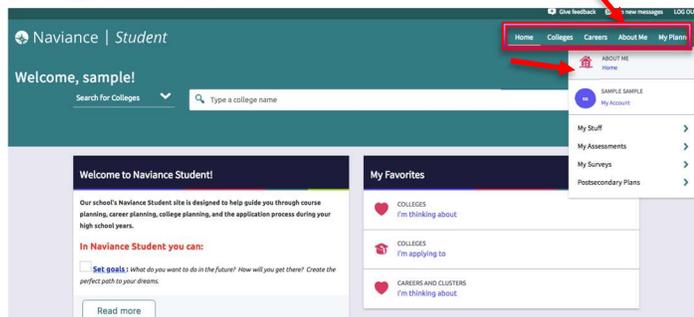


### Lesson Overview

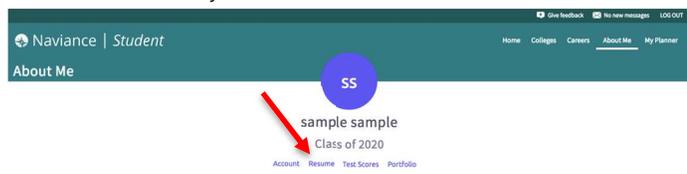
You can use Naviance Student to discover personal interests and research careers and colleges during high school. The **Resume Builder** provides a framework for your resume development.

### Getting Started

To get started, click the **About Me** tab on the upper right-hand corner of your Naviance Student home page. Next, click **Home** on the drop-down menu.



**Resume** is located in your student banner.



### Resume Sections

“**Resume Sections**” is where you begin building the various sections of the resume. Click the **Add Sections (+)** icon to select section to enter relevant information.



1. Objective
2. Summary
3. Work Experience
4. Education
5. Volunteer Services
6. Extracurricular Activities
7. Awards/Certificates
8. Skills/Academic Achievements
9. Music/Artistic Achievement
10. Athletic Achievement
11. References
12. Additional Information
13. Leadership

### Enter necessary information:

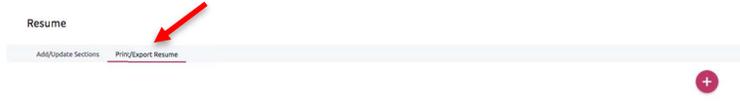
1. The section heading will provide a **tip** to assist you with understanding the purpose of that section. If the tip is long, use **More tips** to expand the tip.
2. All **\*** are required fields.

3. Each section provides related fields of data to complete. Enter the information, as needed.
4. At the bottom, click **ADD** to complete and add section to resume.
5. Once an item is added, a new option displays to **Add new information** for that same section.

### Build the Resume

After adding **Sections**, you can build your resume.

1. Click **Print/Export Resume** tab.



2. Click the **Add** button (+).
3. Enter a name for the resume.
4. Select a template from **Choose a print friendly template**.
5. Click **Continue**.

6. Check the **Sections** you would like to add to the resume.
7. Click **SAVE RESUME**.

**Education**

- Vista del Lago, Folsom  
August, 2013 - Present
- Volunteer Service
  - Head Bank Volunteer Coordinator  
January, 2017 - Present  
5 hours/week  
Grades 11,12  
 Help serve food to homeless
  - Leaves and Fishes Coordinator  
Leaves and Fishes, Sacramento  
January, 2017 - Present  
5 hours/week  
Grades 11,12  
 Serve meals to the homeless

**Extracurricular Activities**

- Yearbook Club  
January, 2016 - Present  
10 hours/week  
Grades 11,12  
 Take photos of sporting events for the yearbook
- Athletic Achievement
  - Water Polo Captain  
August, 2017 - Present  
Grades 11,12

Previous SAVE RESUME

8. Click **Download PDF** or **Download DOCX** options below the saved resume of choice to download that resume format.
9. Use **Edit** to make changes to the name or template assigned to your saved resume.
10. Click **Remove** to delete the saved resume.

### Junior Year Resume

Last Edited Oct 29, 2018

- Edit
- Download PDF
- Download DOCX
- Remove

**Note: THE INSTRUCTIONS UNDER THE BUILD THE RESUME SECTION ARE WHAT GIVE YOU CREDIT FOR COMPLETION!**