# 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.**
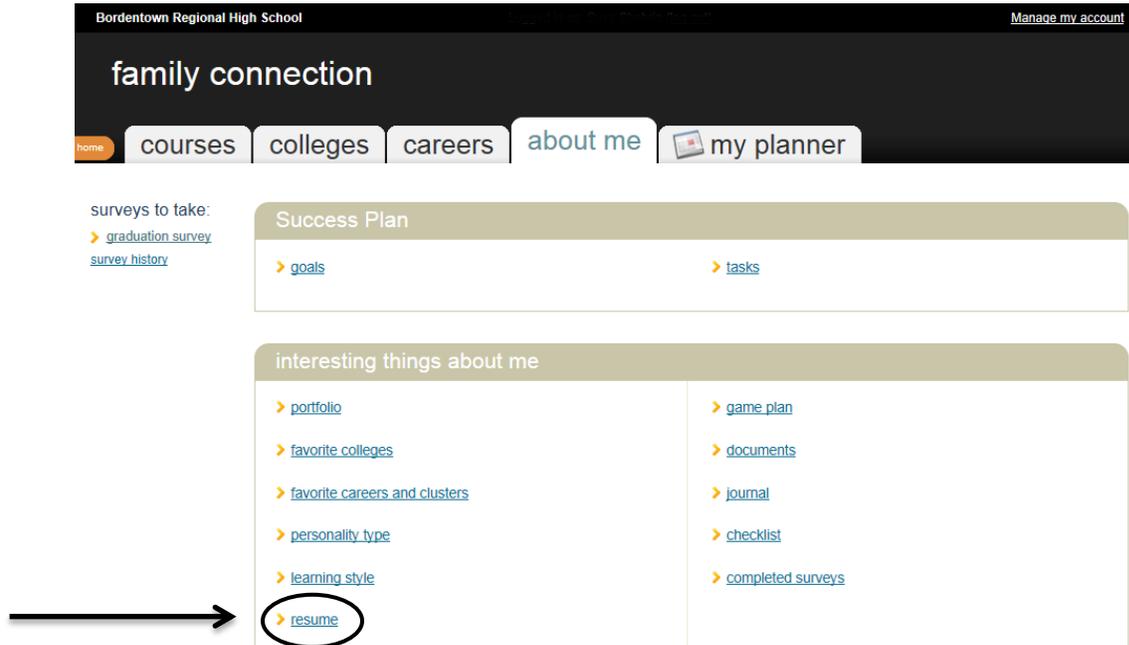
The Resume Builder in Naviance looks like this:
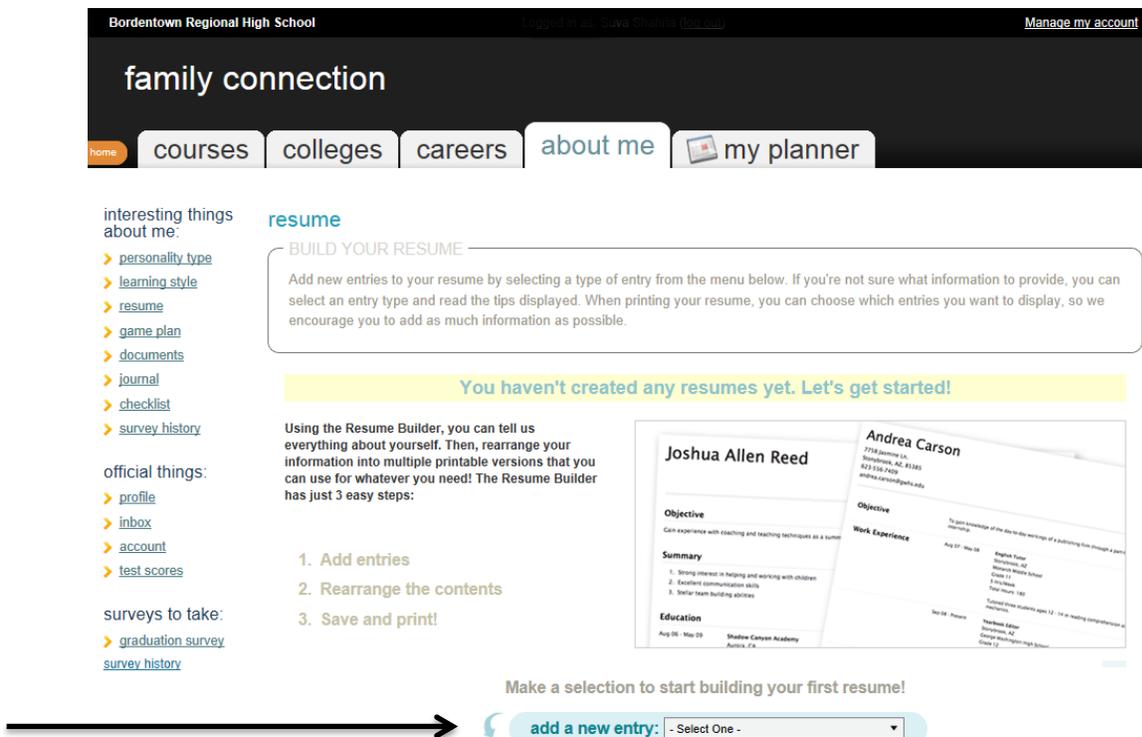
Step 1 – Add Entries

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 <u>could</u> 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.

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.

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

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).

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.

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:

You can **edit**, **view/print**, or **delete** this saved resume.

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.

To remove the header and footer from your resume right click and select Print Preview, then click here.