

Career Exploration Announcement Before TA Lesson:

- **Feb. 8 period 7: Careers in Pediatric Healthcare**
- Mar. 10 Period 1: Careers in Parks and Recreation
- Apr. 14 Period 2: Careers in Banking/Finance
- **Must sign up on link: [Eat With An Expert](#)**

CAREERS IN PEDIATRIC HEALTHCARE



**SIGN-UP
TODAY!**

**EAT WITH AN EXPERT
THURSDAY, FEBRUARY 8TH — 7TH PERIOD
EHS LECTURE HALL**

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

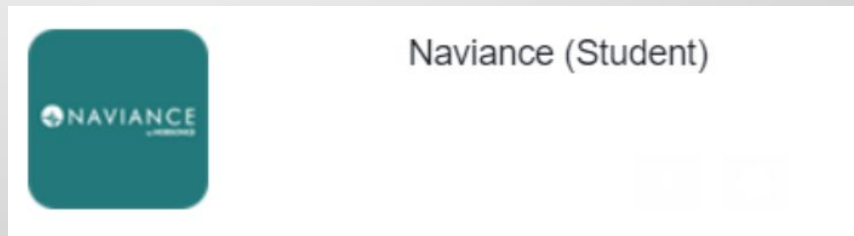
Naviance Login Directions



Go to ClassLink:

<http://launchpad.classlink.com/elkhorn>

Click on the following Icon and you should automatically be logged in to Naviance:



Building a Resume

Important sections to consider:

- Personal Information
- Education
- Volunteer service
- Extracurricular activities
- Awards/certificates
- Skills/academic achievement
- Music/artistic achievement
- Athletic achievement
- Leadership
- Additional information
- References

Simple Example of a High School Student Resume

Iam Bright

1 Perfect Street, Sandy Spring, Maryland 20860
Home: 555.555.5555
Cell: 566.486.2222
email: iambright@sherwood.com

Experience:

Sales Associate, The Retail Store, June 2009, Summer and Christmas season 2010

- Maintain and restock inventory
- Provide customer service
- Operate computerized cash register system
- Child Care, September 2005 – Present
- Provide child care for several families after school and on weekends

Achievements:

- National Honor Society: 2011-Present
- Academic Honor Roll: 2008-2011
- Sherwood Scholar Athlete 2008-2011

Volunteer Experience:

- Big Brother/Big Sisters 2008-2011; help at various events throughout the year
- Olney Boys & Girls Club 2009; summer counselor
- Sherwood Relay for Life - May 2009, 2010 and 2011

Interests/Activities:

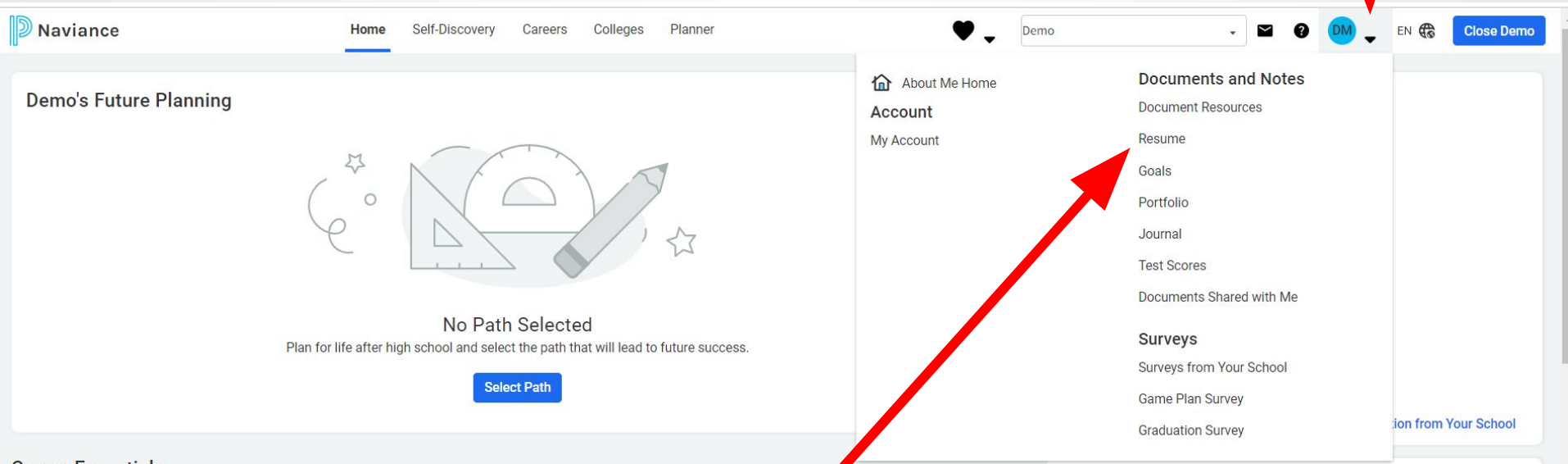
- Sherwood High School Lacrosse Team JV -2008, Varsity 2009, 2010, 2011
- Girl Scouts – since 2005
- Piano –since 2002

