

## Overview

Naviance Student offers Resume Builder to provide a framework for your resume development. Resume Builder can be used to decide and work on different resume sections, and then the build tool can be used to export the resume as a PDF or Word file. The Word file is a fully-editable version of the resume.

## Accessing Resume Builder

 From the Naviance Student Home page, navigate to About Me > My Stuff > Resume.

OR

 From the *Naviance Student* Home page, navigate to About Me > Home and then click Resume from the student banner.



## **Resume Sections**

### What's Included?

Resume Sections is where you begin building the various sections of the resume. The **Add Section** button (+ sign) is used to add desired sections.

Although there are many resume sections available, the most common are:

- Objective
- Summary
- Work Experience
- Education
- Extracurricular Activities
- Awards
- References

#### **Adding Sections**

The steps to create a section are:

- 1. From Resume > Add/Update Sections, click Add Section (+ sign).
- 2. Click the **section** to include on the resume.



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

**EXAMPLE:** if you have had multiple jobs, you would use **Add New Work Experience** after entering your first job in the Work Experience Section to input your second job.

7. Use the **Edit** and **Remove** options in each section as needed.

😪 Work Experience	MORE :
	🖋 Edit 🔋 Remove
Assistant Lifeguard	·
Community Pool , Arlington, VA	
June, 2017 - September, 2018	
10 hours/week	
Grades 8,9	
As the lifeguard assistant, I have been certified and trained in first aid and CPR. My responsibilities include en	nsuring the safety and
security of the pool facility and supporting our head lifeguard.	
+ Add new Work Experience	

# Build the Resume

All the hard work has been completed – the sections are done! Now, it's time to build your resume.

#### **Getting Started**

- 1. From the **Resume** page, click the **Print/Export Resume** tab.
- 2. Click the **Add** button (+). *The Add/Edit Saved Resume Step 1 displays – Set up Resume.*

× Cancel	Add/Edit Saved Resume
STEP 1 STEP 2	
Get started by naming your resume	ann 2 and choosing a print friendly template for this resume. Don't worry, once you've saved this resume you can edit it to make changes at any DOCK file. Then you can make changes to the design of your resume in a word processor to better reflect your audience or your brand.
Name your resume	This is to help you find your resume later. It won't appear on your resume
Choose a print friendly template	
O Default Template 1 PREV	IEW
O Default Template 2 PREV	IEW
CONTINUE	

Enter a name for the resume in the Name your resume field.

**NOTE**: The selected name will not display anywhere on your resume. It is for reference purposes only.

- 4. Select a template from **Choose a print friendly template**.
- 5. Click **Continue**.

Step 2, Choose Sections, displays.

6. From this step, use the **checkboxes** to turn on or off sections for this resume.



**NOTE:** Each section has a checkmark for deciding whether it should be included. You may also notice there are checkboxes next to each individual entry under a section, providing full control over what information you share.

7. Click Save Resume.

Education		
South High School, Arlington,	A	
9		
August, 2017 - Present		
Currently a freshman student at	Naviance Sales High School	
📃 🤠 Volunteer Service		
11		
March, 2018 - Present		
Previous SAVE	ESUME	

The resume saves, and My Saved Resumes will display.

8. Use **Download PDF** or **Download DOCX** options below the saved resume of choice to download that resume format.

*REMINDER: The DOCX format is a Word file that can be edited.* 

 Use Edit to make changes to the name or template assigned to your saved resume. Use Remove to delete the saved resume.

Fre	shman Resume		
Last	Edited Feb 7, 2018		
1	Edit		
ø .			
b	Download PDF		
6 6	Download PDF Download DOCX		