

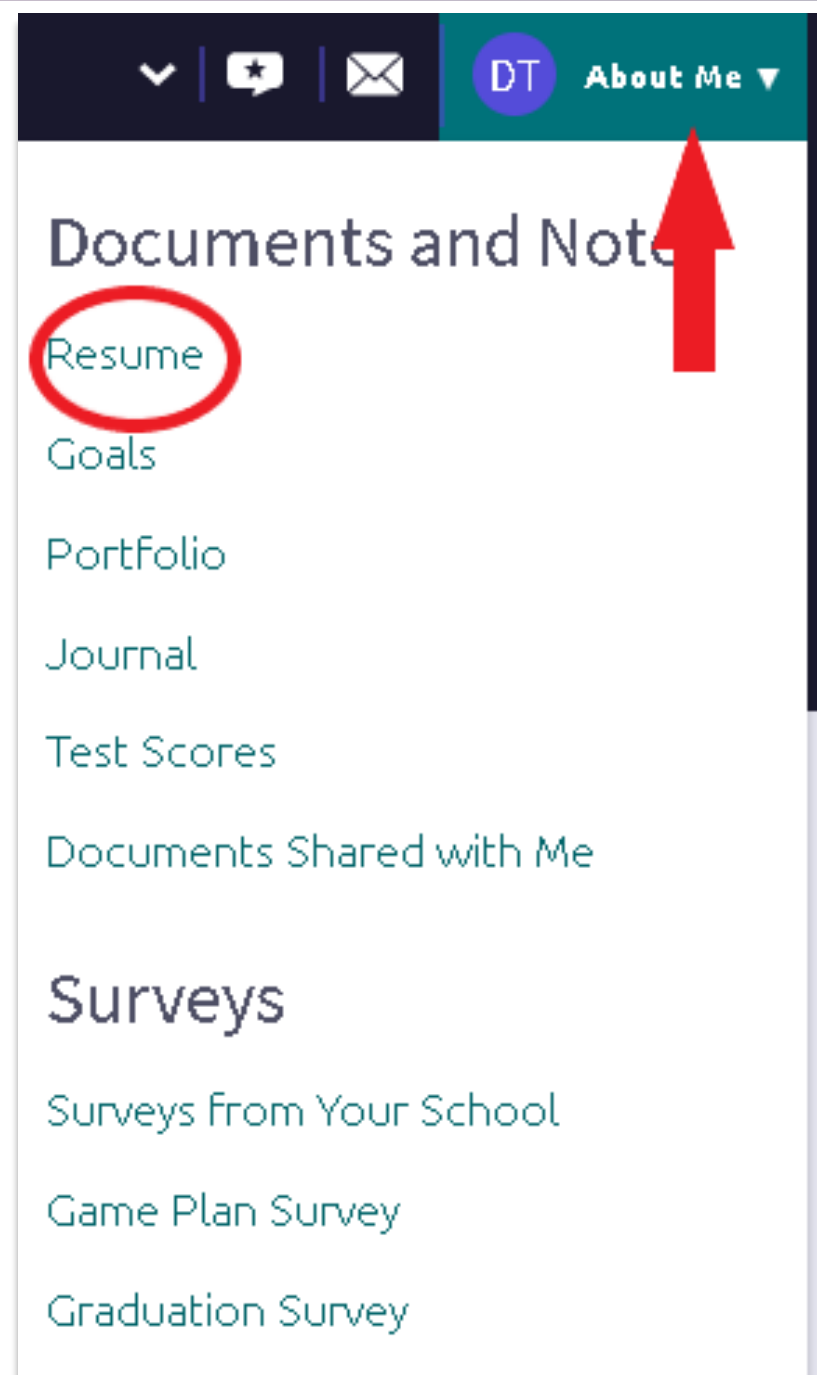
The background is a deep purple with various geometric patterns, including parallel lines and overlapping shapes. A bright pink rectangular tab is located in the top right corner.

