

## **Freshman Building Your Resume in Naviance**

Keeping your resume up to date will be very helpful when it is time to apply to colleges. Follow these steps to build or update your resume:

- Log into Naviance
- Go to the "about me tab"
- under "interesting things about me"- click on resume
- Use the "add a new entry" drop down to add activities or honors.
- Fill in the information asked and click on "add to resume"

Check your resume throughout the year and during 10th and 11th grade as well. Keep your resume up to date. You will be amazed at all the things you will add. It is much easier to do this each year then to try to remember it all your senior year!