The background of the slide is a light gray gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance.

TA COLLEGE AND CAREER PLANNING

Naviance
Resume Builder

LEARNING GOAL

Students will be able to write a resume showcasing their skills, experiences and education that they can use when applying for a job, a scholarship or college.

THE PURPOSE OF A RESUME

- A resume is the “bait” that gets you in the door for a job interview or to show a college admission and scholarship committee you are unique
- You are selling yourself

Andrea Carson		
7758 Jasmine Ln. Stonybrook, AZ 85385 623-556-7409 andrea.carson@gwhs.edu		
Objective	To gain knowledge of the day-to-day workings of a publishing firm through a part-time job or summer internship.	
Work Experience	Aug 07 - May 08	English Tutor Stonybrook, AZ Monarch Middle School Grade 11 5 Hrs/Week Total Hours: 180 Tutored three students ages 12 - 14 in reading comprehension and language mechanics.
	Sep 08 - Present	Yearbook Editor Stonybrook, AZ George Washington High School Grade 12 4 Hrs/Week Led design work from initial layout through finished product.
Extracurricular Activities	Jul 08 - Jul 08	Summer Writing Program Grade 11 Through the Carleton College summer writing program, I gained experience composing college level academic papers.
Athletic Achievement	Mar 06 - Jun 09	Soccer Grades 9,10,11,12 15 Hrs/Week I served as team captain during my senior year.
References	Bernard Garcia Athletic Director, Soccer Coach George Washington High School 623-634-8975 bgarcia@gwhs.edu Pamela Hobbs Tutoring Program Coordinator Monarch Middle School 623-755-3014 pamelahobbs@monarch.az.edu	

FIRST IMPRESSIONS

- A resume serves as your first impression to an employer or college
- A resume is an important document that allows people to get to know you before an interview or when an interview isn't possible
- A single mistake on a resume will be caught by someone reviewing it, so seek the help of your teachers, parents or friends for editing before you submit for a job, a college or a scholarship
- Even the strongest writers need editors to review their work

PARTS OF A RESUME

Objective

Summary

Work experience

Education

- **Volunteer service**
- **Extracurricular activities**
- **Awards/certificates**
- **Skills/academic achievement**
- **Music/artistic achievement**
- **Athletic achievement**
- **Leadership**
- **Additional information**

References

Everyone will include the ones with the boxes

These are optional
depending on your
individual
qualifications



HOW TO LOG ON

- elkhornweb.org
- Buildings → Elkhorn High School
- Academics → Counseling Center
- Right side of screen: Naviance
- Click Here to Link to Naviance
- Login

Use all lowercase

- **Username: EHS Network Username**

- **Example: epsaantler01**

- **Password: EHS Network Password**

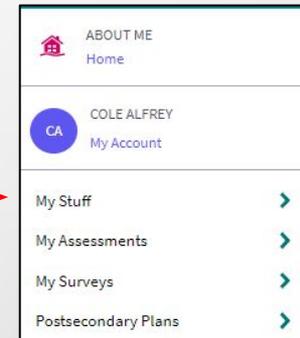
- **Example: eps12345**

RESUME

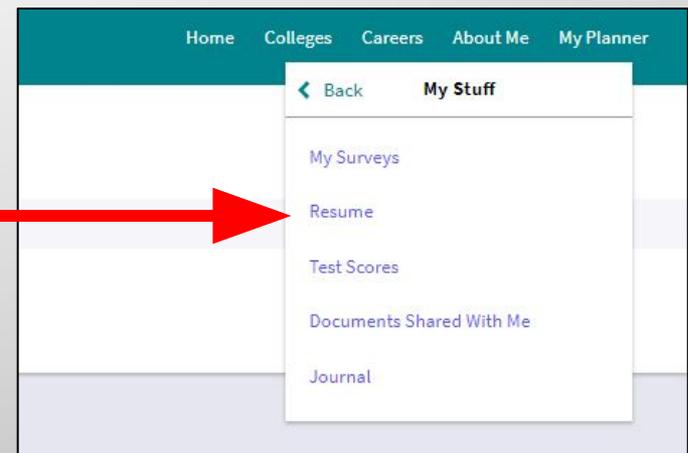
Click on “About Me”