# Naviance

EDP – 9TH GRADE

# Resume

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



e, you can select an entry type and read the tips displayed. When  
ble. TO SAVE YOUR RESUME, YOU MUST CLICK ON PRINT/EXPORT

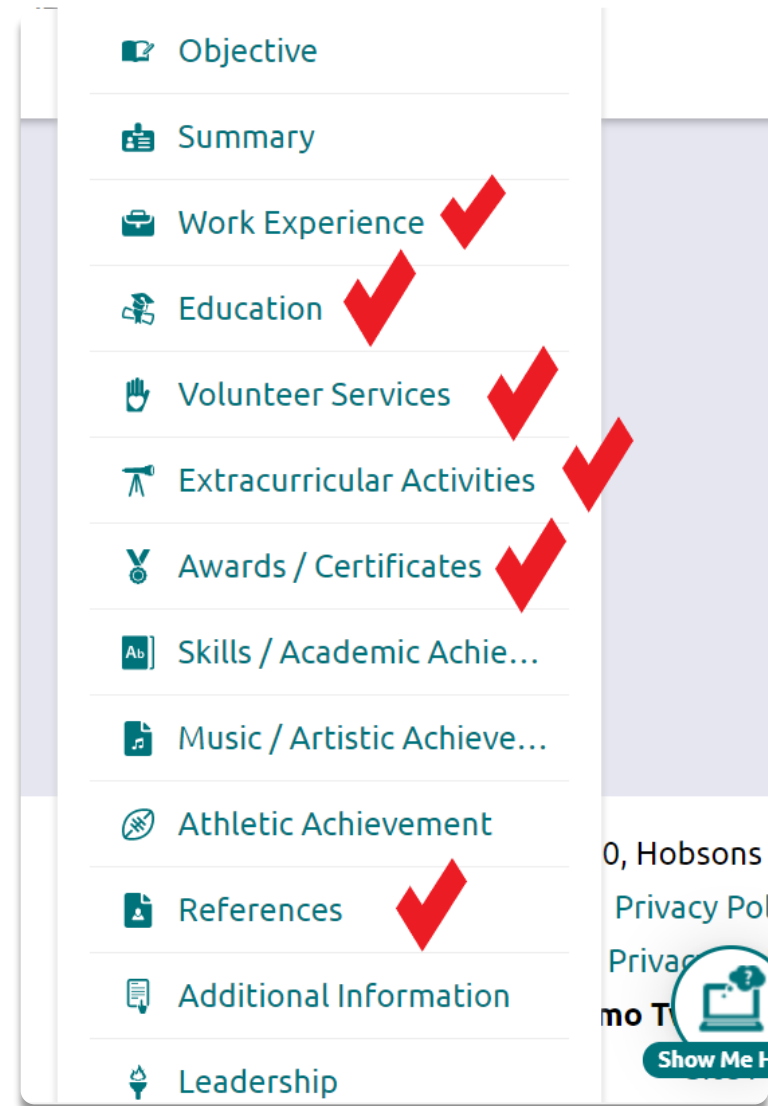


## Add Activities to Resume

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**.

