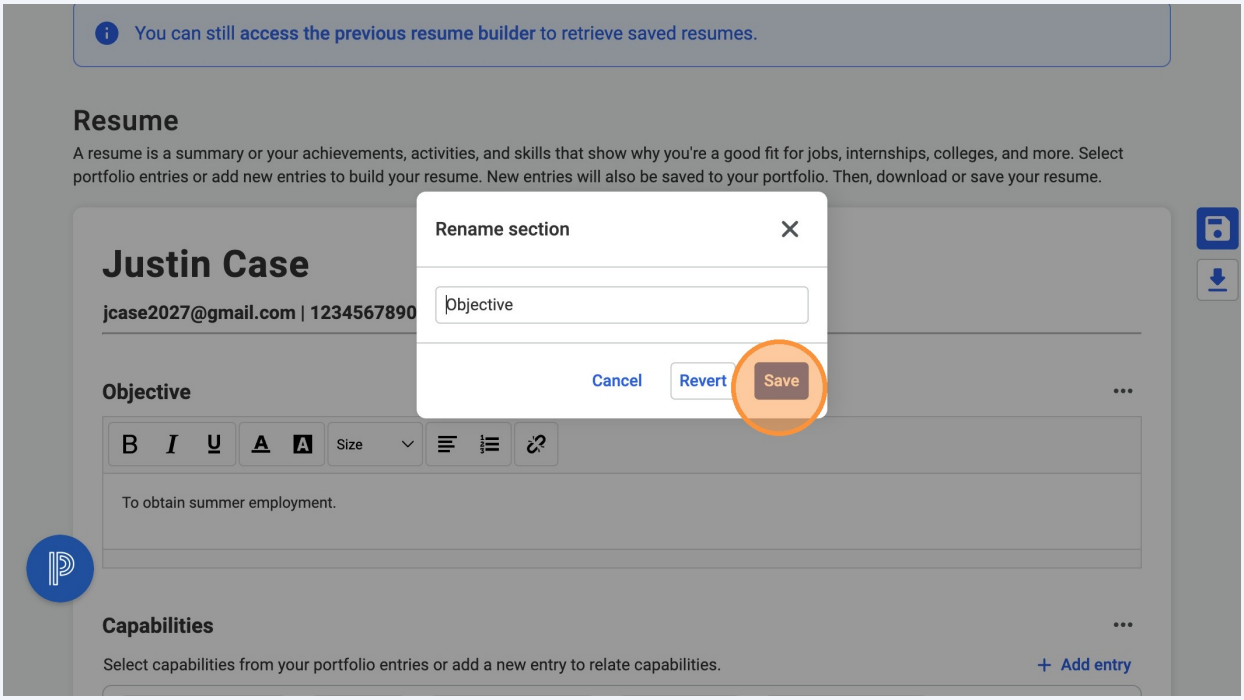
10 Next, click the three dots to edit the name of this field. You will change it from Summary to Objective.
Click rename.





11 Type "Objective" into this field.
Click "Save"





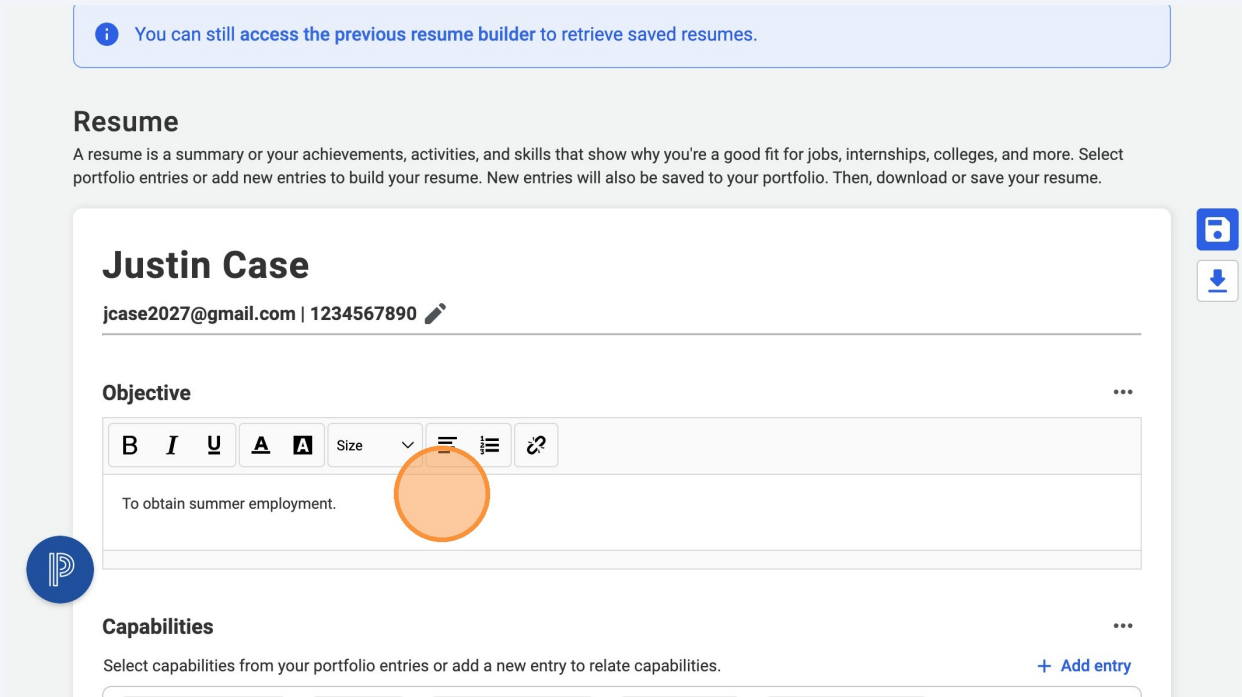
12 The objective provides the purpose of your resume. Some examples are:

To obtain summer employment.

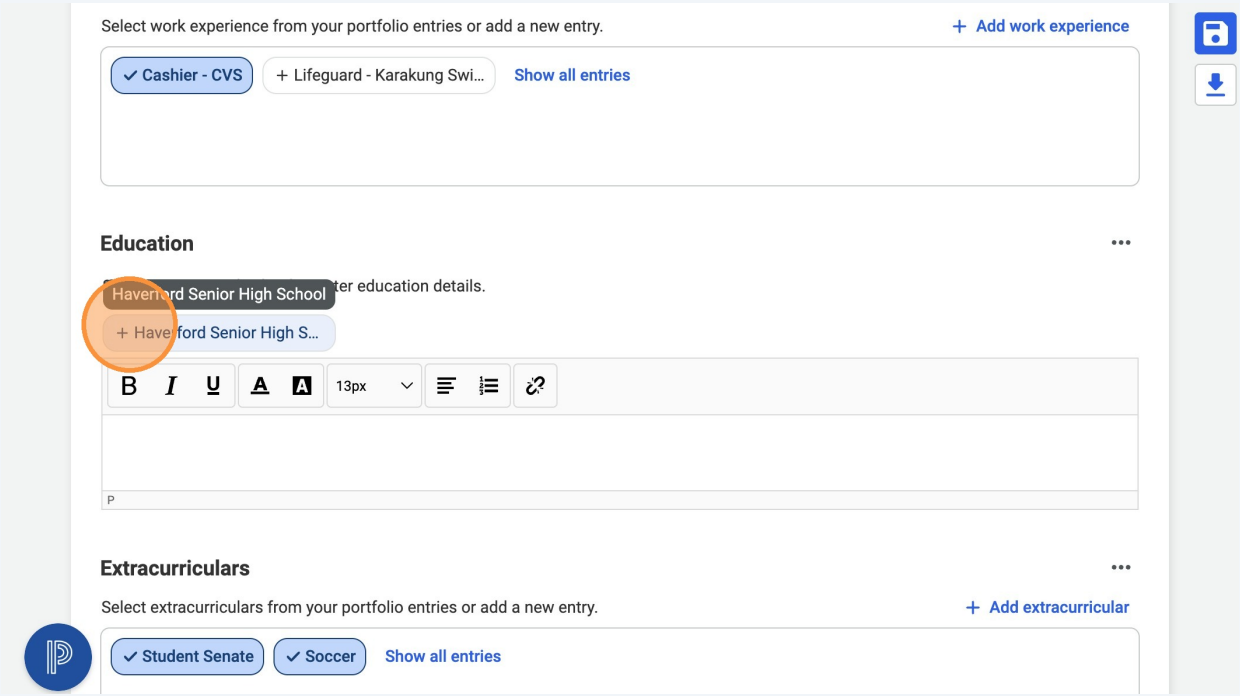
To obtain a summer internship.

To apply for college admission.

Enter one of these into the space provided or write your own objective.

