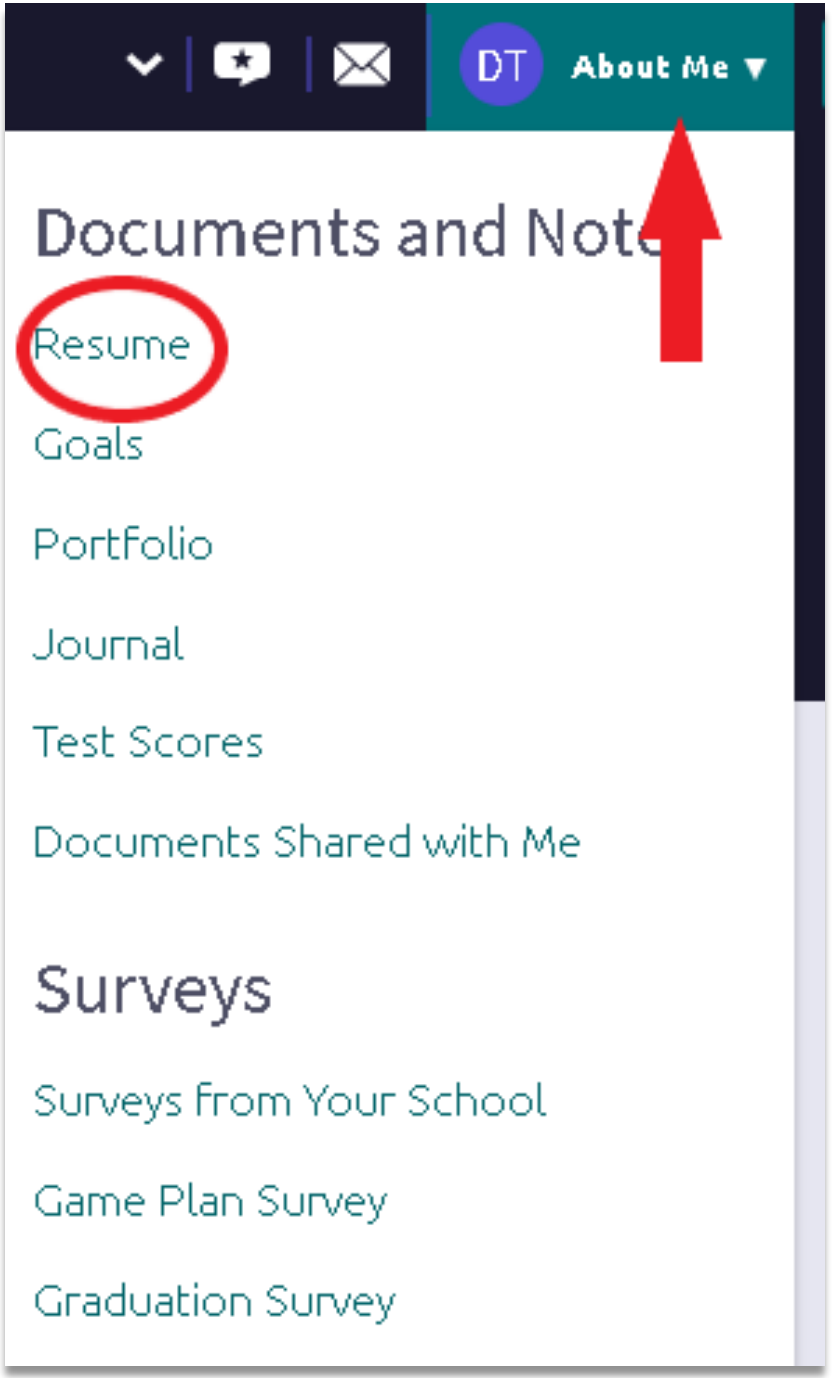
