

Directions for Creating your Resume

Please look carefully at the sample resume we have created.

Make sure that you add entries in each category and that you describe all your responsibilities in each category. Always list any honors or awards you have received in any activity.

The more you describe all your activities, the easier it is for your teachers and counselor to write a detailed letter of recommendation.

- In Naviance, go to the “About Me “ tab
- Resume is on the bottom left under “interesting things about me”
- Go to “Add New Entry” and click on Objective
List a career and/or a college major that you are considering.
- Now go to Summary and list your academic strengths- be specific and make sure that you include at least one point about each teacher’s subject where you are requesting a recommendation.
- Click on each tab: work experience, education (list all high schools you have attended), volunteer service, extra curricular activities, awards/ certificates, skills/academic achievement (list out of school activities here i.e. piano lessons) and athletic achievement (you do not need to fill out references). You can add many activities under each category. It is also fine to leave a category blank (if you don’t play sports, you probably don’t have any athletic achievements).

Please be as thorough as possible. Ask your parents or your counselor if you need help.

- After you have added all entries, you can rearrange the content any way you want. Please save your final resume.