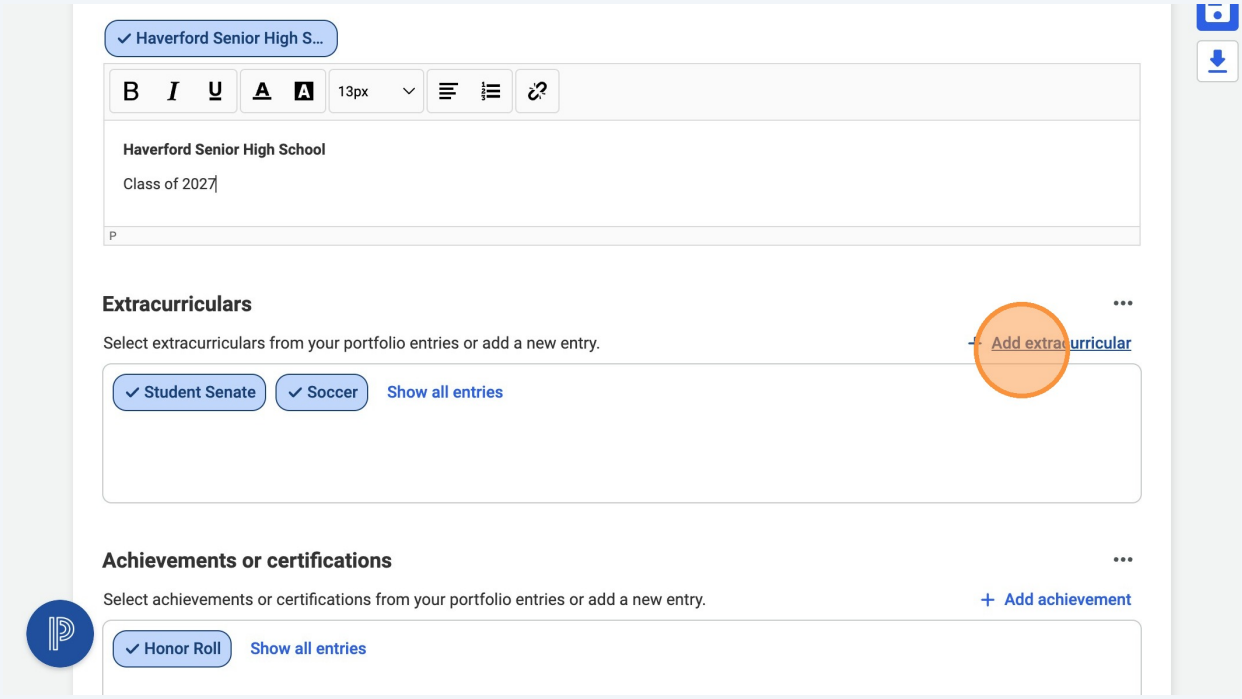


13 Move to the Education section and click the + sign next to "Haverford Senior High School."

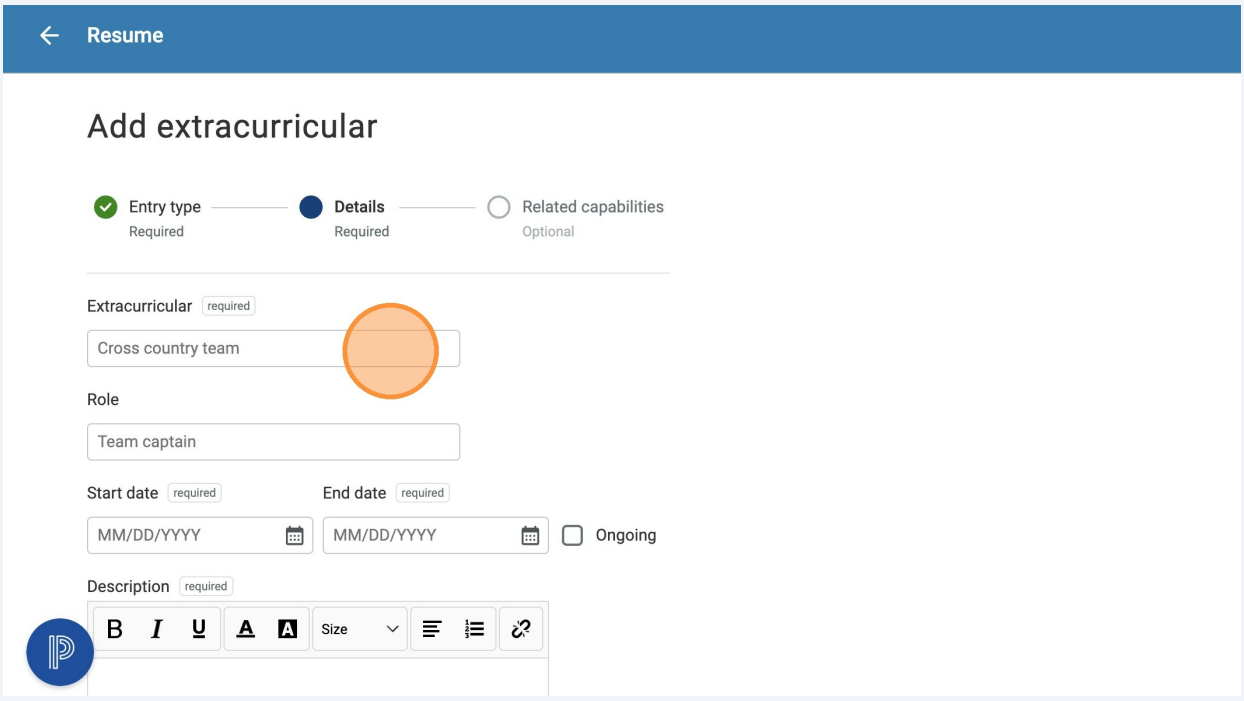


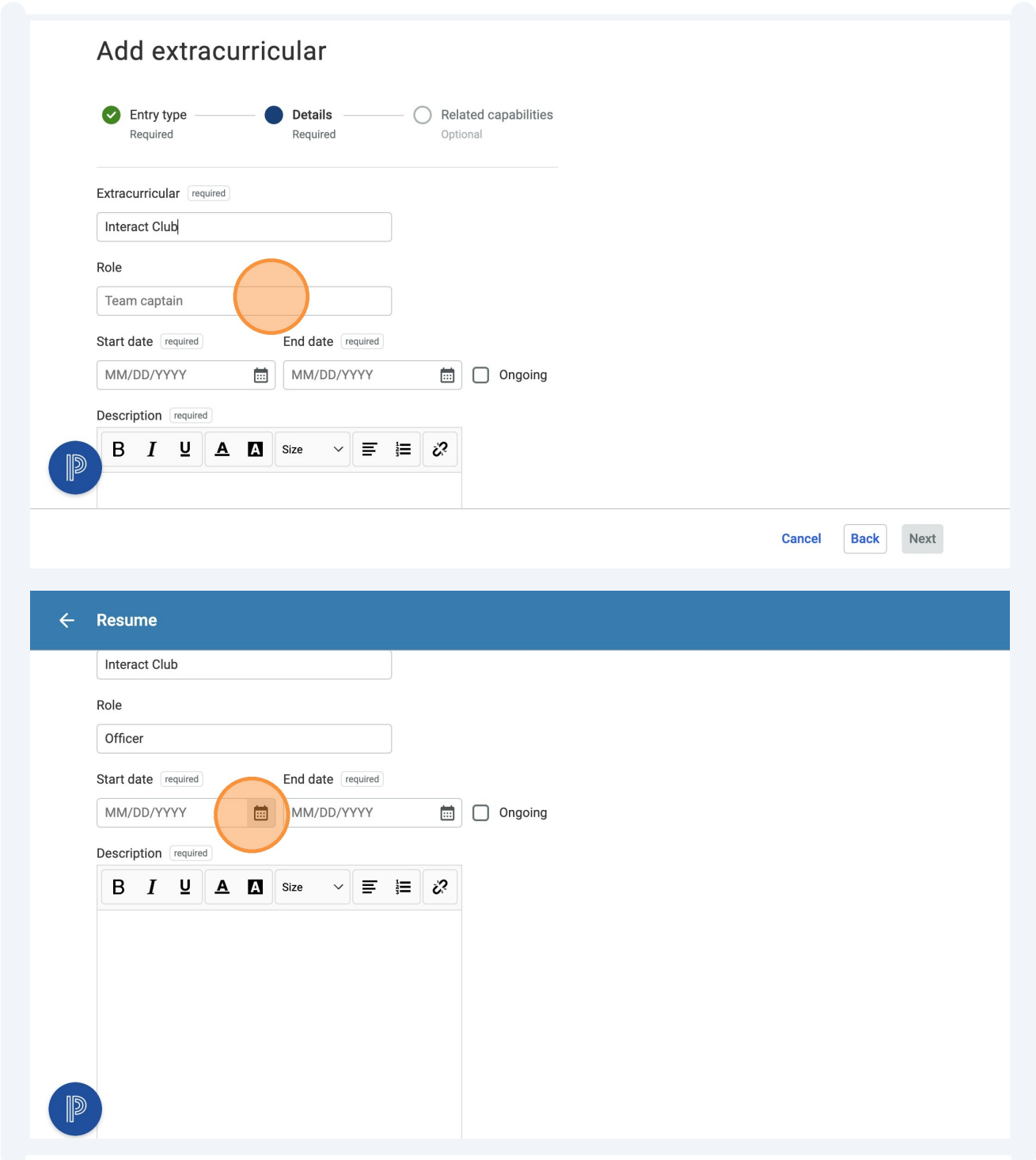
14 Next you will add to the Extracurricular, Work Experience and Achievements & Certifications sections. Add at least 3 total entries to any of these sections. Provide details about the activity and what you did or accomplished.

15 Click the + sign next to "Add extracurricular"

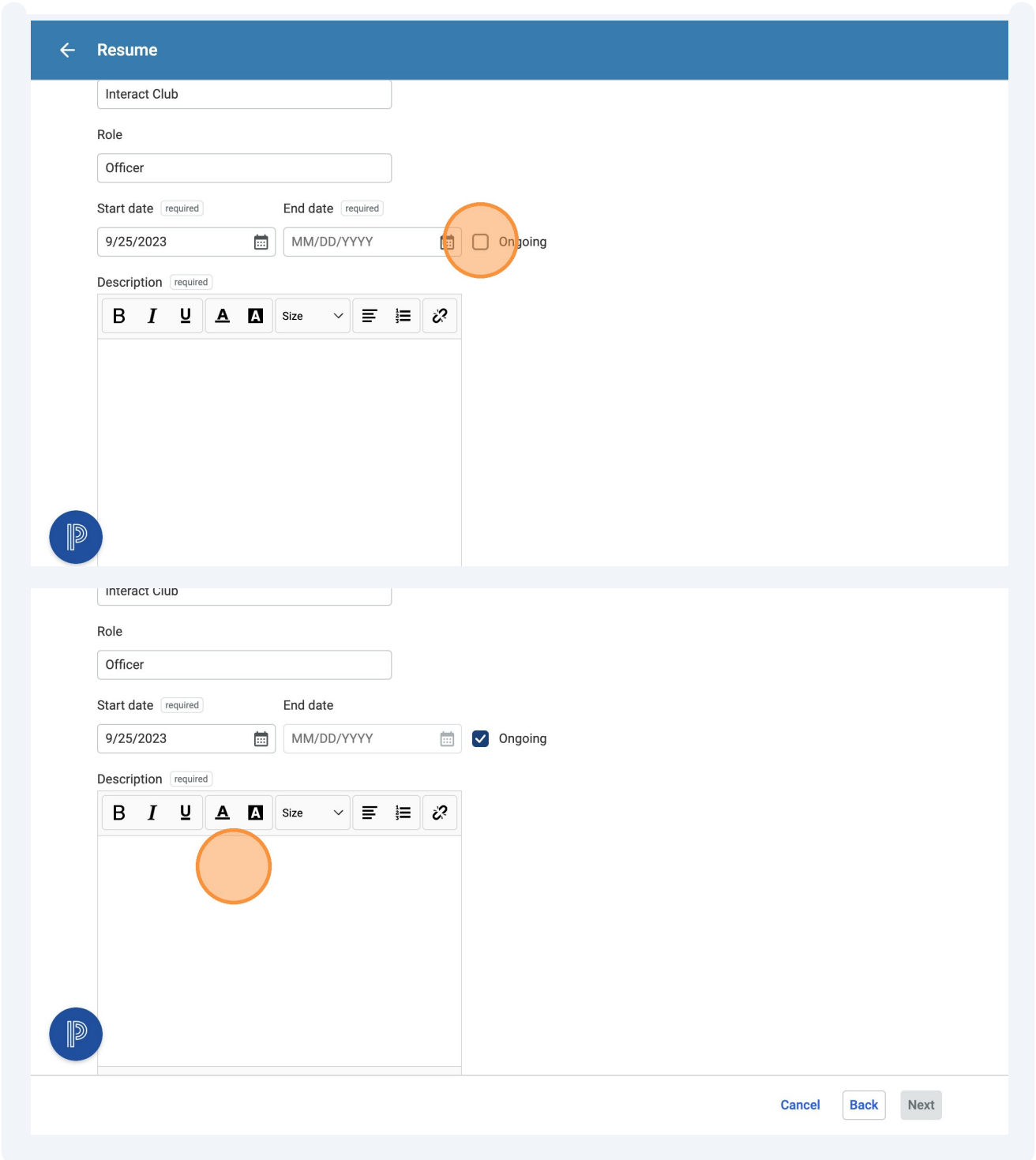


16 Enter the name of your extracurricular activity.
Enter the role that you served in for this activity.
Enter the dates that you participated in this activity. You can guesstimate.
If you still participate then check the box for "Ongoing."
Enter the details about your involvement with the club: What you did, what you accomplished, or events you attended.