Click on “My Stuff”

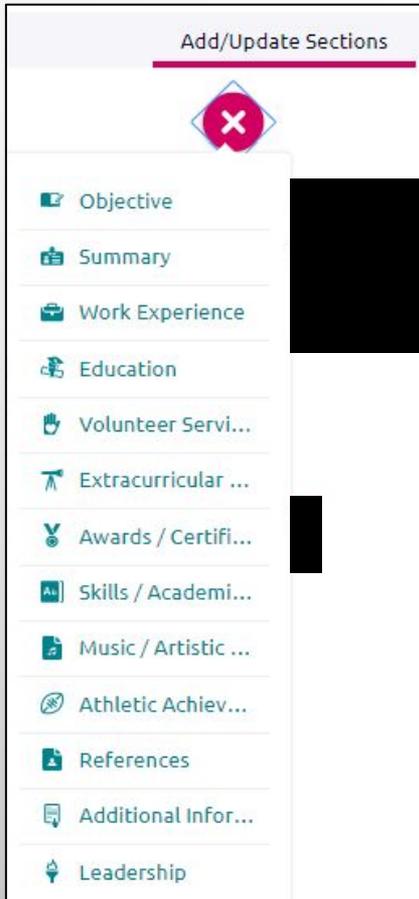


Click on “Resume”



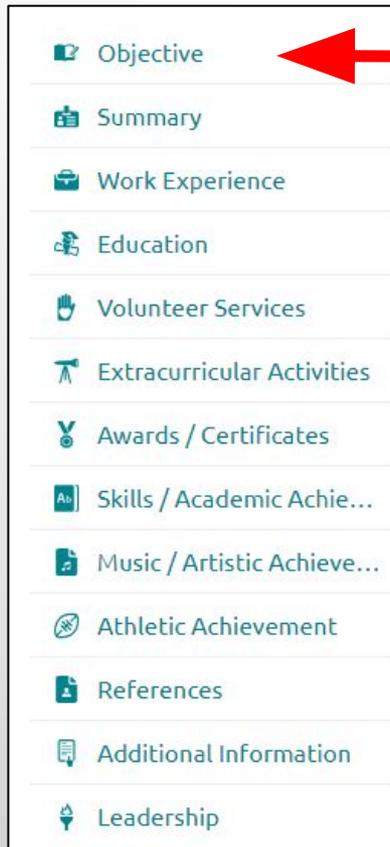


- Click on the “Plus” button



- Click on Add/Update sections
- These are the parts that can be included in your resume
- You do not need to use every category
- Click on the “Plus” button when you want to add a new category

WHAT'S AN OBJECTIVE?



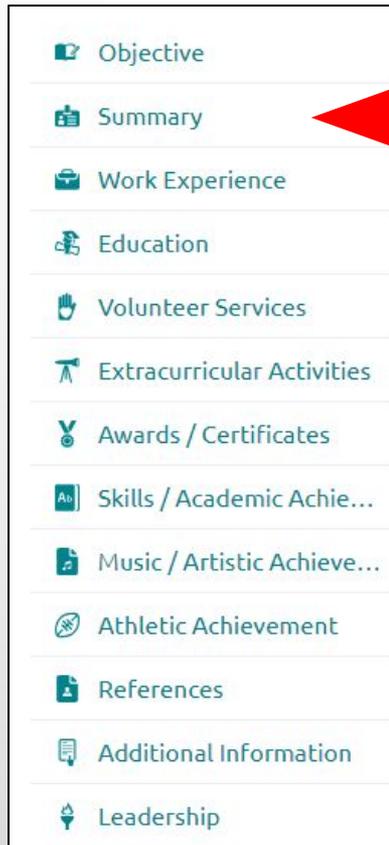
An **objective** is a brief statement that appears at the top of a resume that expresses the applicant's career goal or desired occupation.

Using the drop down menu, select **objective** to begin.

All resumes should include an objective.

A screenshot of the 'Add Objective' form. The form has a title bar with 'Cancel', 'Add Objective', and 'More tips'. Below the title bar is a tip: 'TIP: Your resume objective should provide a short, simple and clear statement about the kind of position you wish to obtain.' Below the tip is a text input field labeled 'Objective'. At the bottom of the form is a teal 'ADD' button.

