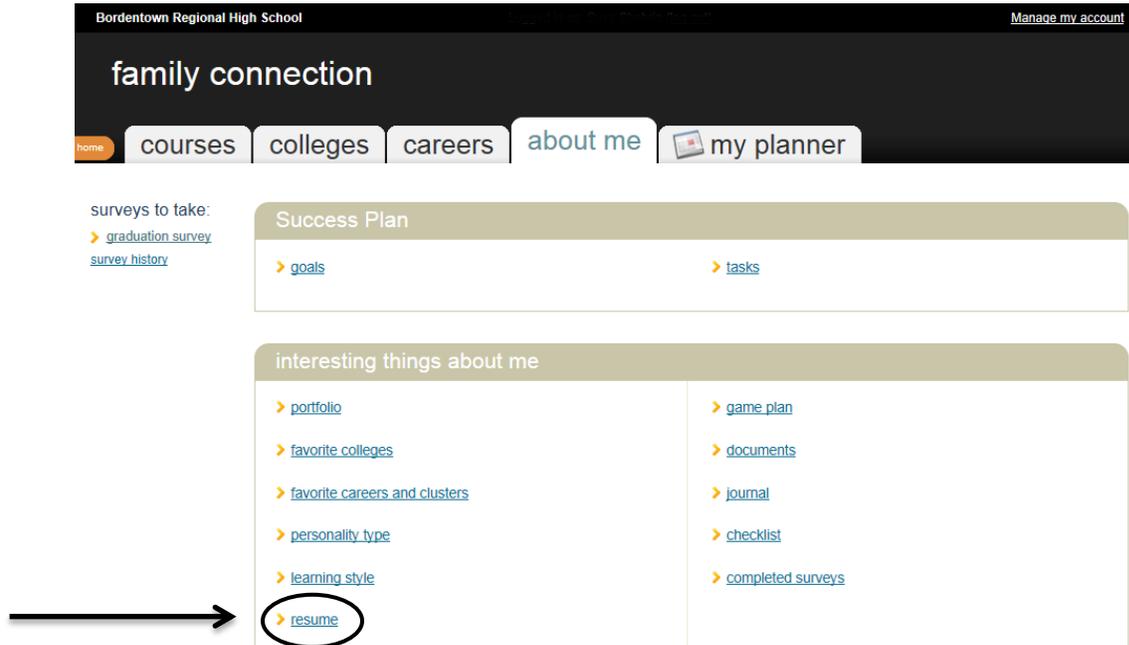


# Creating Your Resume on Naviance

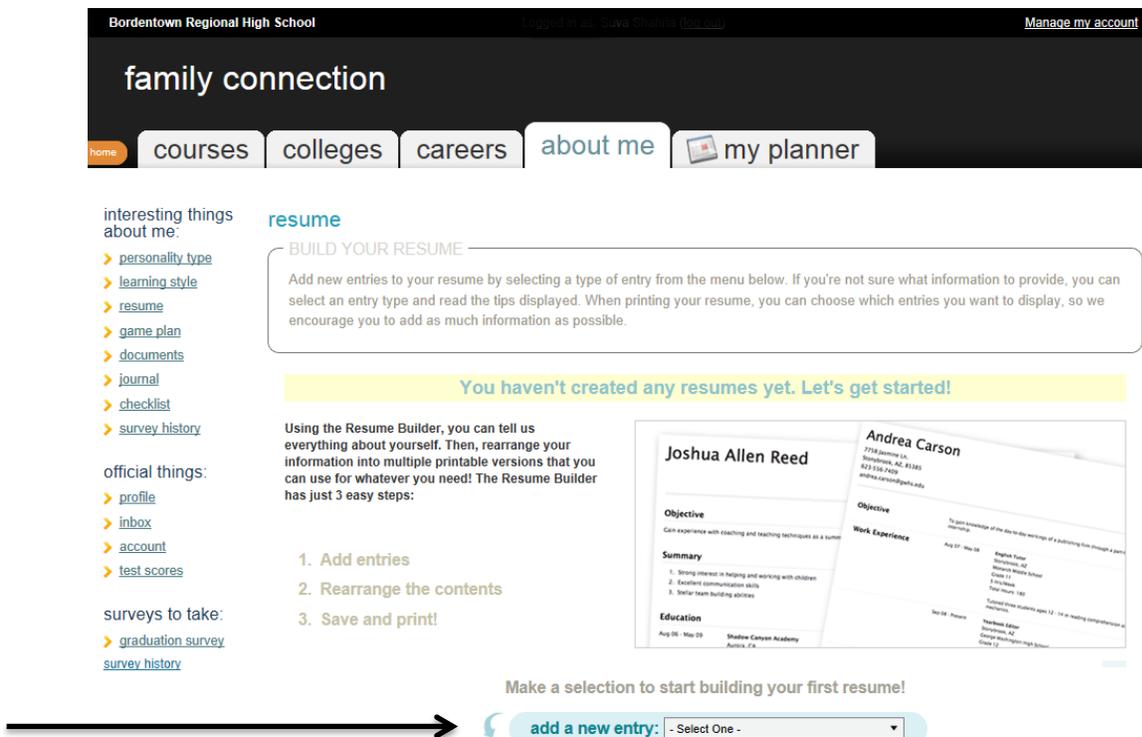
To Access Naviance, go to: <https://connection.naviance.com/family-connection/auth/login/?hsid=bordentownreghs>

- Your username is your full email address.
- Your password is the password you chose when you registered.
- If you do not remember your password, you can click on the “forgot password” feature or you can see your school counselor to have it reset.

Once you are on the home page for Naviance, click on the **About Me** tab at the top. Under **Interesting Things About Me** you will see a link for **Resume**.



The Resume Builder in Naviance looks like this:



## Step 1 – Add Entries

To get started, you will click on the drop down box that says **add a new entry**. It will display for you various sections that could appear on a resume, such as Objective, Summary, Work Experience, Education, Extracurricular Activities, References, etc. You should select the sections that most apply to you. For example, every student should have an Education section because you want to list the school you are currently attending. But, not every student will fill out Work Experience since some students have not had a job.

Once you decide on a section and click on it, a new area will appear to allow you to enter information into selected fields. Also, you will see on the right hand side a section called **Tips** which is meant to provide guidance about the type of information you should enter for that section.