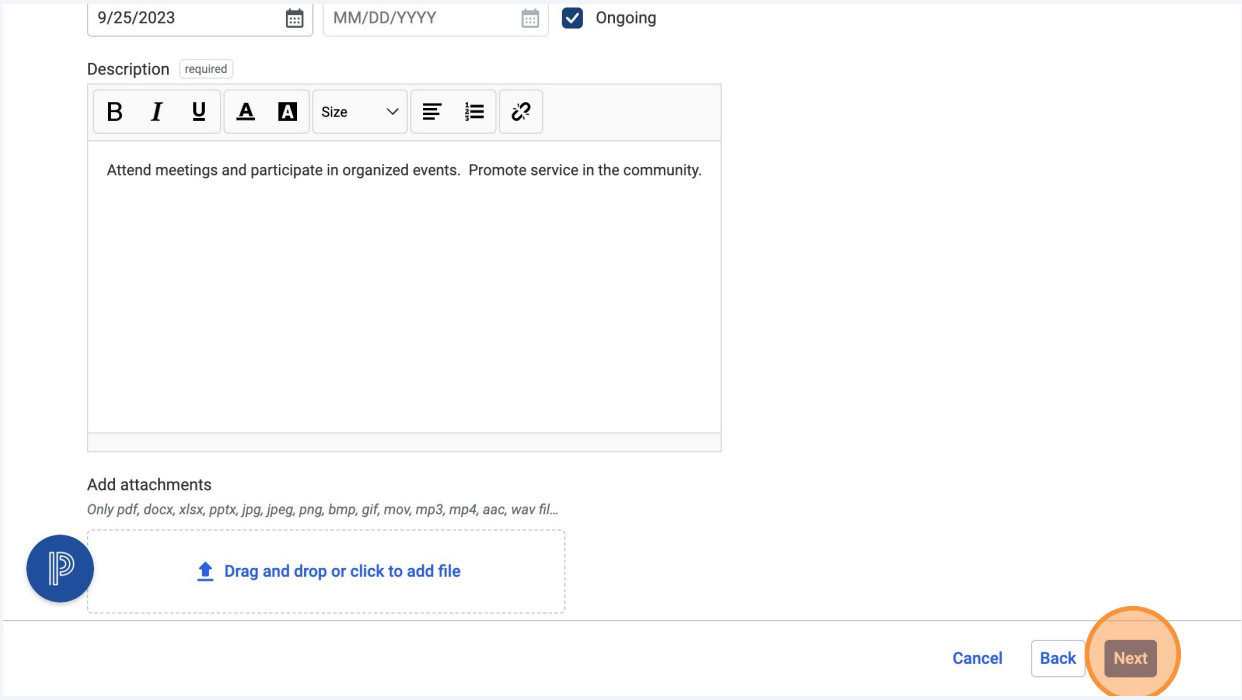



Add extracurricular
Entry type
Required
Details
Required
Related capabilities
Optional
Extracurricular
required
Interact Club
Role
Team captain
Start date
required
End date
required
MM/DD/YYYY
MM/DD/YYYY
Ongoing
Description
required
Size
Cancel
Back
Next

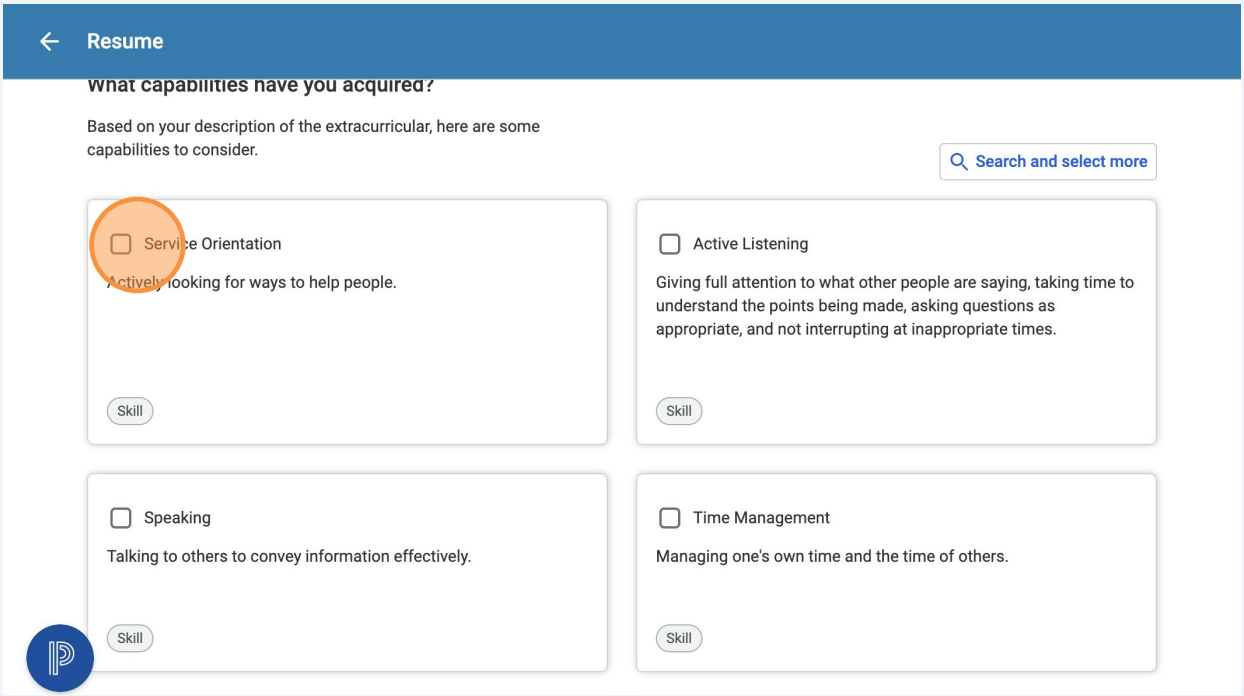
Resume
Interact Club
Role
Officer
Start date
required
End date
required
MM/DD/YYYY
MM/DD/YYYY
Ongoing
Description
required
Size


Resume
Interact Club
Role
Officer
Start date required
End date required
9/25/2023
MM/DD/YYYY
Ongoing
Description required
Size
Interact Club
Role
Officer
Start date required
End date
9/25/2023
MM/DD/YYYY
Ongoing
Description required
Size
Cancel
Back
Next

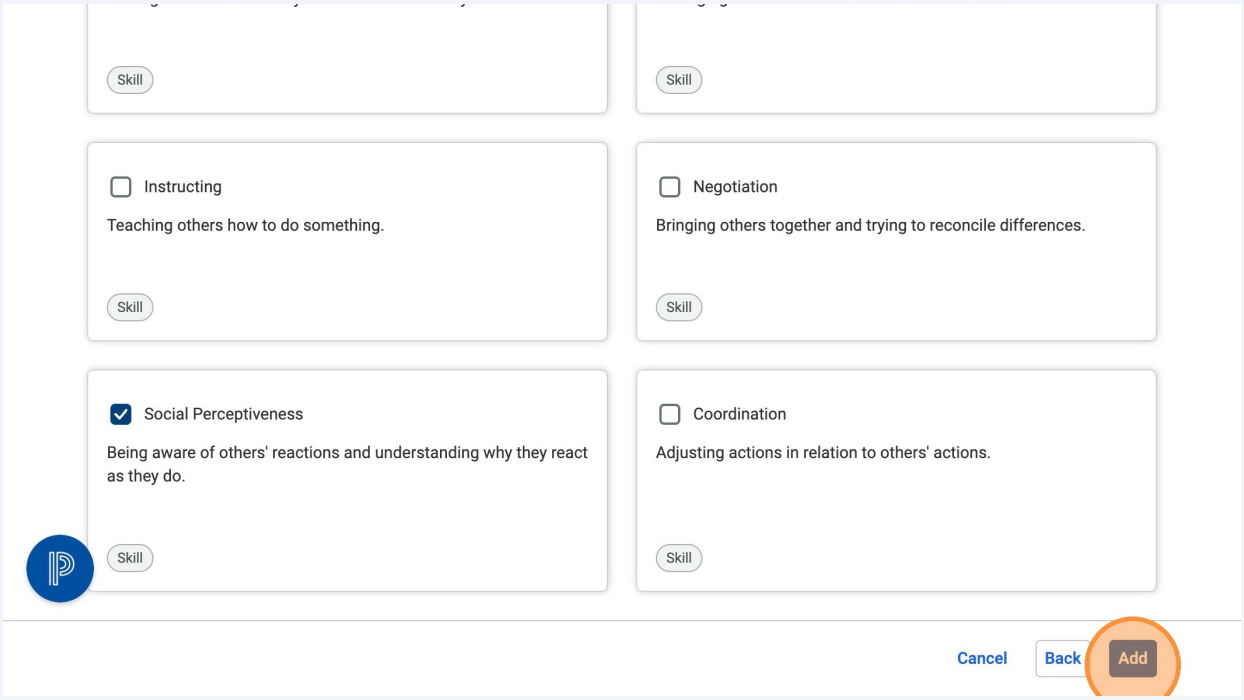
17 Once you are done, click "Next"



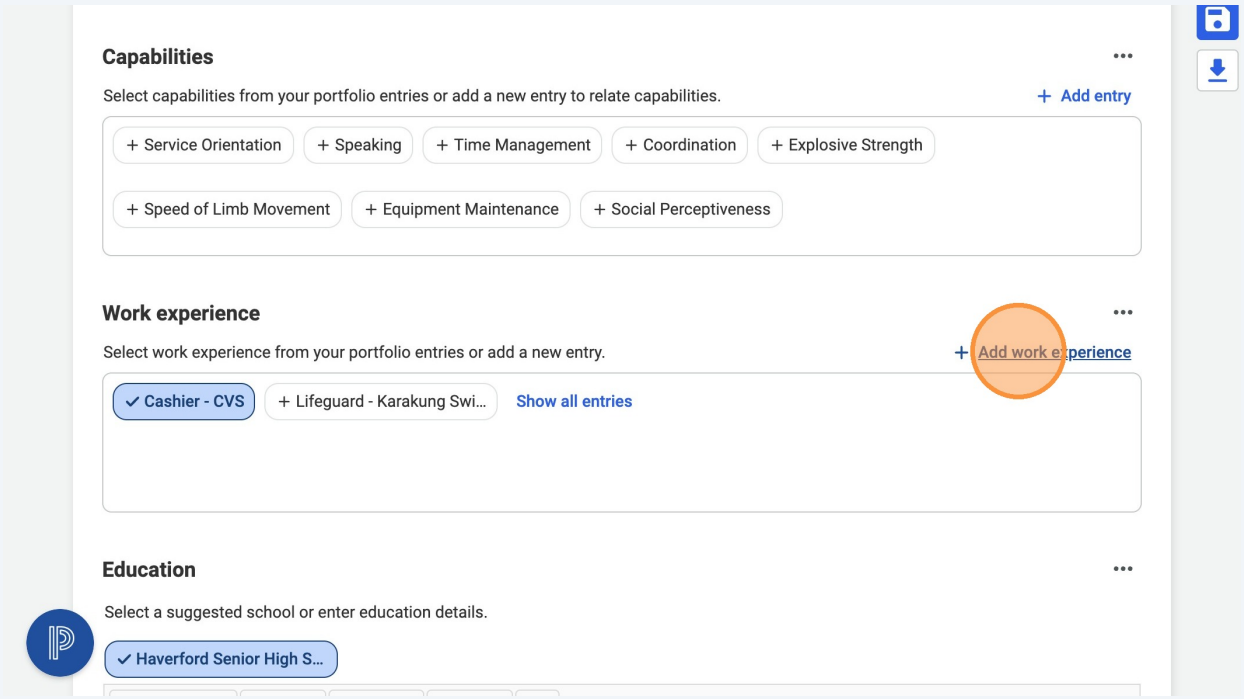
18 Click any capabilities that you think you portrayed or strengthened as a result of your participation in this activity.



