

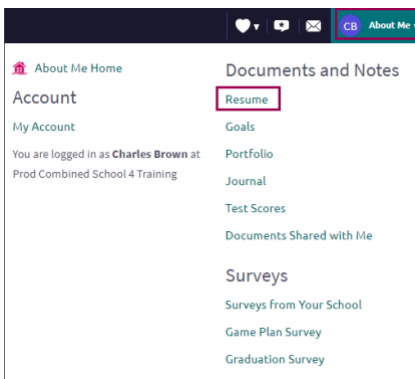
### Overview

Naviance Student offers a Resume Builder to provide a framework for your resume development. You can use the Resume Builder to decide and work on different resume sections and then use the build tool to export the resume as a PDF or Word file. The Word file is a fully editable version of the resume.

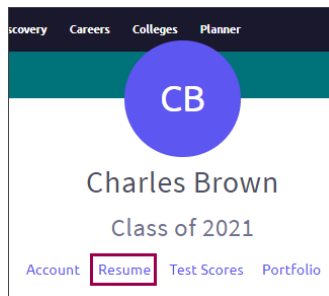
### Accessing Resume Builder

You can access the Resume Builder in one of two ways:

- From the *Naviance Student Home* page, navigate to **About Me > Resume**.



- From the *About Me Home* page, choose **Resume** from the student banner.



### Resume Sections

#### What is Included?

Resume Sections are where you begin building the various sections of your resume. Use the **Add Section** button (+ sign) to choose the sections that you want to add.

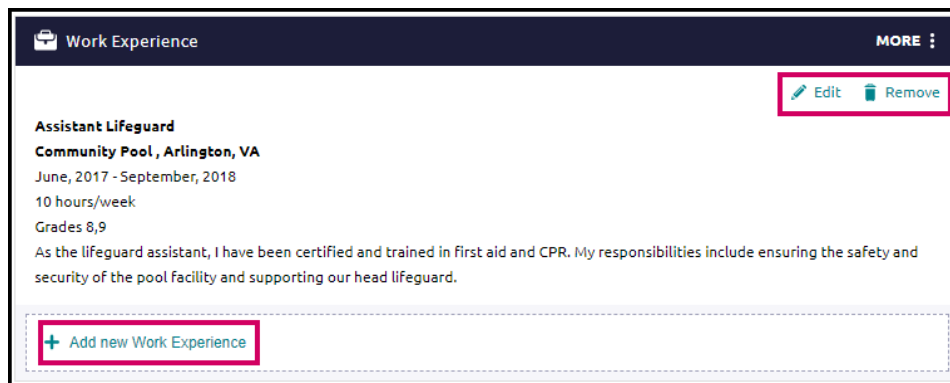
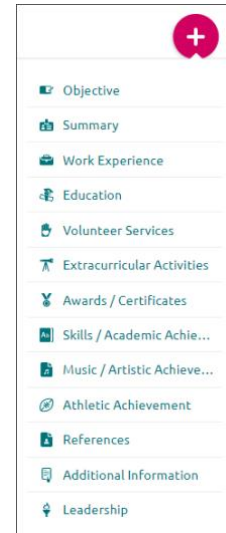
Although there are many resume sections available, the most common are:

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

## Adding Sections

The steps to create a section are:

1. From **Resume > Add/Update Sections**, click **Add Section** (+ sign).
2. Choose the **section** to include on the resume.
  - The section heading will provide a **tip** to assist you with understanding the purpose of that section. If the tip is long, use **More tips** to expand the tip.
  - Each section provides related fields of data to complete. Enter the information as needed.
3. Use **ADD** to complete and add the section to the resume.
4. After adding an item, a new option displays to **Add new information** for that section.
  - EXAMPLE: if you have had multiple jobs, use **Add New Work Experience** after entering your first job in the Work Experience Section to input your second job.
5. Use the **Edit** and **Remove** options in each section as needed.



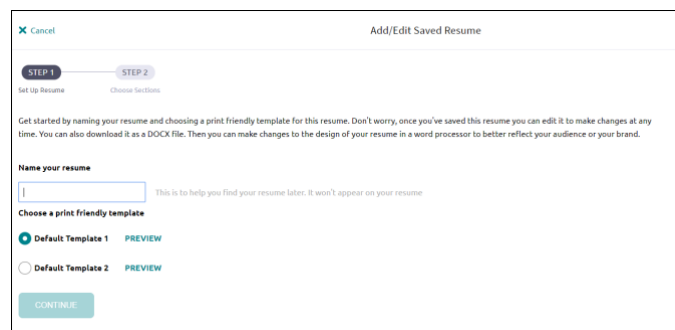
## Build the Resume

All the hard work is done, and the sections are complete! Now, it is time to build your resume.

### Getting Started

1. From the **Resume** page, click the **Print/Export Resume** tab.
2. Click the **Add** button (+).

*The Add/Edit Saved Resume Step 1 displays - Set up Resume.*
3. Enter a name for the resume in the **Name your resume** field.

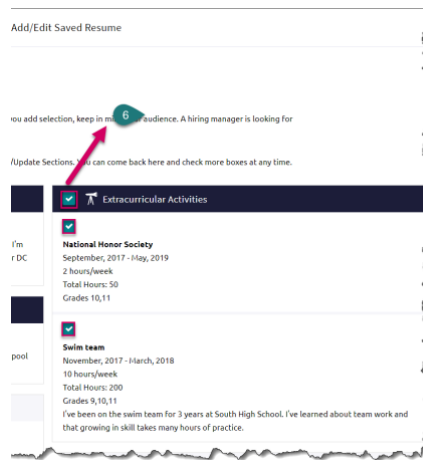


**NOTE:** The resume name will not display anywhere on your resume. It is for reference purposes only.

4. Select a template from **Choose a print friendly template**.
5. Click **Continue**.

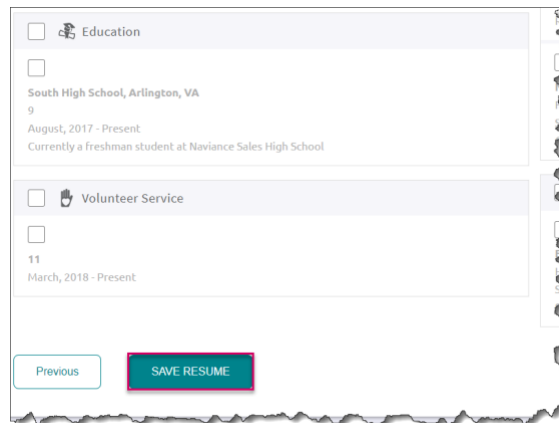
*Step 2, Choose Sections, displays.*

6. From this step, use the **checkboxes** to turn on or off sections for this resume.



**NOTE:** You can control which section and section entries you include on your resume. Just click the corresponding checkbox to add or remove sections or section entries.

7. Click **Save Resume**.



Your resume will be listed in My Saved Resumes.

8. Use **Download PDF** or **Download DOCX** options below the saved resume of choice to download that resume format.

**REMINDER:** If you choose the **DOCS** format, you can edit it in Word.

9. Use **Edit** to make changes to the name or template assigned to your saved resume. Use **Remove** to delete the saved resume.