The screenshot shows the 'family connection' website interface. At the top, there is a navigation bar with 'home', 'courses', 'colleges', 'careers', 'about me', and 'my planner'. The main content area is titled 'resume' and includes a 'BUILD YOUR RESUME' section with instructions. Below this is a dropdown menu labeled 'add a new entry:' with '- Select One -' selected. The 'Add Education' form is open, featuring fields for School, Location, Degree/grade level, Start date, and End date. A 'TIPS' box on the right provides guidance: 'Include coursework related to your job objective, apprenticeships, workshops or seminars.' and lists two bullet points: 'Even if it does not directly relate to a job, it can be helpful to list other interesting things you have studied to show that you are a well-rounded person.' and 'Note any significant accomplishment such as a high GPA or a leadership position.' At the bottom of the form, there are 'Cancel' and 'Add to Resume >' buttons. Arrows in the original image point to the 'TIPS' box and the 'Add to Resume >' button.

Once you are finished with that section, click on **Add to Resume**

You will see that the Education section now appears on your screen

Once you have a section complete, go back to the **add a new entry** drop down box and select the next section you would like to fill out.

The order will not matter because the next step will allow you to rearrange your sections before you print it.

**After you have filled out all the sections you want, you are now ready for step 2!**

## Step 2 - Rearrange the Contents

After you are satisfied with the contents of each section you have entered, you are now ready to format your resume. To do this, click on the tab that says **Customize Your Printable Resumes** (this can be found directly above the **add a new entry** drop box).