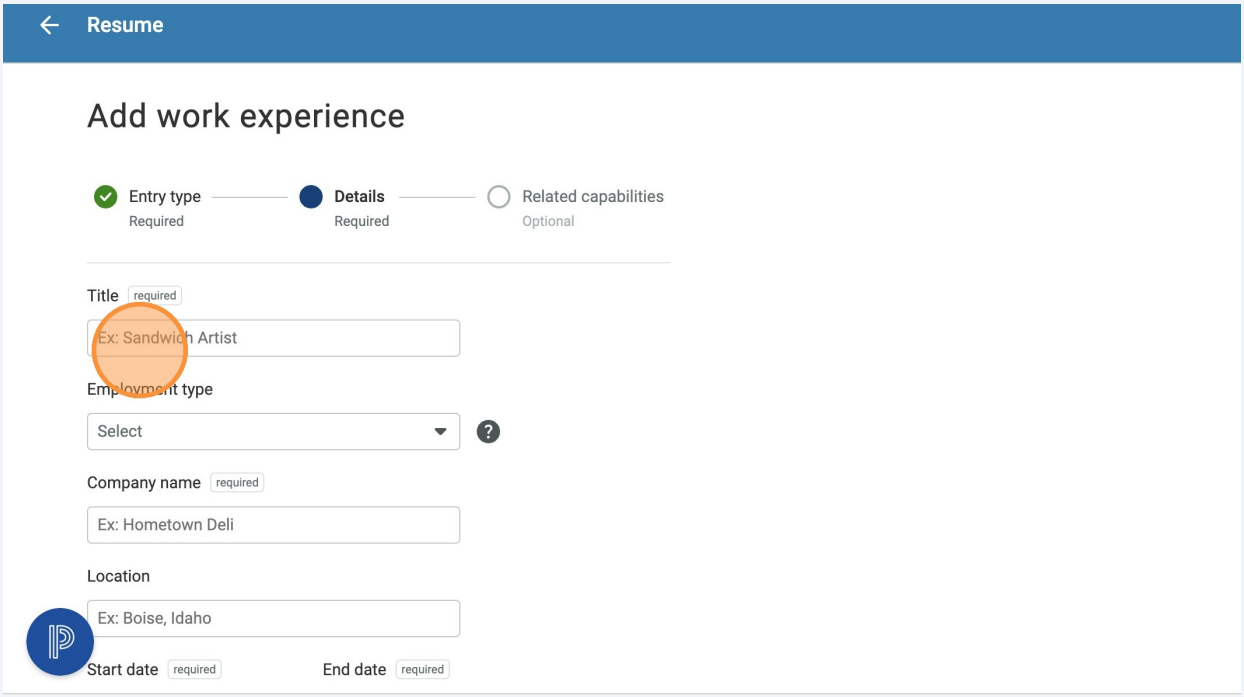
19 Click "Add"

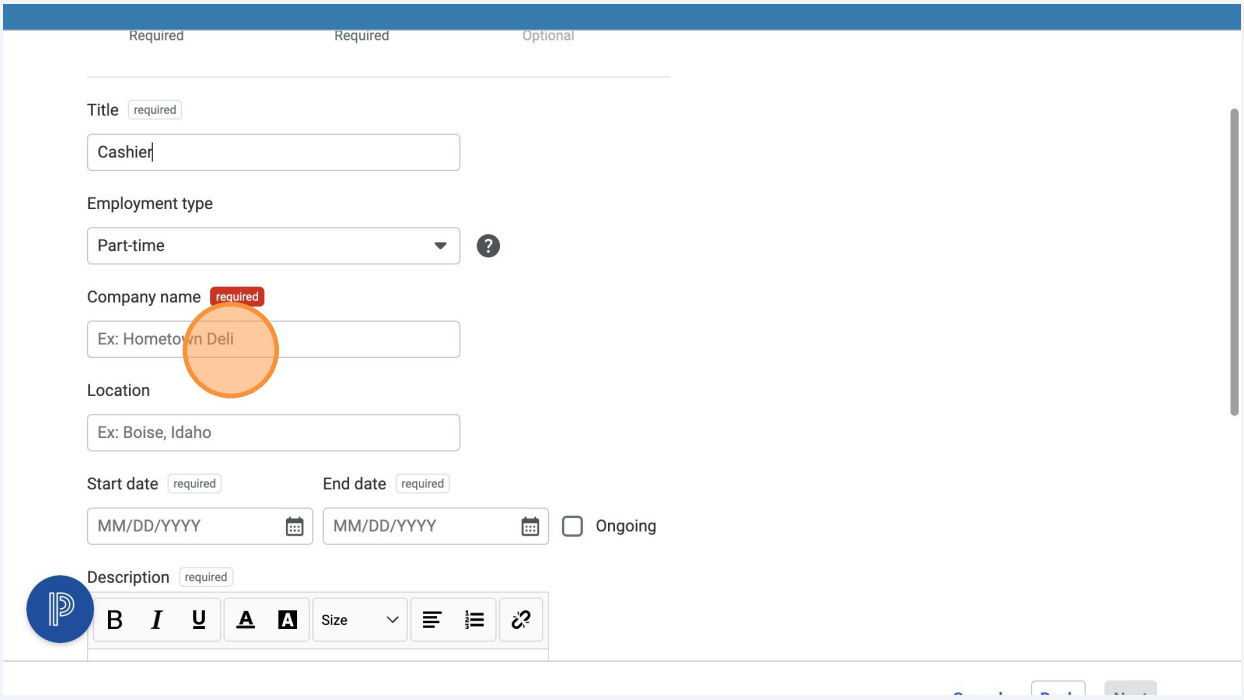


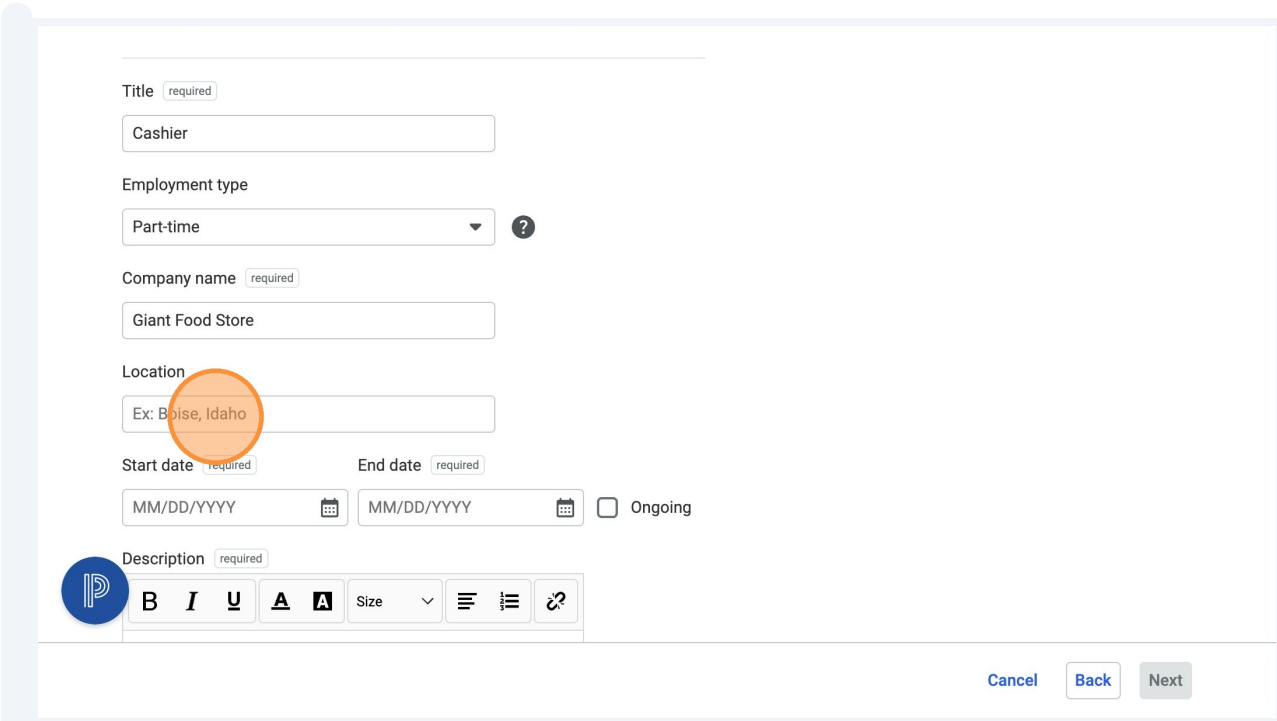
20 If you want to add work experience, click the + sign next to "Add work experience"

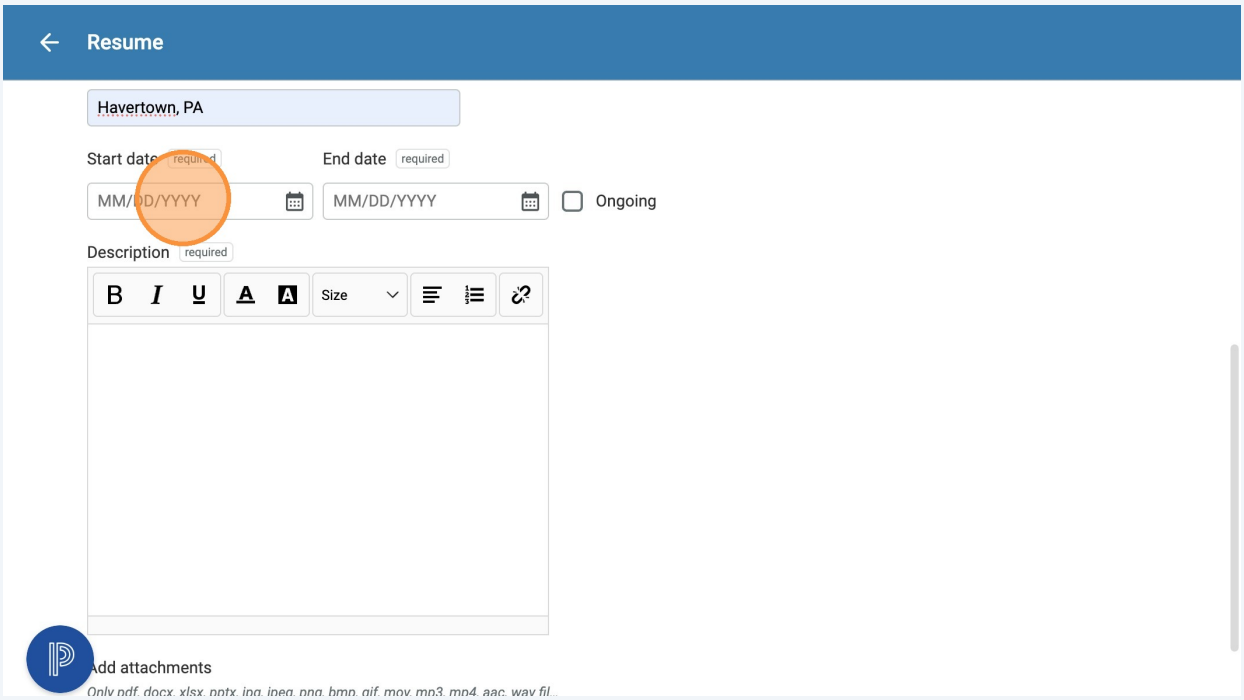


21 Enter your title for the job you held and the employment type. In most cases you will choose "Part-Time."
Enter the name of the company you worked for.
Click the "Location" field and enter the location of your job.
Click the "Start date" field and enter date you started.