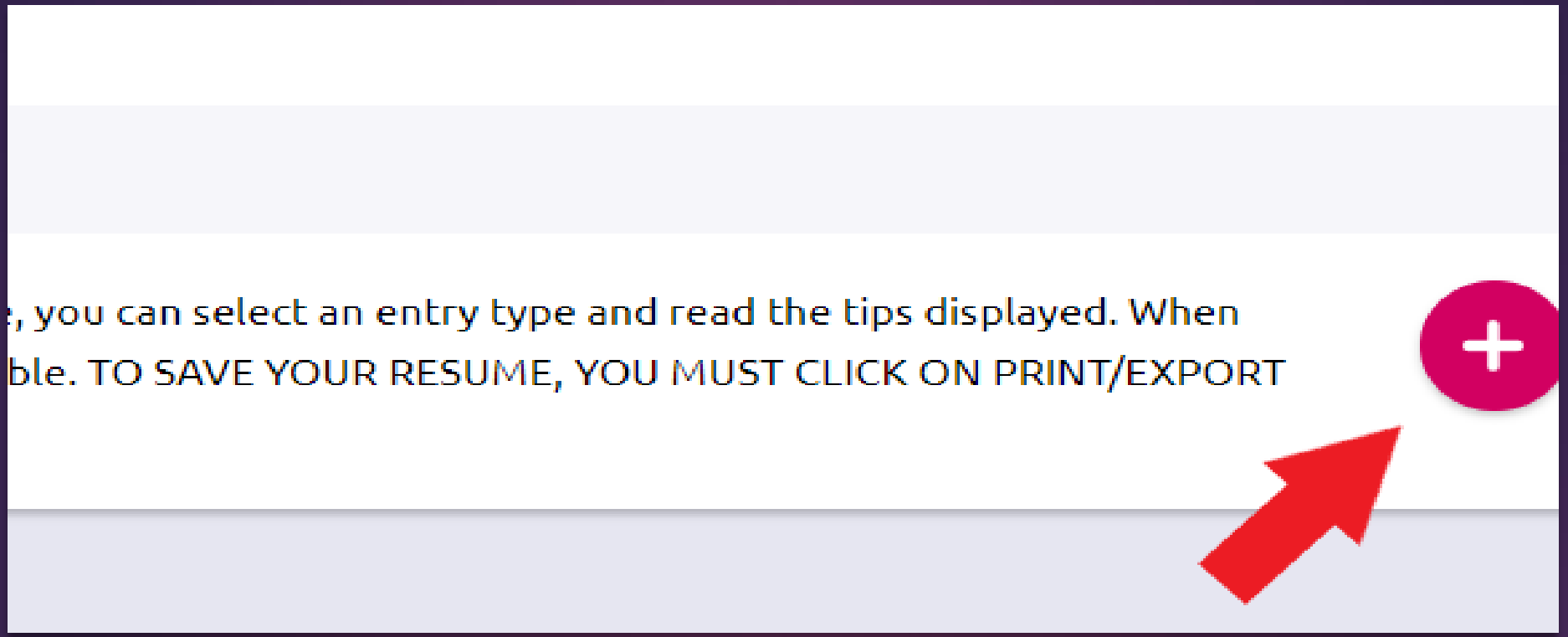
Naviance

