



Creating a resume

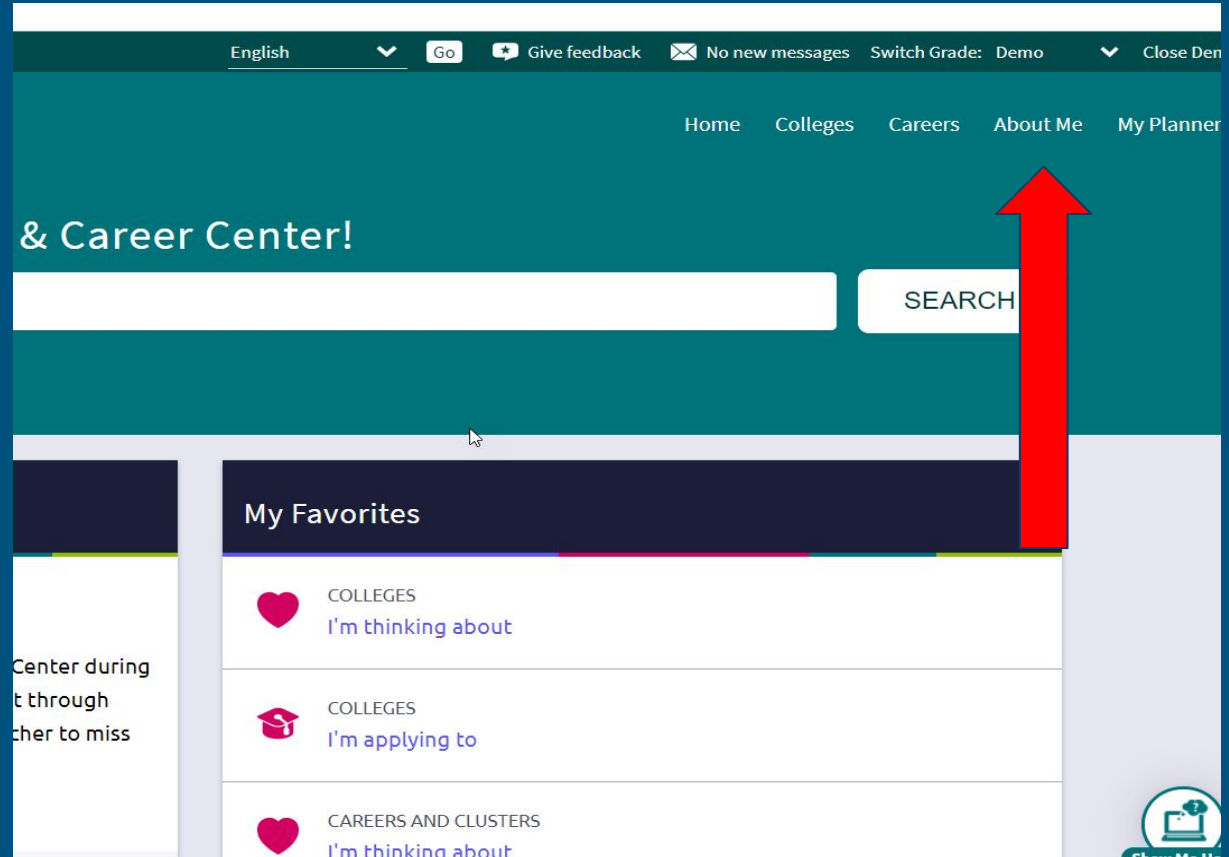


2020 -2021



A resume is snapshot of who you are. Creating a resume will help to complete your college applications. Students will need a resume in Naviance if a letter of recommendation is needed from your counselor. The resume in Naviance is also used to award scholarships and/or for employment.

Log into your Naviance account - Click on About Me



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English



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Carlmont College & Career Center!