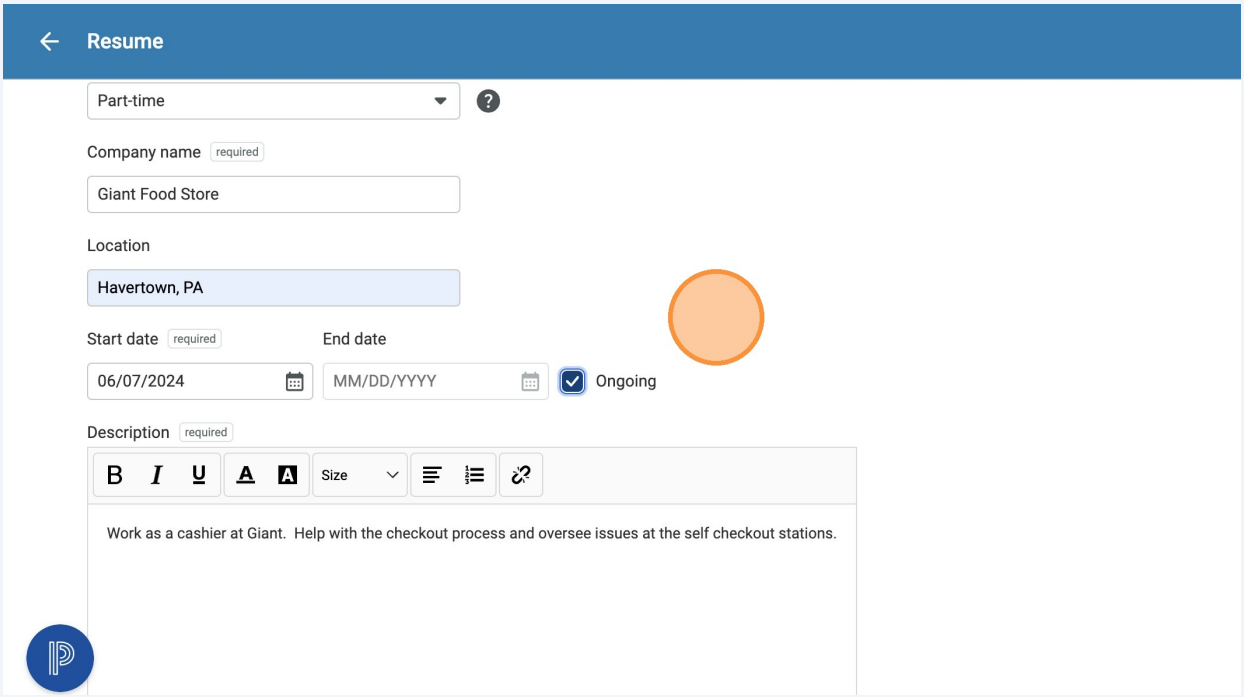




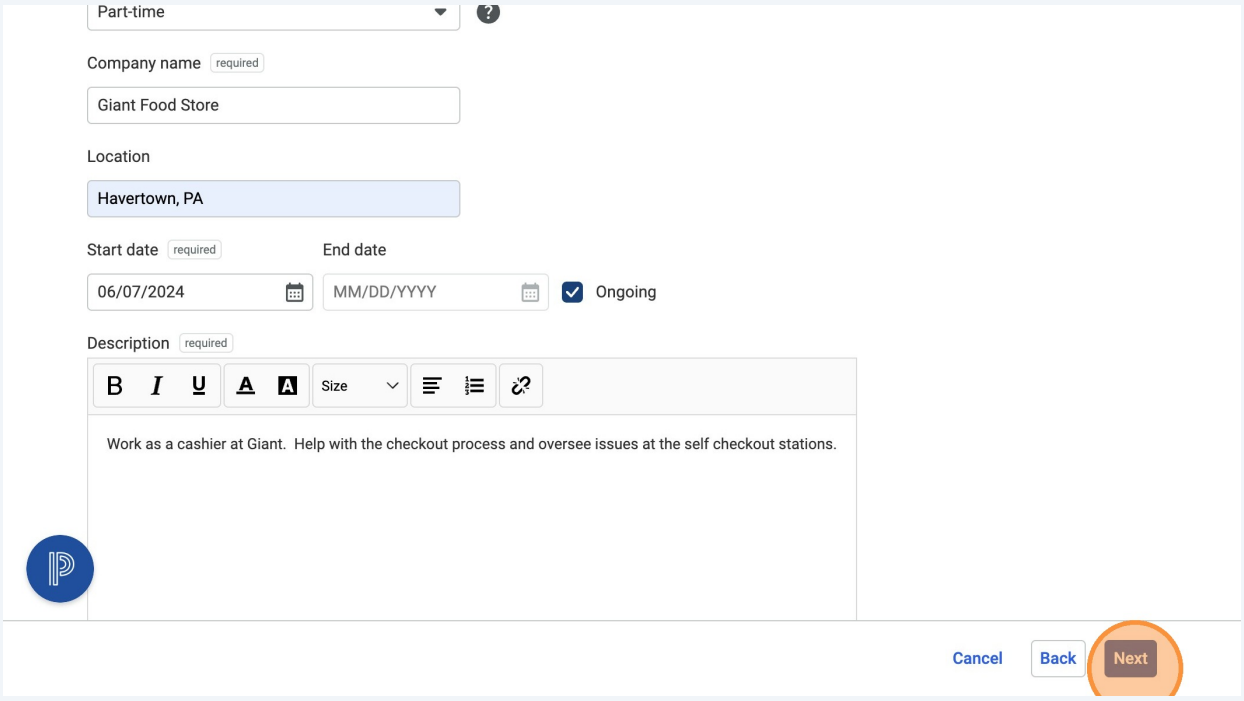

Title required
Cashier
Employment type
Part-time
Company name required
Giant Food Store
Location
Ex: Boise, Idaho
Start date required
End date required
MM/DD/YYYY
MM/DD/YYYY
Ongoing
Description required
Size
Cancel
Back
Next


Resume
Havertown, PA
Start date required
End date required
MM/DD/YYYY
MM/DD/YYYY
Ongoing
Description required
Size
Add attachments

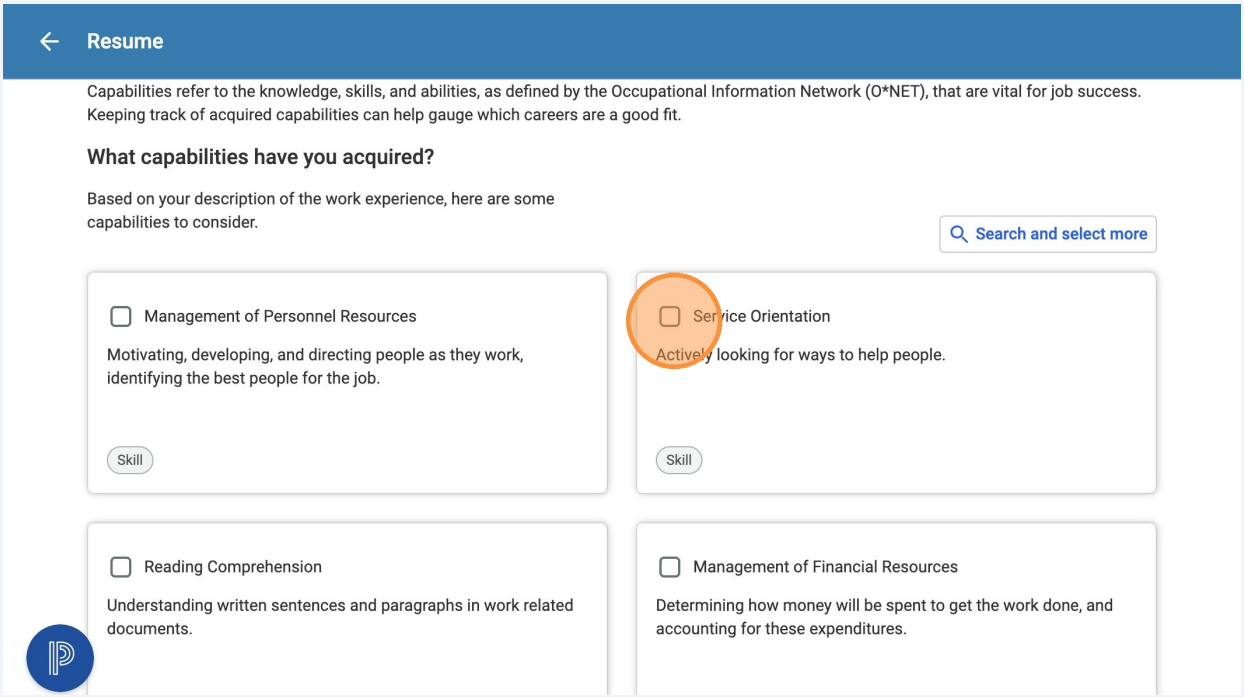
22 Add an end date or click the box "Ongoing" if you still hold the job. Then enter a description of your job and duties.



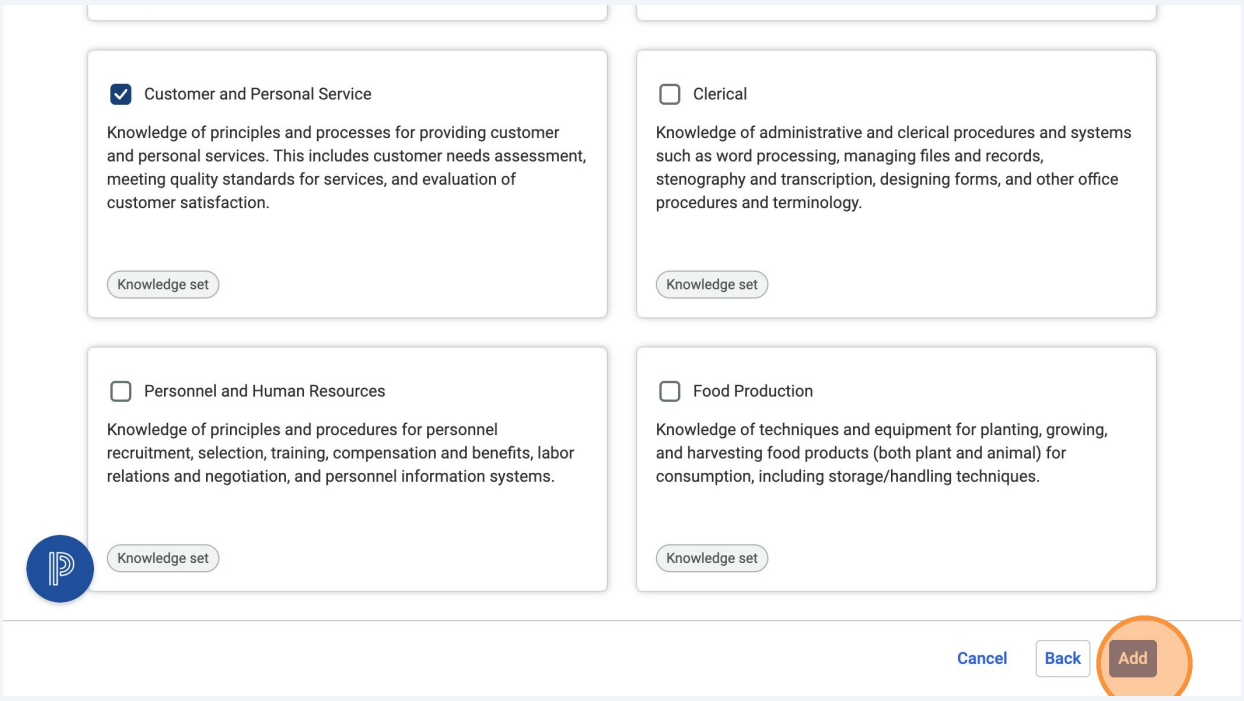
23 Once you are done, click "Next"



