

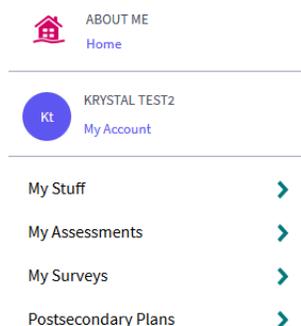
Quick Guide Overview

Resumes are an important aspect of fulfilling the About Me section of Naviance Student. This Quick Guide will assist you in some additional tasks, like accessing the resume tool, creating a resume, and personalization of your resume.

Accessing the Resume Tool

Log into your Naviance Student account by entering in your login information and click login to access your student account. After logging in you will be redirected to the welcome screen.

1. To access the Resume tool, go to the *About Me* tab, select *My Stuff*, and click *Resume*



Alternatively, you can access the Resume tool by going to the Quick Links sidebar and selecting Resume

Creating and Completing Your Resume

1. Once you've accessed the Resume page, select the Add/Update Selections tab
2. Next click the plus icon. Here you can add school, work, and extracurricular experiences and achievements onto your resume

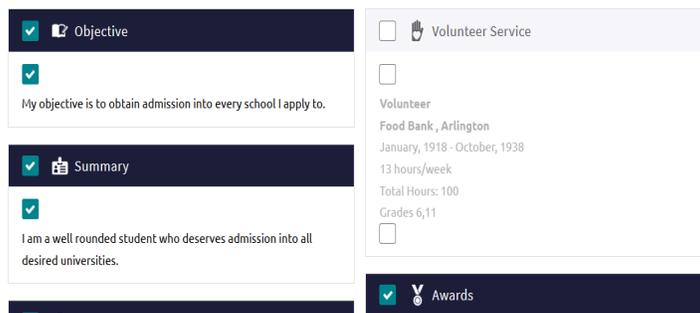


3. Once you've finished your resume, select the Print/Export Resume tab
4. Then click the plus icon
5. Next you will have to name your resume and select a template.

Personalizing and Saving Resumes

Now you will have the opportunity select which of the content you filled out will appear on your resume

1. Review the completed content boxes and check or uncheck the sections you would like included on your resume



2. Once your content has been selected, save your resume at the bottom of the page

Viewing and Exporting Your Resume

Now that your resume is completed and saved, you can now view your work

1. Under the *My Saved Resumes* section click the title of your resume

Additionally, you may export your resume by selecting the format you would like your work converted into

Ex: PDF or DOCX

My Saved Resumes

