

Assignment #1

Create a Resume

Quarter 2

Due Date: 12/2/20

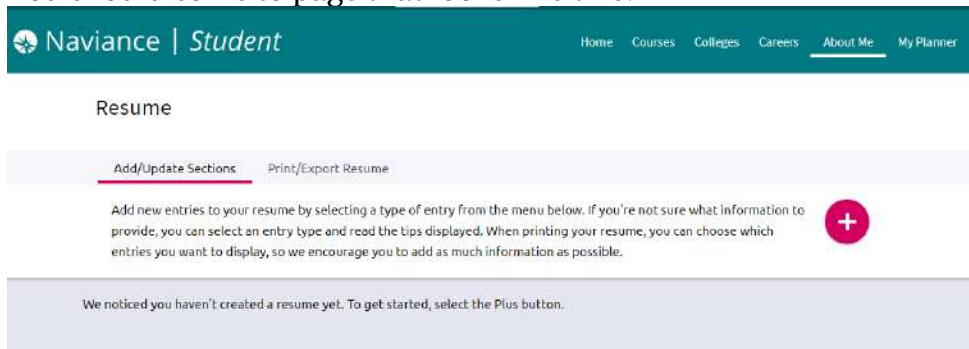
To complete this first assignment, create a personal resume using your Naviance Student account.

- What is a resume?

A resume is a written statement of your educational and work experience that is used when you are looking for a job. Resumes can also share your accomplishments and other activities.

Steps:

1. From the Wilsonville High School homepage, place your cursor over 'For Students', then click on 'Naviance Student'
2. Enter your school email and password (P+ID number)
3. From the Naviance Student homepage, click "About Me" (top right hand).
4. Click on "My Stuff"
5. Select "Resume"
6. You should come to page that looks like this:



7. Select the Plus button to begin adding sections to your Resume. You must include the following sections:
 - Objective
 - Work Experience
 - Education
 - References
8. It is optional to include:
 - Volunteer Services
 - Extracurricular Activities
 - Awards/Certificates
 - Skills/Academic Achievements

- Music/Artistic Achievements
 - Athletic Achievement
 - Additional Information
 - Leadership
9. Once you've entered all the information you want to include, select "Print/Export" at the top. Click on the Plus button again to save and choose a template for your resume.
 - ⇒ Name your resume
 - ⇒ Choose a template (you have three options)
 - ⇒ Click Continue
 10. Use the checkboxes to add your sections to the resume.
 11. Click on "Save Resume"
 12. You click on the title of your saved resume to view it. You can edit, if needed. When finished Download as PDF.
 13. Either print it or email it to your School Counselor.

Please contact your school counselor with any additional questions.