**\* Position Title: (required)**

**Organization:**

**Location:**

**\* Start Date: (required)**

August ▼ 2000 ▼

**End Date:**

Month Year

☒ To Present

**Average Hours per Week**

**Total Hours**

**Grades Participated:**

☐ 6 
 ☐ 7 
 ☐ 8 
 ☐ 9 
 ☐ 10 
 ☐ 11 
 ☐ 12

**Description / Comments:**

# Resume

Add/Update Sections

**Print/Export Resume**

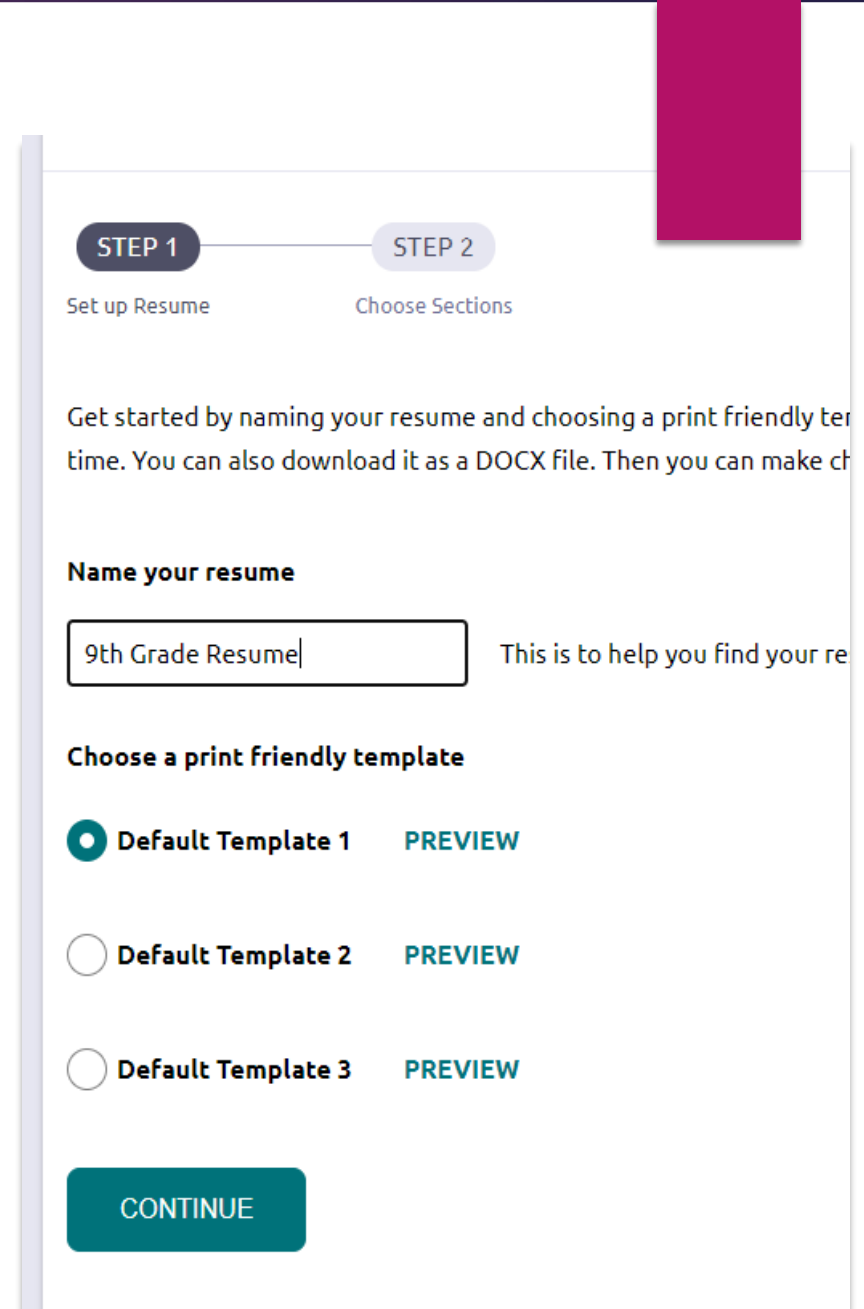
Add new entries to your resume by selecting a type of entry from the menu below. If you are not printing your resume, you can choose which entries you want to display, so we encourage you to **END COMPLETE THAT PAGE.**

## 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.



The screenshot shows a two-step process for setting up a resume. Step 1, 'Set up Resume', is active, while Step 2, 'Choose Sections', is inactive. The interface includes a text input field for naming the resume, which contains '9th Grade Resume'. To the right of the input field is a descriptive text: 'This is to help you find your re'. Below the input field, there is a section titled 'Choose a print friendly template' with three radio button options: 'Default Template 1', 'Default Template 2', and 'Default Template 3'. Each option has a corresponding 'PREVIEW' link. At the bottom of the form is a large teal button labeled 'CONTINUE'.

**STEP 1** — **STEP 2**  
Set up Resume Choose Sections

Get started by naming your resume and choosing a print friendly template. You can also download it as a DOCX file. Then you can make changes.

**Name your resume**

This is to help you find your resume

**Choose a print friendly template**

☒ **Default Template 1** [PREVIEW](#)

☐ **Default Template 2** [PREVIEW](#)

☐ **Default Template 3** [PREVIEW](#)

**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.

Use the checkboxes to add sections. You can select as many selections as you would prefer. As you add selection, keep in mind your different skills and accomplishments than a college advisor.

Do you need to make changes to the section content? Save your resume first and return to Add/Update Sections. You can come back

☒

 Work Experience


☒

**Counselor**  
**Shelby Junior High**  
August, 2000 - Present

☒

Previous

SAVE RESUME







resume has been created!

## My Saved Resumes





### 8th grade resume

Last Edited Aug 17, 2020

-  Edit
-  Download PDF
-  Download DOCX
-  Remove





### 7th grade Resume

Last Edited Sep 30, 2020

-  Edit
-  Download PDF
-  Download DOCX
-  Remove

### 9th Grade Resume

Last Edited Nov 6, 2020

-  Edit
-  Download PDF
-  Download DOCX
-  Remove

## 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.