

DIRECTIONS on NAVIANCE Resumes:

1. Log onto Naviance (connection.naviance.com/desertmhs Login is ID# and Password is 8 digit bday)
2. Click on **About Me**
3. Click on **Resume**
4. Click on **Add a new entry: Education**
 - a. School: <Your School>
 - b. Location: Scottsdale, AZ
 - c. Degree/Grade Level: Grade 11 GPA 3.2 (example)
 - d. Start Date: August 2009 (unless you're a transfer student)
 - e. End Date: Present
 - f. Description: Anticipated Graduation Date May of 2013
5. Click on **Add a new entry: Extracurricular Activities**
 - a. Activity: List student club/organization (i.e., Student Ambassador)
 - b. Start Date: Leave Blank
 - c. End Date: Leave Blank
 - d. Avg. hours per week: 12 (example)
 - e. Total hours: List total hours you committed to this organization
 - f. Grades Participated:
 - g. Description: List positions/roles (EX: Welcomer, Tour Guide, Speaker for 8th grade visits)
6. Complete **Add Entry** for all other categories that apply to you.

HOW TO PRINT:

1. Click on **Customize Your Printable Resumes**
2. Click on **Create a New Print Format**
3. Enter a name for your resume version
4. Click on the format (Style 1 or Style 2) that you prefer
5. References: Click on **Do Not Include**
6. Arrange your resume (look at sample resume as reference)
 - a. Education
 - b. Skills/Academic Achievement (move test scores to top)
 - c. Awards/Certificates
 - d. Music/Artistic Achievement, Athletic Achievement,
 - e. Extracurricular Activities
 - f. Volunteer Service
 - g. Work Experience
 - h. Additional Information
7. Click on **Save and Close**
8. Click on **View/Print** and PRINT!