Computer Skills:

Proficient with Microsoft Word, Excel, and PowerPoint, and Web Design

How to create a resume in Naviance

Click on the down arrow by your Initials

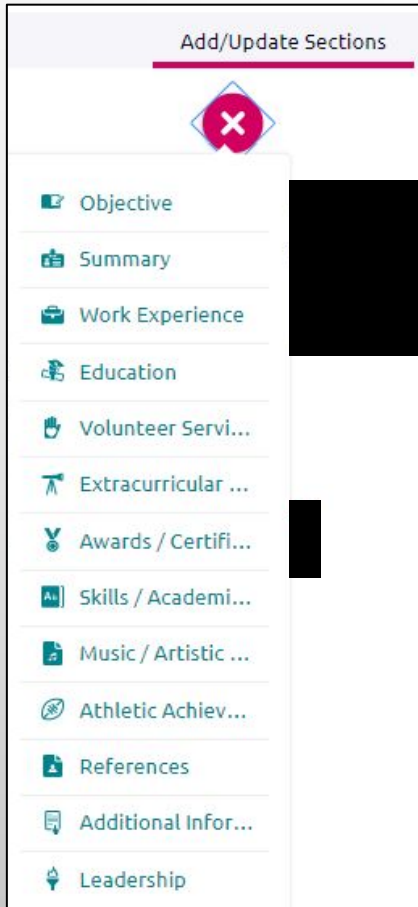


The screenshot shows the Naviance website interface. At the top left is the Naviance logo. The navigation bar includes links for Home, Self-Discovery, Careers, Colleges, and Planner. On the right side of the navigation bar, there is a heart icon, a search bar containing the text "Demo", a mail icon, a help icon, and a user profile icon with the initials "DM". A red arrow points to the small downward arrow next to the "DM" initials. A dropdown menu is open, listing several options: "About Me Home", "Account", "My Account", "Documents and Notes", "Document Resources", "Resume", "Goals", "Portfolio", "Journal", "Test Scores", "Documents Shared with Me", "Surveys", "Surveys from Your School", "Game Plan Survey", and "Graduation Survey". Another red arrow points to the "Resume" option in the dropdown menu.

Click on "Resume"
















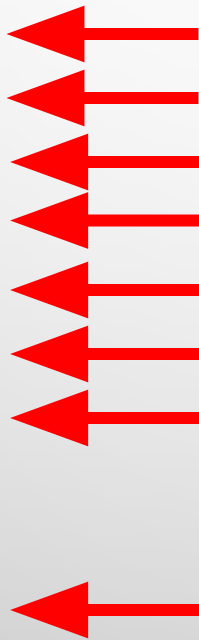
- Click on the “Plus” button



- Click on Add/Update sections
- Click on the “Plus” button to add your sections

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 options
are very
important for
high school
students.

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:

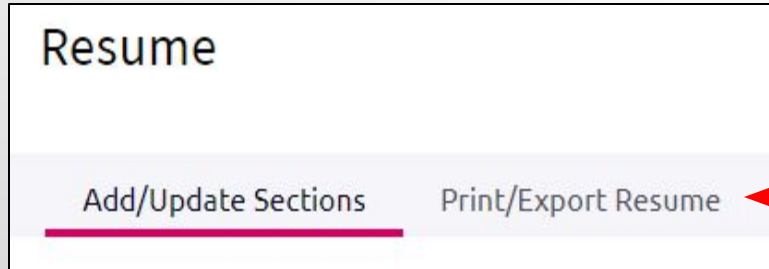
Phone:

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





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

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.
- If you need a letter of recommendation from a teacher, **please ask them at least two weeks in advance.**