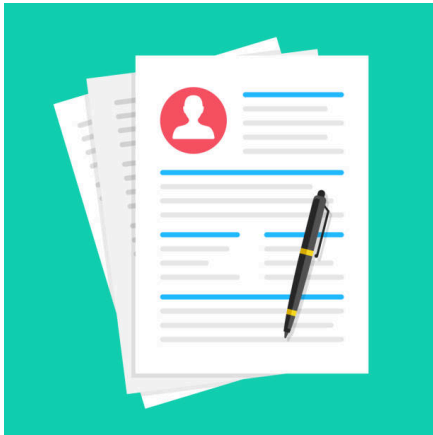


## Resume Builder (Naviance)



Naviance offers Resume Builder to provide a framework to develop your own resume. Resume Builder can be used to decide and work on different resume sections. The Build tool can be used to export this resume as a PDF or editable Word document.

- After logging into Naviance, students access the assessment by following these steps:

**About Me > Documents and Notes > Resume**

### Resume Sections

Add a resume section to input information. The most common sections are:

- Work Experience
- Education
- Extracurricular Activities
- References
- Awards
- Objective
- Summary

*The section heading provides a TIP to help you with that section.*

*You can add/edit/remove entries at any time.*

### Need Ideas of what to put on a resume?

- 1) Open a new window
- 2) Google “High School Resumes”
- 3) Click on “Images”
- 4) There should be several examples for you to explore.

### [Additional Resume Resources](#)

### Ready to use your resume?

Click on the “Print/Export” option and choose how you would like to use your resume.

#### Resume

Add/Update Sections   **Print/Export Resume**

#### My Saved Resumes

##### Wolfe Resume Ex.

Last Edited Feb 9, 2021

- Edit
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