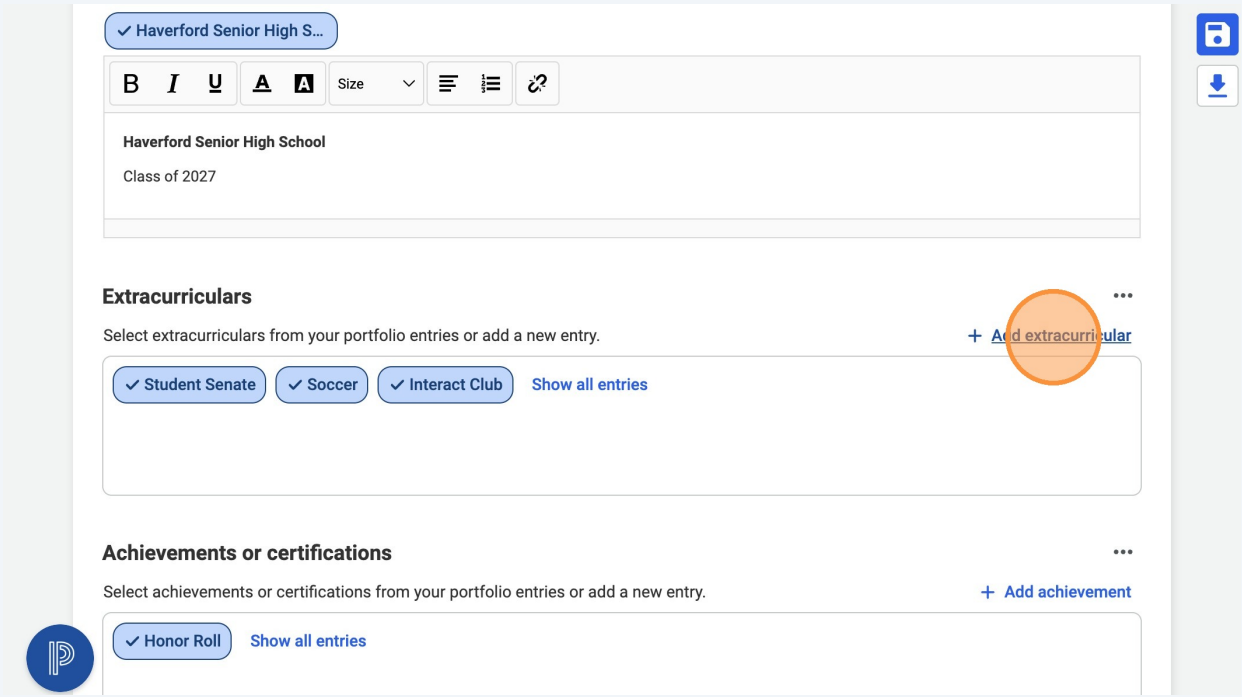
24 Choose an capabilities that you have that help you in this job or you have acquired as a result.



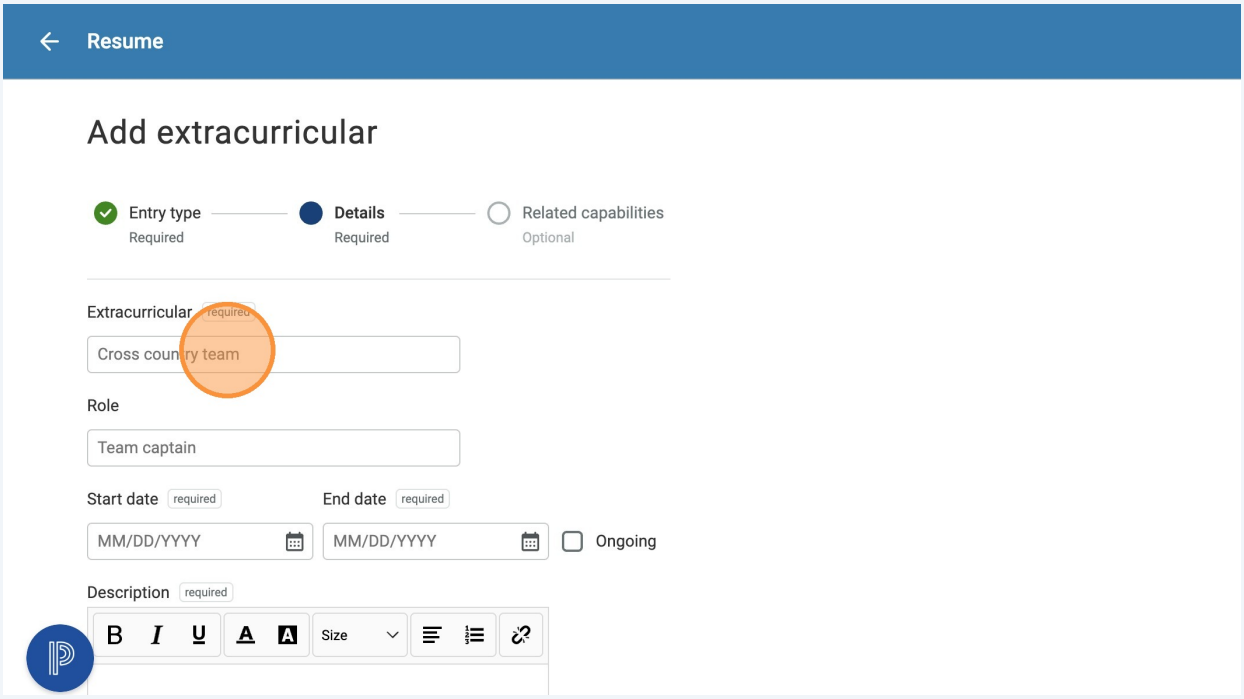
25 Then, click "Add"

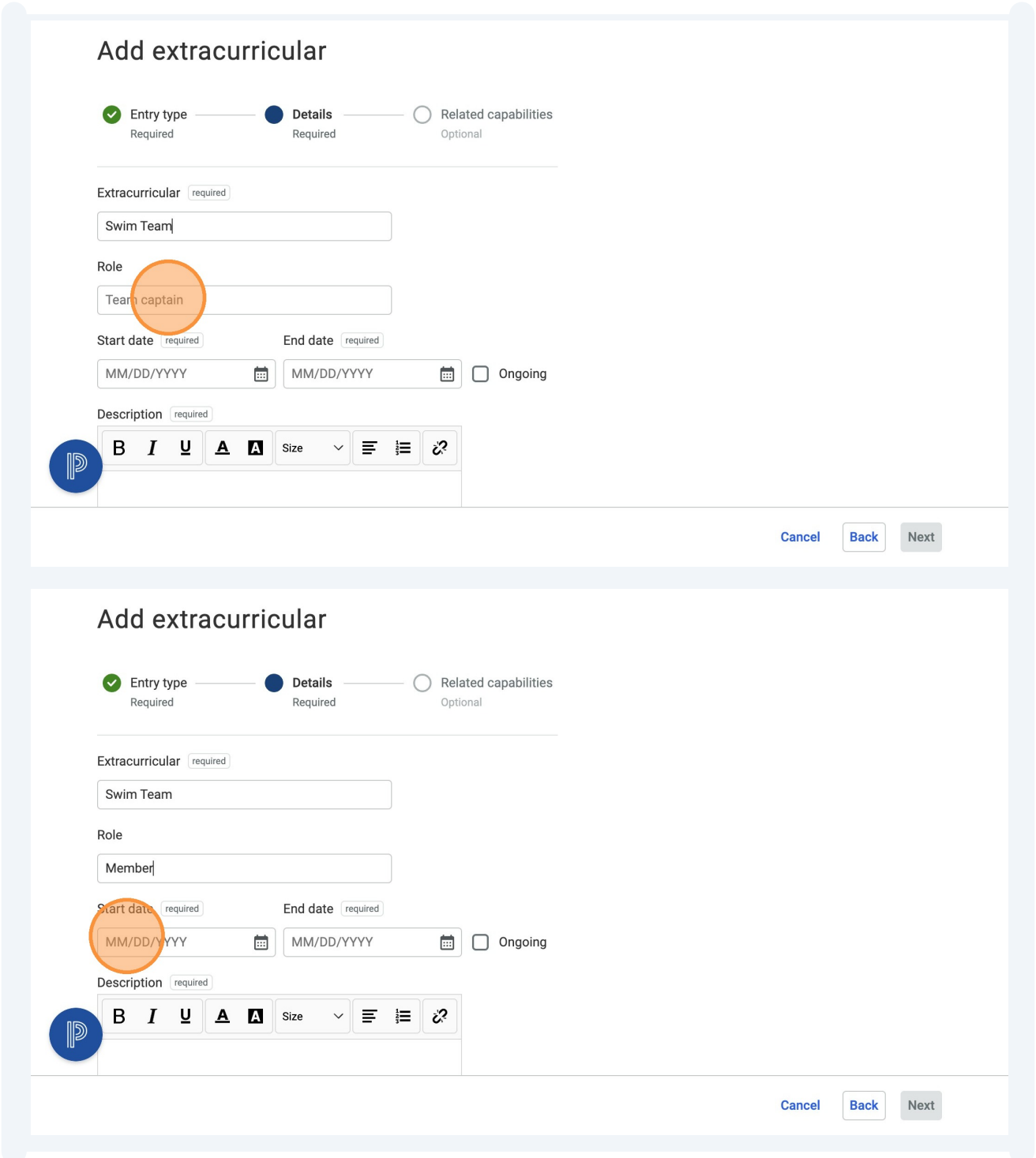


26 For the third entry you can add in any of the sections. We added another activity. In order to do this, you would click "Add extracurricular."

