Resume Builder

Overview

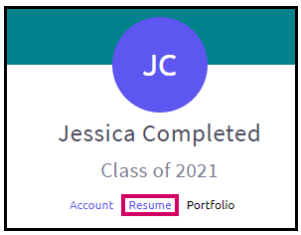
Naviance Student offers Resume Builder to provide a framework for student resume development. Resume Builder can be used to decide and work on different resume sections, and then the build tool can be used to export the resume as a PDF or Word file. The Word file is a fully-editable version of the resume.

Accessing Resume Builder

1. From the *Naviance Student* **Home** page, navigate to **About Me** > **My Stuff** > **Resume**.

   OR

2. From the *Naviance Student* **Home** page, navigate to **About Me** > **Home** and then click **Resume** from the student banner.



Resume Sections

What's Included?

Resume Sections is where you begin building the various sections of the resume. The **Add Section** button (+ sign) is used to add desired sections.

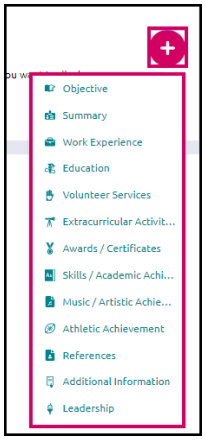
Although there are many resume sections available, the most common are:

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

Adding Sections

The steps to create a section are:

1. From **Resume** > **Add/Update Sections**, click **Add Section** (+ sign).
2. Click the **section** to include on the resume.



3. The section heading will provide a **tip** to assist students with understanding the purpose of that section. If the tip is long, use **More tips** to expand the tip.
4. Each section provides related fields of data to complete. Enter in the information as needed.
5. Use **ADD** to complete and add the section to the resume.
6. Once an item is added, a new option displays to **Add new information** for that same section.

***EXAMPLE**: if you have had multiple jobs, you would use **Add New Work Experience** after entering your first job in the Work Experience Section to input your second job.*

7. Use the **Edit** and **Remove** options in each section as needed.

Last Updated: 3/30/18
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Build the Resume

All the hard work has been completed – the sections are done! Now, it's 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.

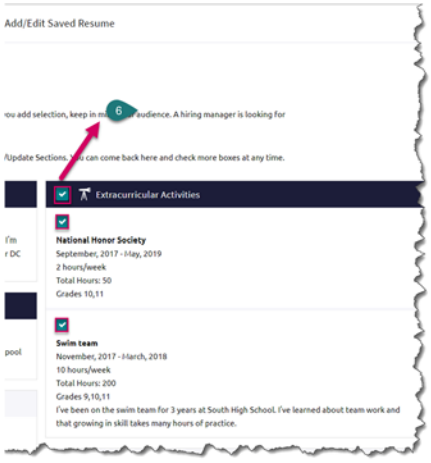
3. Enter a name for the resume in the **Name your resume** field.

***NOTE**: The selected 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**.

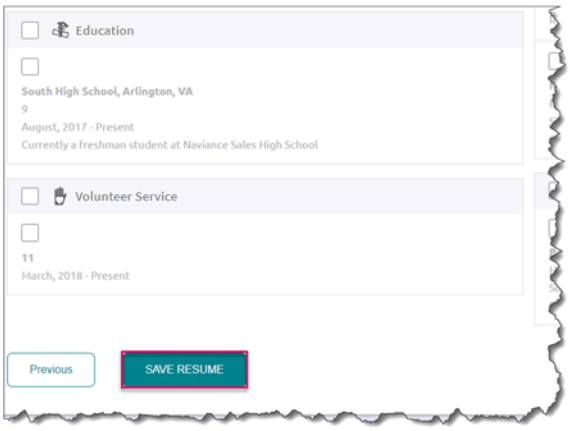
   Step 2, Choose Sections, displays.

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



***NOTE**: Each section has a checkmark for deciding whether it should be included. You may also notice there are checkboxes next to each individual entry under a section, providing full control over what information you share.*

7. Click **Save Resume**.

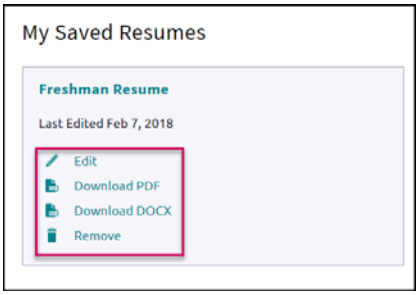


The resume saves, and My Saved Resumes will display.

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

REMINDER: The DOCX format is a Word file that can be edited.

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



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