

RESUME BUILDING ON NAVIANCE



Learning Target

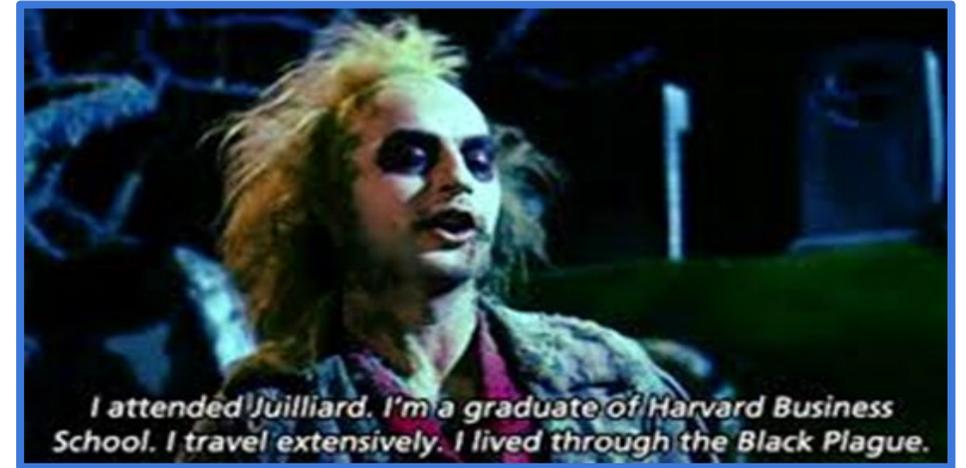
I can start and/or continue to work on building a resume



WHAT IS A RESUME ANYWAY?

“A résumé is a document that sums up your skills, experiences and accomplishments so a potential employer can quickly see whether you are a good fit for a position. Before you start applying for jobs or internships, you'll need to write a résumé. Even if you're new to the workforce, a strong résumé can help you stand out in the crowd.”

-collegboard.org



BENEFITS OF RESUME BUILDING NOW

- Life skill
- It can be hard to remember dates and details so write them down now. No worries later.
- When it comes time to apply for a job you'll be ready
- College and scholarship applications
- See the holes so you can improve and/or make changes now



#1. Go to the CHS website



#3. sign on to Naviance

#2. Click on the "Counseling" tab



GUIDANCE

- Guidance Home
- Academic Planning
- Academic Supports
- Registrar
- College Career Center
- Financial Aid
- Testing

PROGRAM OF STUDIES

- 2016-2017
- 2016-2017: Grade 9
- 2016-2017: Flexible Pathways Insert
- 2015-2016
- 2015-2016: Grade 9

SUPPORT SERVICES

- 504*
- CAP
- Changes*
- Special Ed*
- *Links coming Soon!

Username: CHS Email
Password: If you forgot your password you might have to reset it.
 ★ Don't get click happy and lock yourself out!

Welcome, Bob!

Search for Colleges



Type a college name

H

You are screen sharing Stop Share

Class of 2017

Welcome to Family Connection by Naviance!

Colchester High School's Family Connection site is designed to assist our students with college and career planning. Utilizing the tools in the tabs above will help you:

- search for colleges that will enhance your education and allow you to achieve your goals
- identify careers of interest based on questionnaires and personality surveys

[Read more](#)

My Favorites



COLLEGES

I'm thinking about



COLLEGES

I'm applying to



CAREERS AND CLUSTERS

I'm thinking about

Click on "about me" tab

Important To-Dos and Tasks

TASK

Complete Learning Style Inventory™ 2.0

Assigned by Jean Shea

What's New

Nothing new to review this visit. Check back later.



Bob!

Search for Colleges



Type a college name

You are screen sharing

Go to "My Stuff" and click on "Resume"



ABOUT ME

Home



BOB GUEST, HALL

BGH

My Account

My Stuff



My Assessments



My Surveys



Postsecondary Plans



Class of 2017

Welcome to Family Connection by Naviance!

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- search for colleges that will enhance your education and allow you to achieve your goals
- identify careers of interest based on questionnaires and personality surveys

Read more

Important To-Dos and Tasks

 TASK Complete Learning Style Inventory™ 2.0
Assigned by Jean Shea

My Favorites



COLLEGES

I'm thinking about



COLLEGES

I'm applying to



CAREERS AND CLUSTERS

I'm thinking about

What's New

Nothing new to review this visit. Check back later.



Resume

Add/Update Sections

Print/Export Resume

Click on the pink plus sign to add to/start resume



We noticed you haven't created a resume yet. To get started, select the Plus button.

Colchester High School

31 Laker Lane
Colchester, VT 05446-0031
Phone: (802) 658-1570
www.csdvt.org/chs
Contact Counselor



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logged in as **Bob Guest-Hall**

[Site Map](#)



Show Me How

Add experiences to your resume using the drop down menu

We noticed you haven't created a resume yet. To get started, select the Plus button.

hester Hig

aker Lane

hester, VT 0

(2) 658-157

.csdvt.org/

act Course

IDEAS

- Mowing/shoveling for neighbor
- Soup kitchen around holidays
- Sports
- Band and chorus
- Theater
- Benefit 5K or walks
- Volunteering through religious organizations
- Dance
- Clubs like Green Team, CHS cares & debate
- Babysitting
- Chores
- Hobbies
- Dog walking...



