

# NAVIANCE RESUME TUTORIAL

Ridge Point High School

# NAVIANCE RESUME STUDENT TUTORIAL

- ◉ A resume is an important document that allows people to get to know you before an interview
- ◉ Teachers and Counselors use resumes to help them write letters of recommendation
- ◉ College applications - you will be required to list all activities since freshman year



# NAVIANCE RESUME STUDENT TUTORIAL

- Creating a resume in Naviance is a benefit because teachers can view it.
- You can go back and add to it each year.

Welcome to Family Connection

Please use school login and password!

username

password

☐ remember me


[Log In](#)

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are you new here?

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**Ridge Point H S**  
500 Waters Lake Blvd.  
Missouri City TX 77459  
p: (281) 327-5200



# NAVIANCE RESUME STUDENT TUTORIAL

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## links

- [fafsa](#)
- [apply texas](#)
- [college board](#)
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## what's new

- Sam Houston State University will be visiting your school on Monday, January 26th at 1:00 pm [more info / register](#)
- You received an e-mail: [Texas Southern University - Honors College Open Houses](#) from Katherine Braucht.
- You received an e-mail: [Scholarship Reporting for RPHS](#) from Katherine Braucht.  
[more since last visit](#)

## Seniors - January Message

### Scholarship Reporting Form

- Seniors fill out the [Scholarship reporting form](#) by **May 5th** to guarantee scholarships will be printed in the graduation program. You must

### FAFSA

- Financial Aid deadlines are approaching - be sure you know the deadline for your school. Parents need to file their taxes and complete the FAFSA before the school's deadline.

You have **8 new** [messages](#)

[document library](#)

## updates

- [Bank of America Charitable Foundation's Student Leaders Program](#)
- [Kaplan Cram Session for January 24th SAT](#)



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### Success Plan

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### interesting things about me

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interesting things about me:

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surveys to take:

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## resume

**BUILD YOUR RESUME**

Add new entries to your resume by selecting a type of entry from the menu below. If you're not sure what information to provide, you can select an entry type and read the tips displayed. When printing your resume, you can choose which entries you want to display, so we encourage you to add as much information as possible.

Build Resume Sections

Customize Your Printable Resumes

Use the tools below to create and edit any sections you might want to use in your resume

add a new entry:

- Select One -

### OBJECTIVE


To work hard!

### EDUCATION

Ridge Point High School, 500 Waters Lake Blvd.  
High School Graduate  
August, 2010 - May, 2014



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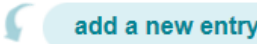
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- Select One -

Objective

Summary

Work Experience

Education

Volunteer Service

Extracurricular Activities

Awards/Certificates

Skills/Academic Achievement

Music/Artistic Achievement

Athletic Achievement

References

Leadership

Additional Information

### OBJECTIVE

To work hard!

### EDUCATION

Ridge Point High School, 500 Waters Lake Blvd.  
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[ance.com/family-connection/resume/#](#)



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add a new entry: - Select One -

## Add Work Experience

|                         |   |
|-------------------------|---|
| Position Title:         | <input type="text"/>  |
| Organization:           | <input type="text"/>  |
| Location:               | <input type="text"/>  |
| Start date:             | month <input type="text"/> year <input type="text"/>  |
| End date:               | month <input type="text"/> year <input type="text"/><br><input type="checkbox"/> To present   |
| Average hours per week: | <input type="text"/>  |
| Total hours:            | <input type="text"/>  |
| Grades Participated:    | <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 |
| Description / Comments: | <input type="text"/>  |

### TIPS

One of the keys to writing a good resume is to learn how to write short "snippets" that demonstrate what you did (**action**) and what you accomplished (**result**). You can make your work experience a lot more relevant and informative to the reader if you use this style.

Examples of snippets:

- Organized records into an online database for easier administration
- Consistently sold more than monthly quota
- Tutored students in math to improve SAT scores by an average of 200 points

For work experience, make sure you list any job that gave you useful experience or skills. Even if you didn't get paid, you worked for a parent or relative, or you worked for yourself, you probably still gained valuable experience and accomplished something meaningful.





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[Build Resume Sections](#)[Customize Your Printable Resumes](#)

create a printable resume that's customized exactly how you want it

| YOUR SAVED PRINT FORMATS           | DATE SAVED | EDIT | VIEW/PRINT | DELETE |
|------------------------------------|------------|------|------------|--------|
| <a href="#">Resume 2014</a>        | 08/21/2014 |      |            |        |
| <a href="#">Scholarship Resume</a> | 01/22/2015 |      |            |        |
| <a href="#">Job Resume</a>         | 01/22/2015 |      |            |        |

[+ create a new print format](#)

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create a printable resume

YOUR SAVED PRINT FORMATS

[Resume 2014](#)

[Scholarship Resume](#)

[Job Resume](#)

create a new print format

Name:

(this is for your reference - it won't appear on your resume)

Format:

☒ Style 1 [\(view example\)](#)

☐ Style 2 [\(view example\)](#)

References:

☐ Include

☐ Use "references available upon request"

☒ Do not include

Select and Arrange Content:

Drag sections to re-order them. Click boxes to include or exclude items.

YOUR RESUME

Make sure to title your resume for the purpose that it will serve
















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 [create a new print format](#)


Name:  (this is for your reference - it won't appear on your resume)

Format: ☒ **Style 1** ([view example](#) ) ☐ **Style 2** ([view example](#) )

References: ☐ Include ☐ Use "references available upon request" ☒ Do not include

Select and Arrange Content:  
*Drag sections to re-order them. Click boxes to include or exclude items.*

YOUR RESUME

drag and drop sections to rearrange them 

☐ OBJECTIVE (choose one)

To work hard!

☐ EDUCATION

☐ Ridge Point High School, 500 Waters Lake Blvd., High School Graduate  
August, 2010 - May, 2014



# NAVIANCE RESUME STUDENT TUTORIAL

- ◉ You should update your resume on a regular basis.
- ◉ When you need teacher recommendations they will be able to see your resume in Naviance
- ◉ Students should create multiple resumes. Doing so will allow for different resumes for scholarships, employment, college applications etc.

