

MAKEUP LESSON: RESUME BUILDING

The *Resume Building* lesson is part of the High School and Beyond Plan, a WA state graduation requirement. The lesson was delivered in class. You were either absent or started attending this school after the lesson was delivered. Follow the instructions below to complete the activity.

RESUME BUILDING INSTRUCTIONS:

1) On the Naviance home page, click the **My Planner** section on the righthand side.



2) Click Tasks.

- 3) Scroll down to Tasks you Need to Work On.
- 4) Click Build or Update Resume.



- 5) Click the 🕂 .
- 6) Choose the category you want to add to your resume.
- Fill out the sections with as much detail as possible. List all activities, even if you did not receive payment.
- 8) **Repeat** steps 5 7 until all portions of the resume have been added.



9) Click Print/Export Resume.

10) Click the 🕂 .

- 11) Name your resume.
- 12) Preview and select the template you want to use.
- 13) Click Continue.

14) Check the boxes next to the categories you want to be included in your resume.

15) Click Save Resume.



Name your resume			
Resume 1	This i		
Choose a print friendly template			
O Default Template 1	PREVIEW		
Oefault Template 2	PREVIEW		
Oefault Template 3	PREVIEW		
CONTINUE			

✓ ♥ Objective
To find a summer internship where I can use my products.
🔽 🖶 Work Experience
Internship July, 2019 - Present 30 hours/week Grad is 11,12
Office Admin October, 2017 - June, 2018 20 hours/week Grades 10
Previous SAVE RESUME

Naviance