EDP – 9TH GRADE

Resume

- Update your Resume
- Click on **About Me.**
- Click on **Resume**.



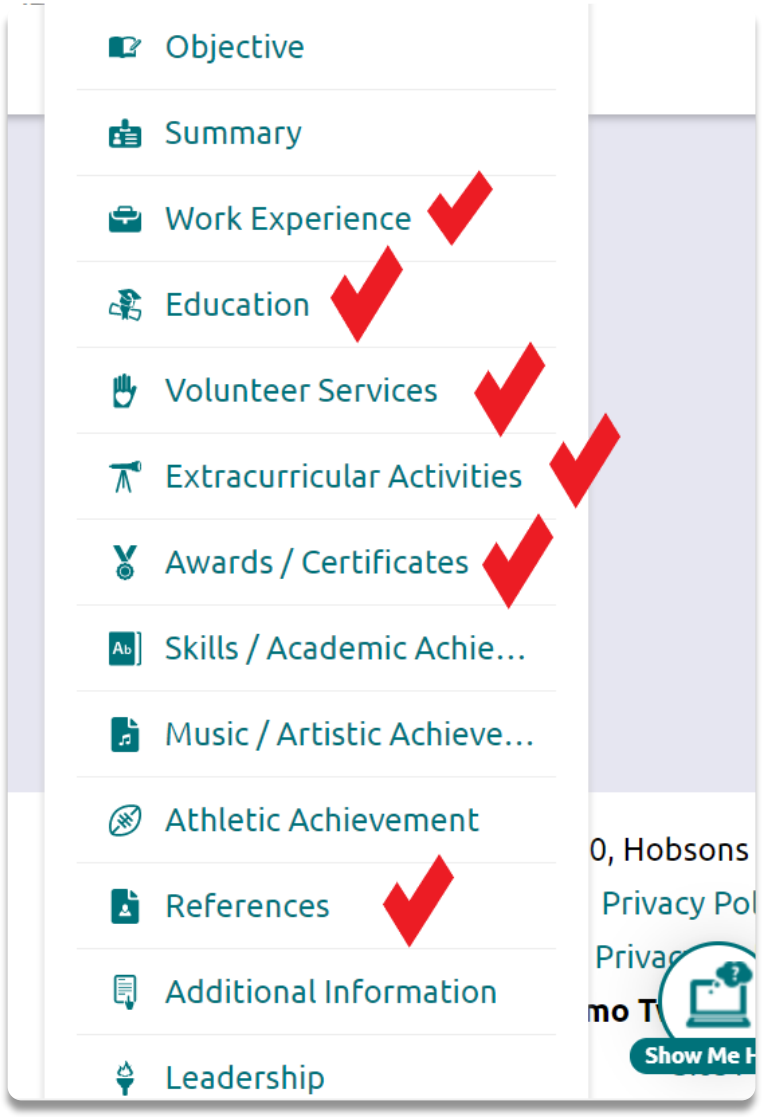


Add Activities to Resume

CLICK THE WHITE PLUS INSIDE THE PINK CIRCLE TO BEGIN ADDING ACTIVITIES.