To add new entries,
pick a subject from drop down
menu

- Objective
- Summary
- Work Experience
- Education
- Volunteer Services
- Extracurricular Activities
- Awards / Certificates
- Skills / Academic Achie...
- Music / Artistic Achieve...
- Athletic Achievement
- References
- Additional Information
- Leadership

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Bob Guest-Hall

Site Map

LOG OUT



Show Me How

Cancel



Add Work Experience



More tips

TIP:

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).

*** Position Title: (required)**

Childcare

Organization:

Private family

Location:

Colchester, VT

*** Start Date: (required)**

October



2020



End Date:

Month

Year

IDEAS

- Mowing/shoveling for neighbor
- Soup kitchen around holidays
- Sports
- Band and chorus
- Theater
- Benefit 5K or walks
- Gaming, hobbies
- Volunteering through religious organizations
- Dance
- Clubs like Green Team, CHS cares & debate
- Babysitting
- Chores at home
- Dog walking...

Even if you didn't get paid, go ahead and add the experiences

Cancel

Add Work Experience

Less tips

TIP:

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



Use snippets!
Action + result to
showcase
accomplishments

Average Hours per Week

5

Total Hours

Grades Participated:

6 7 8 9 10
 11 12

Description / Comments:

Provided childcare for two children after school. Helped children with homework, prepared dinner and

ADD

DON'T FORGET TO
REMEMBER

Click "add" once you are done. Don't forget the snippet description.

- just do your best with the hours portion (use hours per week for a regular thing (ie. working) and total hours for an event (ie. COTS walk))

 Work Experience

Delete 

 Edit  Remove

Childcare

Private family , Colchester, VT

October, 2020 - Present

5 hours/week

Grades 10,11,12

Provided childcare for two children after school. Helped children with homework, prepared dinner, and organized stimulating activities

[+ Add new Work Experience](#)



Description example

Use the checkboxes to add sections. You can select as many selections as you would prefer. As you add selection, keep in mind your audience. A hiring manager is looking for different skills and accomplishments than a college advisor.

Do you need to make changes to the section content? Save your resume first and return to Add/Update Sections. You can come back here and check more boxes at any time.

 **Work Experience**

Childcare
Private family , Colchester, VT
October, 2020 - Present
5 hours/week
Grades 10,11,12

Provided childcare for two children after school. Helped children with homework, prepared dinner, and organized stimulating activities



 **Volunteer Service**

Snow Removal volunteer
Local Neighborhood , Local Neighborhood
December, 2018 - Present
4 hours/week
Total Hours: 20
Grades 11,12

Provide snow removal for elderly neighbors unable to remove



Previous

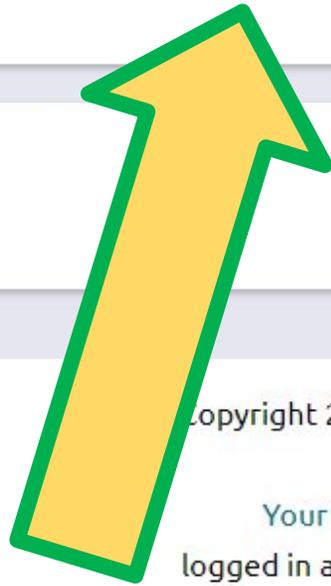
SAVE RESUME

Resume

Add/Update Sections

Print/Export Resume

Once you are done, click the "print/export resume" tab then the "pink plus sign"



My Saved Resumes

hester High School
Laker Lane
hester, VT 05446-0031
(802) 658-1570
www.csdvt.org/chs
Contact Counselor



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logged in as **Bob Guest-Hall**



 Close

Add/Edit Saved Resume

STEP 1

Set up Resume

STEP 2

Choose Sections

Get started by naming your resume and choosing a print friendly template for this resume. Don't worry, once you've saved this resume you can edit it to make changes at any time. You can also download it as a DOCX file. Then you can make changes to the design of your resume in a word processor to better reflect your audience or your brand.

Name your resume

This is to help you find your resume later. It won't appear on your resume

Choose a print friendly template

Default Template 1 [PREVIEW](#)

Default Template 2 [PREVIEW](#)

Default Template 3 [PREVIEW](#)

CONTINUE

Name your resume and pick a template



Resume

Add/Update Sections

Print/Export Resume

✓ Your newly saved resume has been created!

My Saved Resumes

CHS Guidance

Last Edited Mar 22, 2021

-  Edit
-  Download PDF
-  Download DOCX
-  Remove

Download a PDF of your resume

***Access your saved resume whenever you are looking to apply for a job or when it's time to apply for college!**

Bob Guest-Hall

robert.hall@colchestersd.org

Work Experience

Oct 2020 - Present

Childcare

Colchester, VT

Private family

Grade 10, 11

5 Hrs/Week

Total Hours: 100

Provide childcare for two children after school. Organize stimulating activities, support children with homework, and prepare dinner.

Volunteer Service

Dec 2018 - Present

Snow Removal

Colchester, VT

Local Neighborhood

Grade 9, 10, 11

4 Hrs/Week

Total Hours: 20

Provide snow removal for elderly neighbors on volunteer basis.

Check
out your
sweet
resume!



CONTINUE TO ADD TO YOUR RESUME

- ❖ You don't have to wait for AT to update your resume
- ❖ Resume building is a continuous process
- ❖ Use Naviance to keep track of all the fabulous things you have accomplished and will continue to do

Want to hear a
construction
joke?
Sorry, I'm still
working on it.

Cool Funny Quotes.com



"That's all Folks!"