

Creating a Naviance Resume

Naviance is a very useful tool for many things, including keeping an up-to-date resume. All students at BTHS will be required to create a resume junior year. However, it is suggested that students start creating their resume during freshman year. It is an easy way of keeping track of things while you do it, instead of trying to remember everything a few years later. Resumes should be about HS activities, and not include things from elementary or middle school unless they are extremely significant or impressive. Students should update their resume on a frequent basis, so nothing important goes forgotten. Below are directions for how to start your resume in Naviance.

1. Logon to Naviance from the BTHS Guidance Website or at https://connection.naviance.com/family_connection/auth/login/?hsid=biotechnologyhs

2. Click on the top tab “about me”

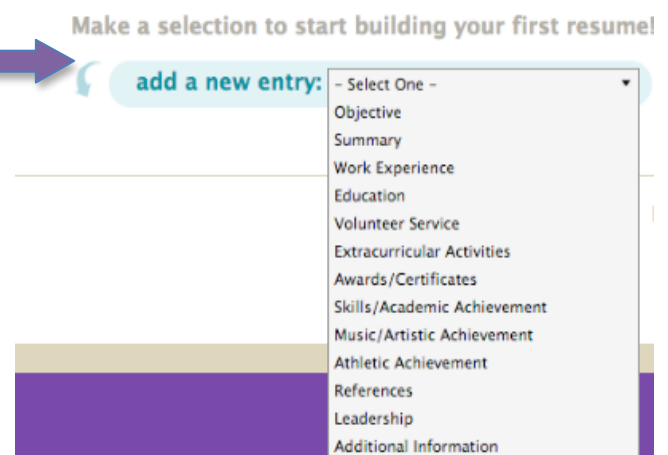
3. Under the section Interesting Things About Me click on “resume”

4. Where it states “Add New Entry”, pull that drop box down

5. Select the items that apply to you and complete them one at a time

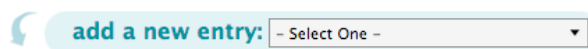
• *Helpful tips for some of the sections:*

- Objective: Not needed at this time
- Summary: Not needed at this time
- Work Experience: list any jobs you have during HS
- Education: Biotechnology High School, Freehold, NJ
- Volunteer Service: List any service you do inside and outside of school during HS years
- Extracurricular Activities: List any clubs you are involved in inside and outside of school during HS years
- Awards/Certificates: Keep track of all awards you receive. If you received anything significant before HS, you can add that. Otherwise, keep it to your HS years.
- Skills/Academic Achievements: List any type of recognition you earn in HS, and also list any special skills you have that make you stand out. This is the section National Honor Society goes in.
- Music/Artistic Achievements: List if you have any
- References: You can put your school counselor as a reference
- Additional Info – Not needed at this time



6. I suggest updating this information monthly. This is a good way to keep track of everything.

7. If you want to print a copy, then click on the tab “Customize Your Printable Resumes”



- Then click “Create a new print format”
- Name it the date so you know which is your most recent version
- Click on the different styles, and drag the boxes around to rearrange them in whatever order you would like. It is usually best to have your education first. Then put sections in order based upon order of importance.
- You then need to check every box on the top left corner of each section to include those items on the resume
- Then at the bottom click on “Save and Close” and it will be saved in Naviance as a pdf file

CONGRATULATIONS!!! You have created your first Naviance resume!!!