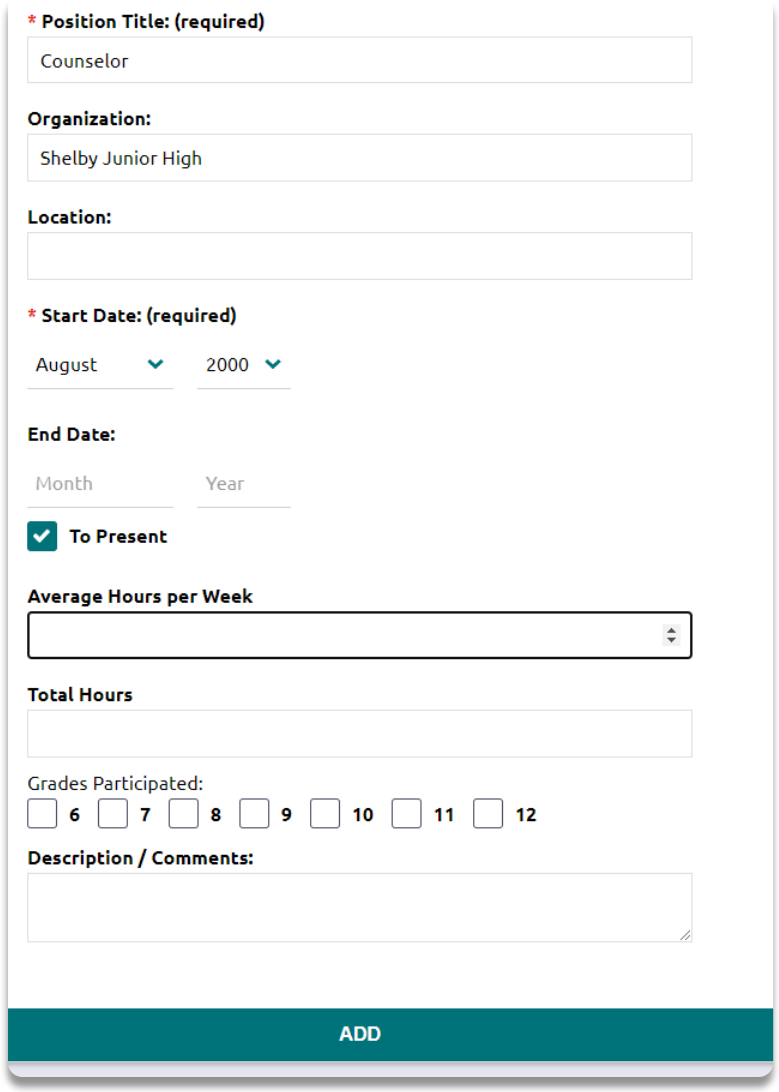
Resume Categories

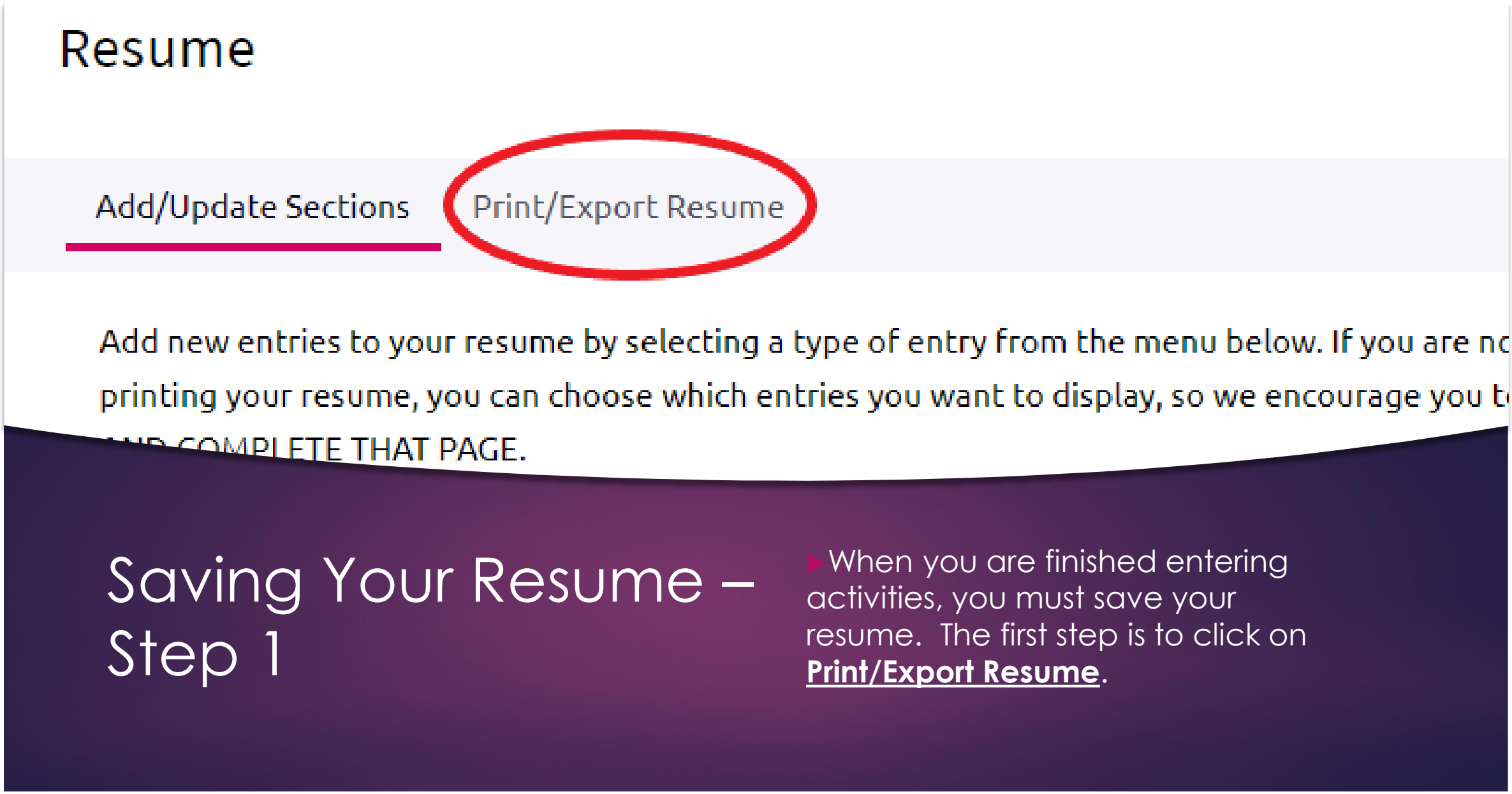
Update **Education**, **Volunteer Activities, Extra-Curricular Activities**, **Work Experience**, **Awards/Certificates** and **References**.