Type a college name



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My Assessments



My Surveys



Postsecondary Plans



My Favorites



COLLEGES

I'm thinking about



COLLEGES

I'm applying to

iors !

will come to your College and Career Center during
November. Prior to registering for a visit through
must receive approval from your teacher to miss

Click on Resume

Student

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Demo Razor - Carlmont College & Career Center

Class of 2020



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Keys

Progress

You haven't started any Surveys yet.

My Assessments

Assessments in Progress

You haven't started any assessments yet.



Add new entries to your resume by selecting a type from the menu offered. If you're not sure what information to provide, you can select an entry type and read the tips displayed. We encourage you to add as much information as possible. Click on the Plus sign to begin.

Click on the PLUS sign

ance | *Student*

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Resume

Add/Update Sections [Print/Export 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.



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

chool
Las Pulgas
2-3585



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logged in as **Demo Rasor - Carlmont College & Career Center**

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Options to start your resume will appear

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.

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

ont High School
Alameda De Las Pulgas
nt, CA 94002-3585
) 595-0210
onths.org
ct Counselor



logged i

- 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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What is the difference between Extracurricular and volunteer? An **extracurricular** - things like committee/club/organized hobby fall in here. **Volunteering** implies being **of** service to others (usually by sacrificing your time and effort). Sports have separate section in the Naviance resume template.

Example of extracurricular Activities

Resume

Add/Update Sections

Print/Export Resume

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Extracurricular Activities

Delete 

 Edit  Remove

Chemistry Club

September, 2017 - Present

1 hours/week

Total Hours: 36

Grades 10,11

Club gathered once a week, discussion on concept learned, current articles in Chemistry World. President junior year.

Example of Volunteer Service

[Add/Update Sections](#)

[Print/Export Resume](#)

Add new entries to your resume by selecting a type of entry from the menu below type and read the tips displayed. When printing your resume, you can choose which information as possible.



Volunteer Service

Delete



Edit



Remove

Camp Counselor

Adventure Camp , San Carlos

June, 2018 - August, 2020

30 hours/week

Total Hours: 540

Grades 9,10,11

Leading activities for middle school students, maintaining safety, creating games, encouraging teamwork




Add new Volunteer Service

Example of Sports Involvement



Athletic Achievement

Delete 



Edit



Remove

Soccer Team

January, 2018 - March, 2020

15 hours/week

Total Hours: 540

Grades 9,10,11

Varsity, team player award (2019)



Add new Athletic Achievement

Example of a resume

Jane Doe

Objective Obtain a Letter of Rec from my counselor

Summary Very interested in the lab sciences

Work Experience Sep 2017 – Mar 2020 **Babysitter**
San Carlos
Grade 9, 10, 11
2 Hrs/Week
Friday nights two young children

Volunteer Service Jun 2018 – Aug 2020 **Camp Counselor**
San Carlos
Adventure Camp
Grade 9, 10, 11
30 Hrs/Week
Total Hours: 540
Leading activities for middle school students, maintaining safety, creating games, encouraging teamwork

Mar 2018 – Mar 2020 **Clinical Lab Volunteer**
San Carlos
Quest Diagnostics
Grade 10, 11
2 Hrs/Week
Total Hours: 208
Assisting patients with questionnaire

Nov 2017 – Mar 2020 **Team Assistant**
San Jose
The Science Factory
Grade 9, 10, 11
3 Hrs/Week
Total Hours: 324
Assisting a teacher in a science camp on weekends

Extracurricular Activities Sep 2017 – Present **Chemistry Club**
Grade 10, 11
1 Hrs/Week
Total Hours: 72
Club gathered once a week, discussion on concept learned, current articles in Chemistry World. President junior year.

Awards Present **AP Scholar**
Grade 10
The AP Scholar Awards recognize high school students who have demonstrated exemplary college-level achievement on AP Exams

Present **Carlmont Math Award**
Grade 9
Award for high score during Math competition

Remember to add everything from Freshman year to current.

Questions??

Contact Mrs Rasor in your College and Career Center

nrasor@seq.org