SUMMARY



A **summary** is a quick way to highlight the most significant accomplishments and skills on your resume.

Using the drop down menu, select **summary** to begin.

A screenshot of the 'Add Summary' form. At the top, there are buttons for 'Cancel', 'Add Summary', and 'More tips'. Below this is a 'TIP:' section with the text: 'A summary statement is a quick way to highlight the most significant accomplishments and skills on your resume.' Underneath the tip is a text input field labeled 'Summary'. At the bottom of the form is a teal 'ADD' button.

All resumes should include a summary.

WORK EXPERIENCE

For **work experience**, list any job that gave you useful experience or skills.



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

TIP:

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).

Position Title:

Organization:

Location:

Start Date:

Month Year

End Date:

Month Year

To Present

EDUCATION

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



For **education** include coursework related to the job objective, apprenticeships, workshops or seminars.

List other interesting things you have studied to show that you are a well-rounded person.

TIP:
Include coursework related to your job objective, apprenticeships, workshops or seminars.

School:

Location:

Degree / Grade Level:

Start Date:
Month Year

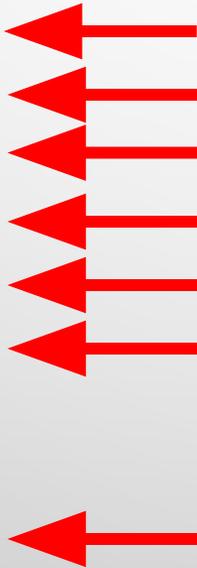
End Date:
Month Year

To Present

Description / Comments:

ADDITIONAL OPTIONS

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



These will be optional depending on your individual qualifications

ADDING REFERENCES

References may NOT be family members unless they are your employer.

You must have permission from each person listed to use them as a reference.

References can make a big difference.

Always think about how this person would describe you to others.

Cancel Add References

TIP:
Make sure you have permission from each person listed to use them as a reference.

Name:

Title:

Organization:

Address:

Phone:

Email:

Notes:

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

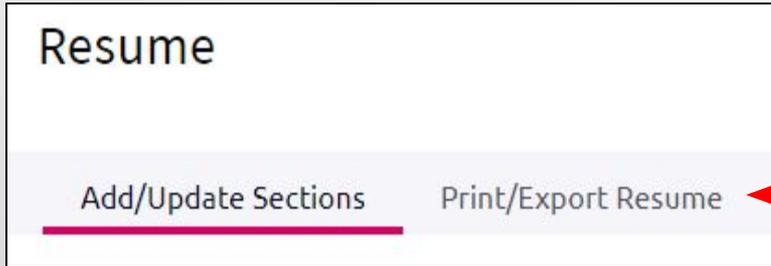


NEED HELP? THERE ARE TIPS



Click on the “More Tips” button if you need some help. The **tips** will give you suggestions and examples to use as a reference when writing your resume.

When you have entered all of the categories you want to include, click Print/Export Resume.



Click the plus button.

Name your resume

Choose a print friendly template

Default Template 1 [PREVIEW](#)

Default Template 2 [PREVIEW](#)

Default Template 3 [PREVIEW](#)

[CONTINUE](#)

Name your resume. Often is your name such as “Andy Antler’s Resume”.

Choose a template

Click Continue

Highlight the sections you want to include on your resume

<input checked="" type="checkbox"/>  Objective
<input checked="" type="checkbox"/>

<input checked="" type="checkbox"/>  Summary
<input checked="" type="checkbox"/>

<input checked="" type="checkbox"/>  Work Experience
<input checked="" type="checkbox"/>

Use the checkboxes to add sections. You can select as many selections as you want based on who the resume is for. A resume for a job might be different than one for a scholarship.

SAVE RESUME

Andy Antler's Scholarship Resume

Last Edited May 23, 2018

-  Edit
-  Download PDF
-  Download DOCX
-  Remove

Be sure to SAVE it!

Once it's saved you can always come back and edit it, download it to email to an employer or college, or print it.



THINGS TO REMEMBER

- You should update your resume on a regular basis
- You can use different resumes for scholarships, employment, college, etc.