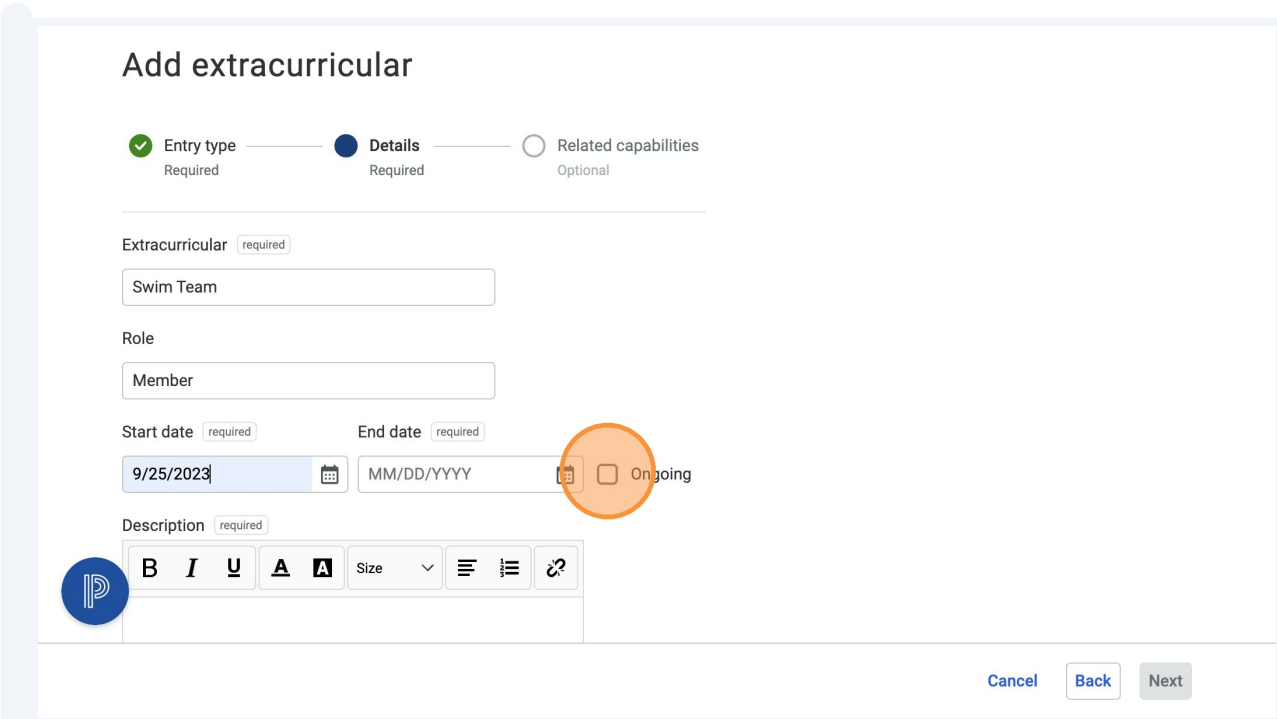


27 Click the "Extracurricular" field and enter your activity or sport.
Click the "Role" field and enter the role that you held.
Click the "Start date" field and type in the date you started.
Enter an end date or click the "Onging" field if you are still participating.

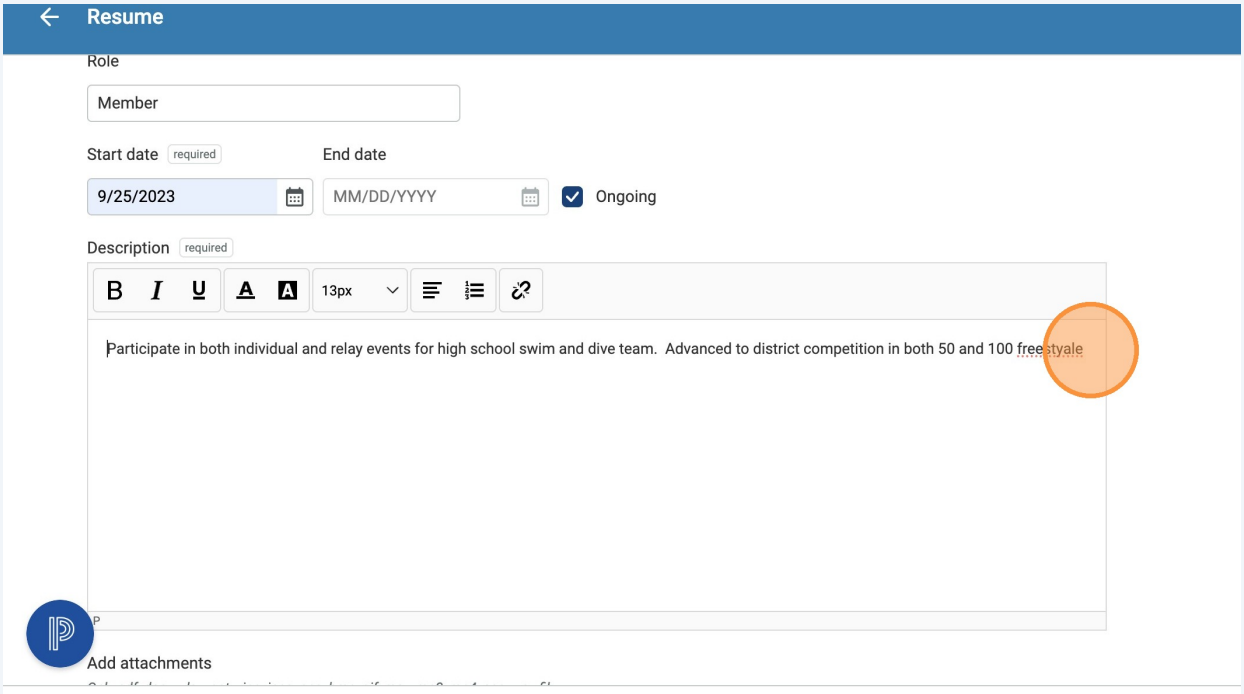


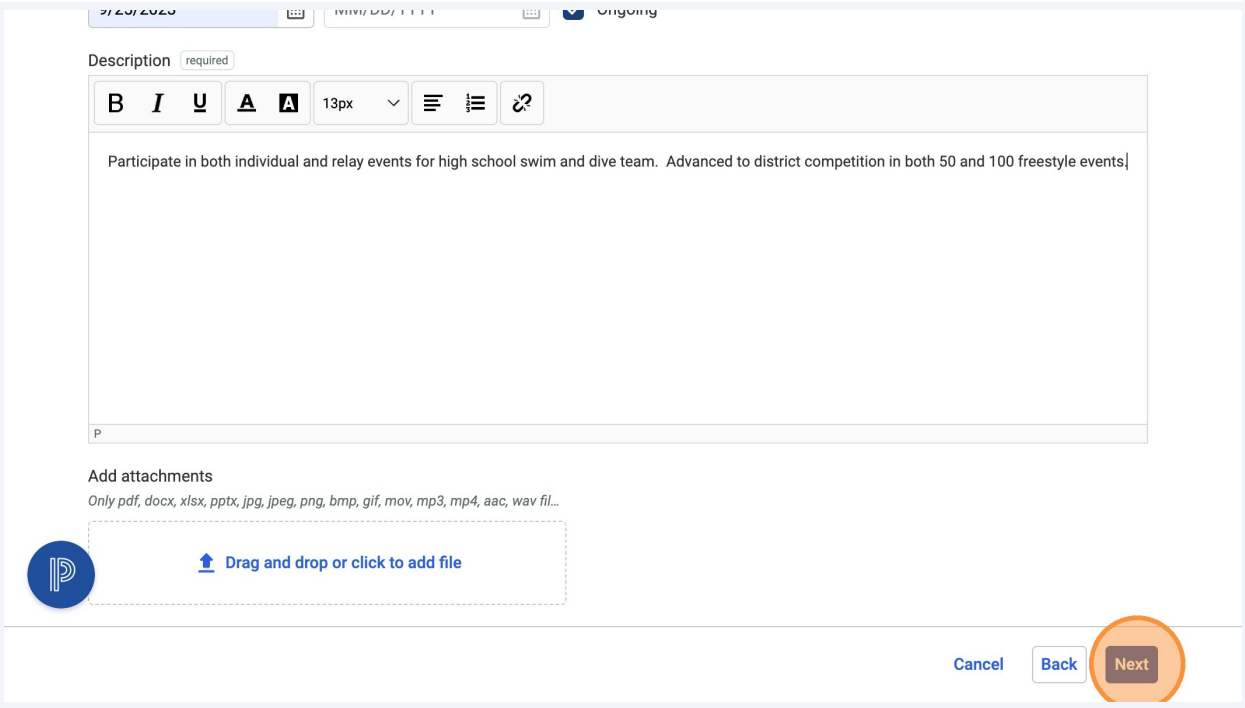

Add extracurricular
Entry type
Required
Details
Required
Related capabilities
Optional
Extracurricular
required
Swim Team
Role
Team captain
Start date
required
End date
required
MM/DD/YYYY
MM/DD/YYYY
Ongoing
Description
required
Size
Cancel
Back
Next

Add extracurricular
Entry type
Required
Details
Required
Related capabilities
Optional
Extracurricular
required
Swim Team
Role
Member
Start date
required
End date
required
MM/DD/YYYY
MM/DD/YYYY
Ongoing
Description
required
Size
Cancel
Back
Next

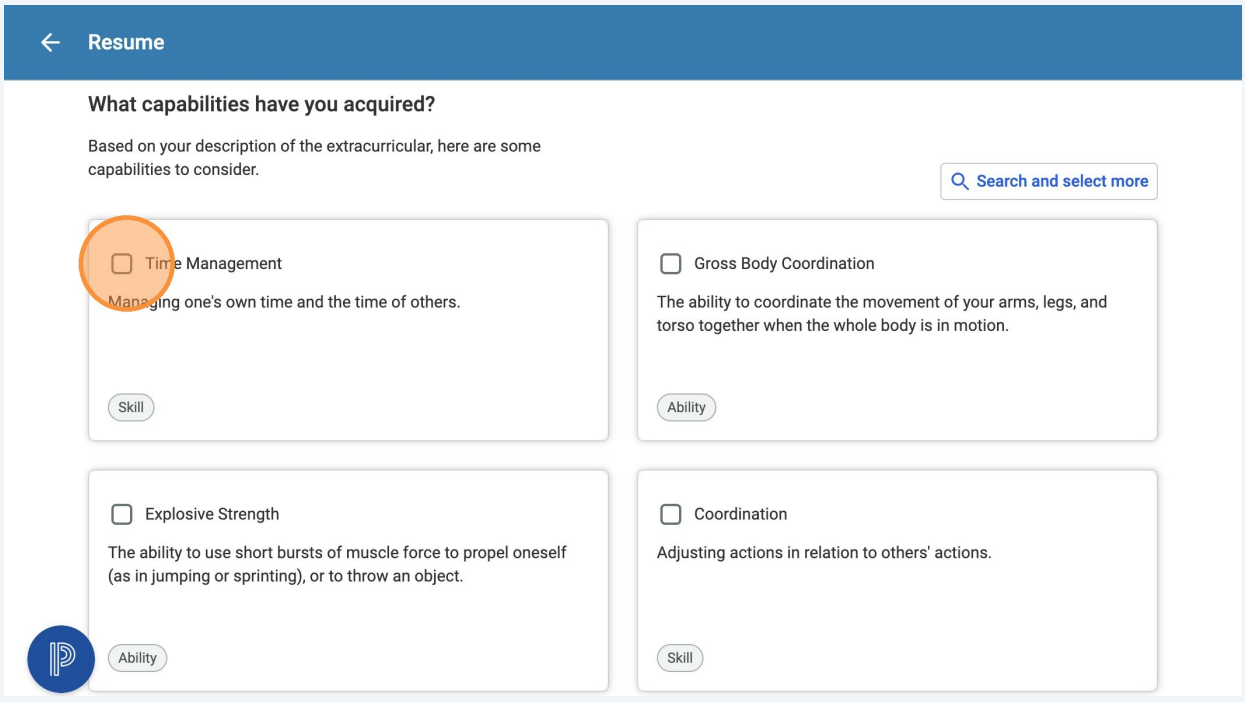


28 Provide a description of what you did in this activity or sport. Include any highlights that may be relevant.
Then, click "Next"