Bordentown Regional High School Manage my account

# family connection

home | courses | colleges | careers | about me | my planner

interesting things about me:  
> personality type  
> learning style  
> resume  
> game plan  
> documents  
> journal  
> checklist  
> survey history

official things:  
> profile

**resume**

BUILD YOUR RESUME

Add new entries to your resume by selecting a type of entry from the menu below. If you're not sure what information to provide, you can select an entry type and read the tips displayed. When printing your resume, you can choose which entries you want to display, so we encourage you to add as much information as possible.

Build Resume Sections | **Customize Your Printable Resumes**

Use the tools below to create and edit any sections you might want to use in your resume

+ create a new print format

Then click on **create a new print format** found at the bottom left of your screen.

New content will appear that will allow you to give your resume a **name or title**, choose what **style format** you would like, and select and arrange your content.

journal  
checklist  
survey history

official things:  
profile  
inbox  
account  
test scores

surveys to take:  
graduation survey  
survey history

Build Resume Sections | **Customize Your Printable Resumes**

Use the tools below to create and edit any sections you might want to use in your resume

- create a new print format

Name: High School Resume (this is for your reference - it won't appear on your resume)

Format:  Style 1 [\(view example\)](#)  Style 2 [\(view example\)](#)

References:  Include  Use "references available upon request"  Do not include

Select and Arrange Content:  
Drag sections to re-order them. Click boxes to include or exclude items.

**YOUR RESUME**

drag and drop sections to rearrange them

- OBJECTIVE (choose one)  
Obtain a bachelors degree in Secondary Education Mathematics.
- WORK EXPERIENCE  
Cashier, Shop Rite, Bordentown NJ  
June, 2011 - Present
- EDUCATION  
Bordentown Regional High School, Bordentown, NJ  
September, 2010 - Present

Cancel | **Save and Close >**

To select the sections you want to appear on your saved resume, click on the small box on the left hand side of each section.

To rearrange the order of how each section will appear on your resume, click and drag the 4-way arrow on the right hand side of each section.

Remember to click **Save and Close** to save the formatting you have selected.

## Step 3 - Print

Your saved resume should now show up saved as a file under the title you assigned it:

The screenshot shows the 'family connection' page for Bordertown Regional High School. The navigation bar includes 'home', 'courses', 'colleges', 'careers', 'about me', and 'my planner'. The 'resume' section is active, displaying instructions to 'BUILD YOUR RESUME' and options to 'Build Resume Sections' and 'Customize Your Printable Resumes'. A table lists 'YOUR SAVED PRINT FORMATS' with columns for 'DATE SAVED', 'EDIT', 'VIEW/PRINT', and 'DELETE'. One entry is 'High School Resume' saved on 10/22/2013. A 'create a new print format' button is also visible. A callout box points to the 'EDIT', 'VIEW/PRINT', and 'DELETE' icons, stating: 'You can edit, view/print, or delete this saved resume.'

YOUR SAVED PRINT FORMATS	DATE SAVED	EDIT	VIEW/PRINT	DELETE
<a href="#">High School Resume</a>	10/22/2013			

You can copy and paste the Resume into a word document to change fonts, edit margins, edit spacing, etc. or you can print directly from Naviance.

The screenshot shows a 'Print Preview' window for a resume. The resume content includes the name 'Jennifer Smith', an objective to 'Obtain a bachelors degree in Secondary Education Mathematics', work experience as a 'Cashier' at 'Bordertown NJ Shop-Rite', and education at 'Bordertown Regional High School'. A callout box with an arrow pointing to the 'Print Preview' icon in the toolbar says: 'To remove the header and footer from your resume right click and select Print Preview, then click here.'

Resume Page 1 of 1

Jennifer Smith

Objective Obtain a bachelors degree in Secondary Education Mathematics.

Work Experience Jun 11 - Present Cashier Bordertown NJ Shop-Rite

Education Sep 10 - Present Bordertown Regional High School Bordertown, NJ

https://connection.naviance.com/family-connection/resume?print=936099 10/22/2013

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