Entering Activities

As you enter each activity, you are only required to complete the entries starred in red. If you are currently involved in the activity, you will check the **To Present** box. You do not need to worry about the average hours or total hours. Check the grades that you participated in this activity, and then click **Add**.



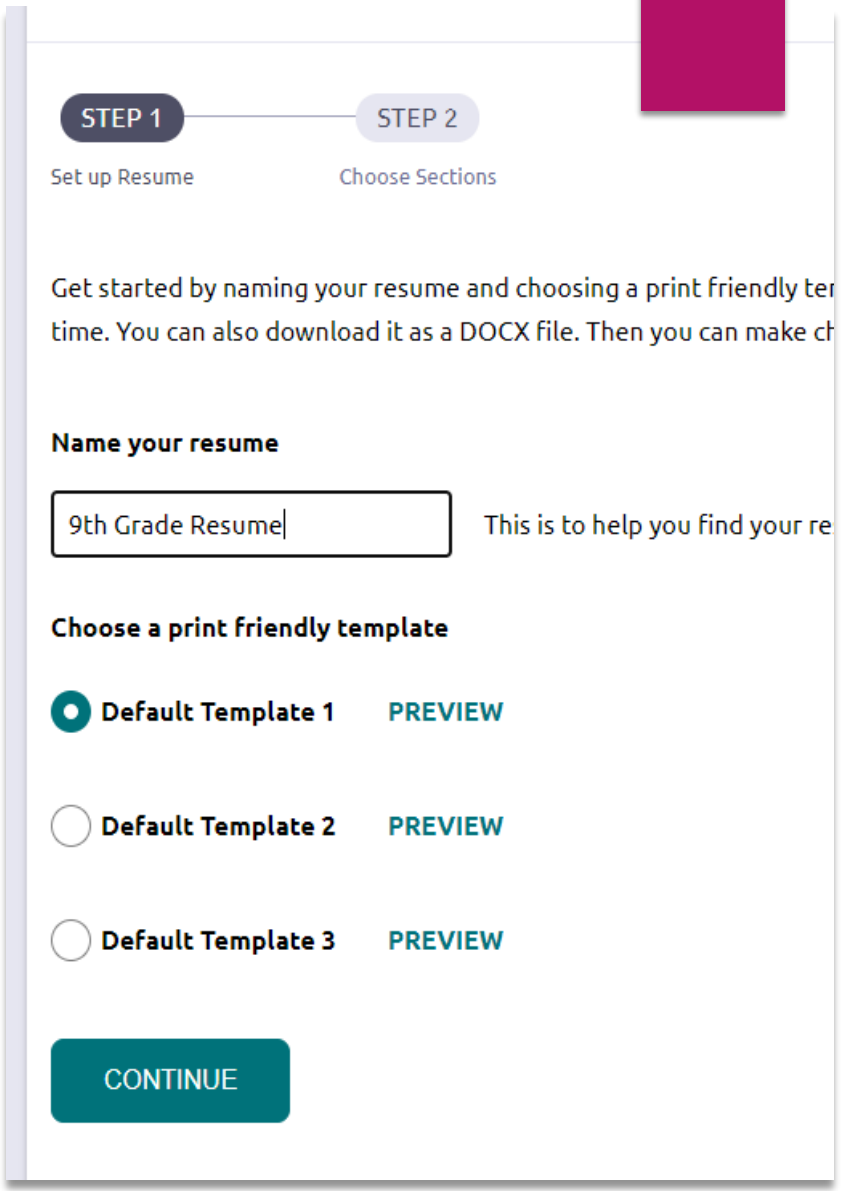


Saving Your Resume – Step 1

- When you are finished entering activities, you must save your resume. The first step is to click on **Print/Export Resume**.