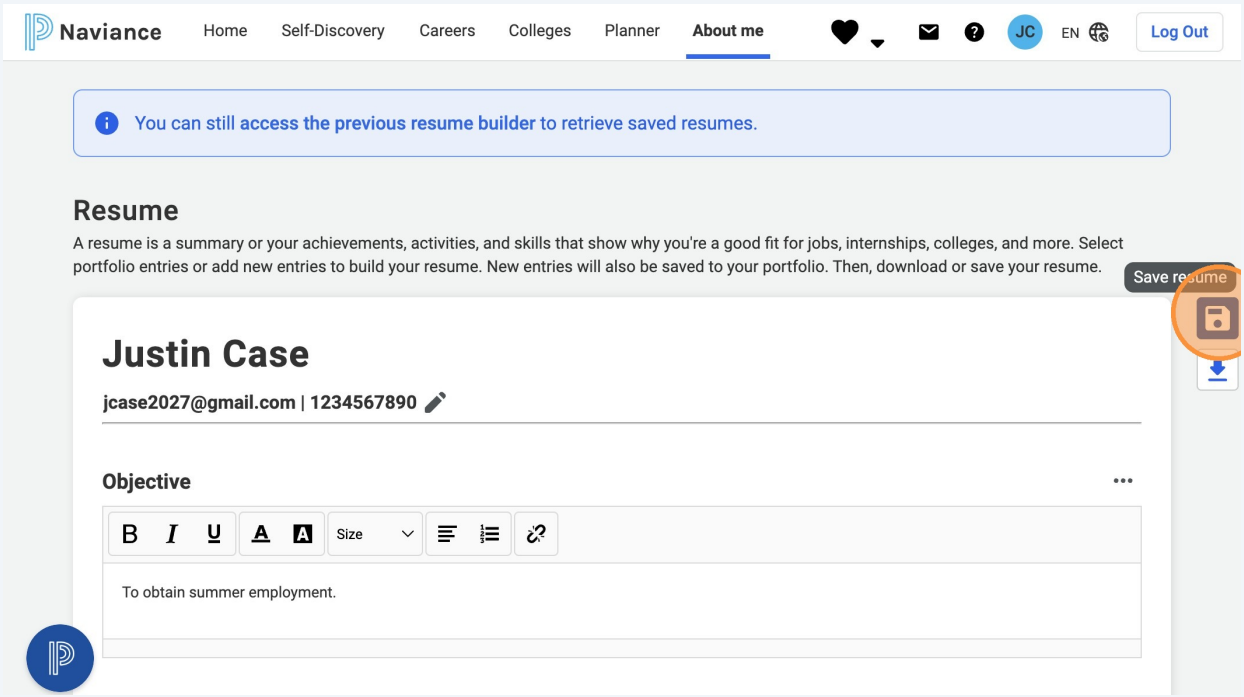




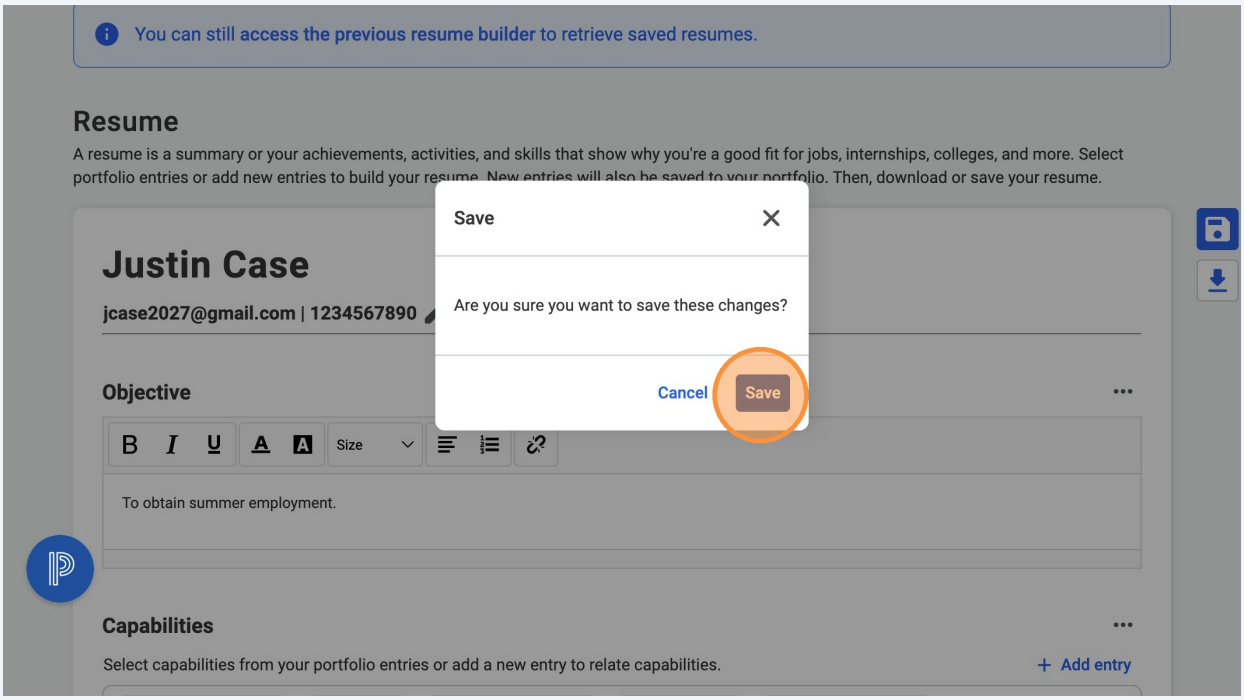
29 Include any capabilities that are appropriate.



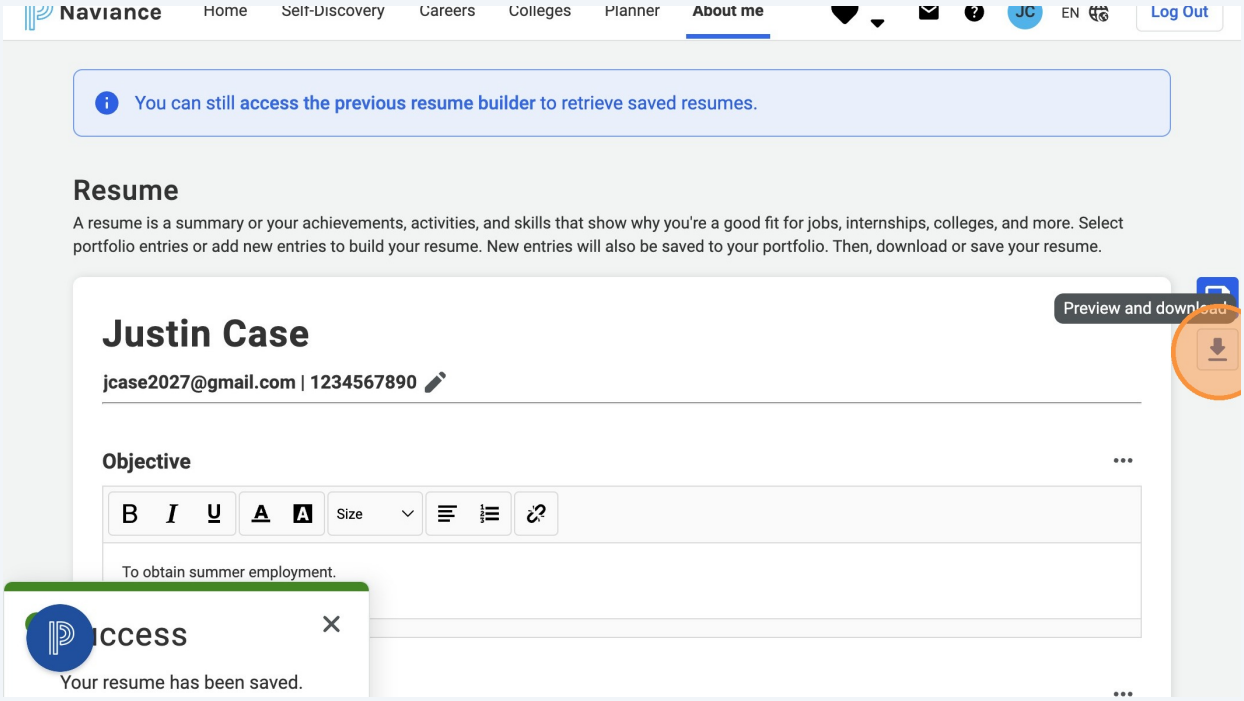
30 Once you are done adding items, click the disk icon to save your resume. You must save your resume for your progress to show.



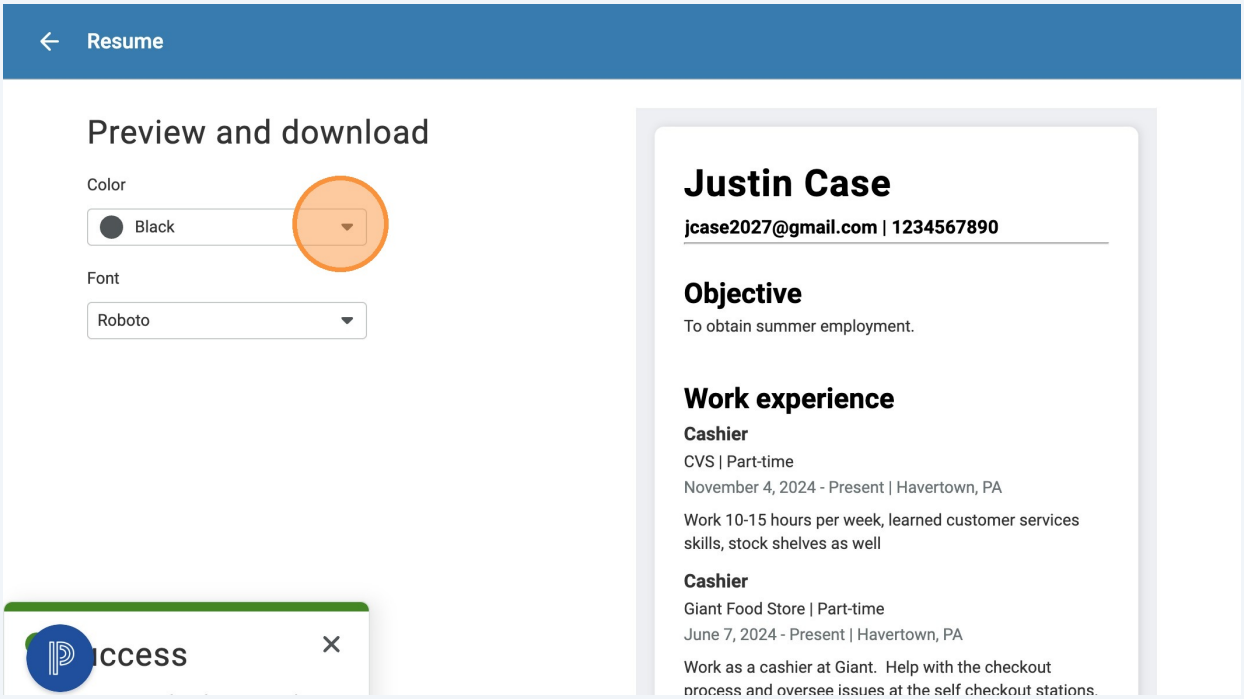
31 Click "Save"



32 Click here to download the resume that you created.



33 You can click to change the color or font.



34 Click "Download" to complete your resume. Your resume will pop up in a new window.