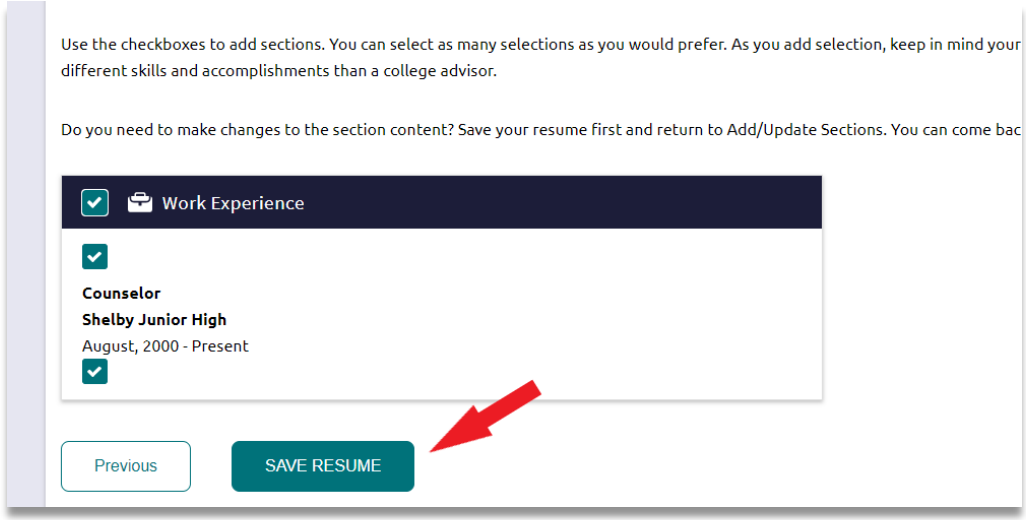
Saving Your Resume – Step 2

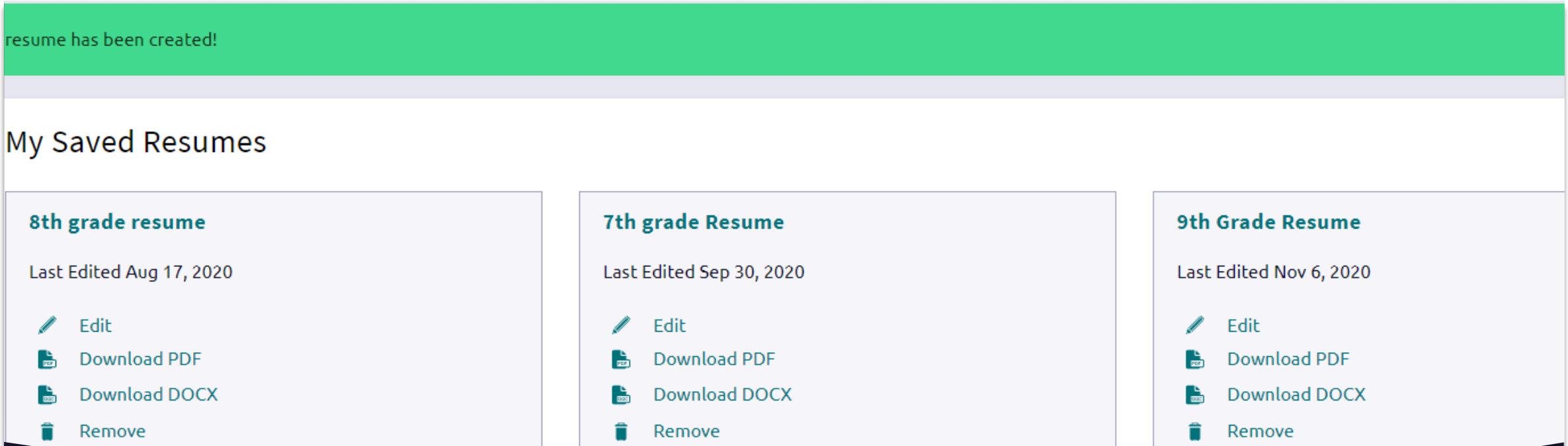
- Start by entering a name for your resume. Use the date or the grade you are in.
- Click Preview to see each different style.
- Once you pick your favorite, click Continue.



Saving your Resume – Step 3

- Click the checkboxes next to the activities you would like to include on this resume. Typically you will click all of the activities.
- Once you are finished, click Save Resume.





My Saved Resumes

- Your Resume has been created! You can now Edit it, Download it, or Remove it.
- If you want to change the formatting, download it as a DOCX document.
- If you want to save it "as is" with no changes, download it as a PDF document.
- If you want to create another resume, you will click the White plus inside the Pink circle again.