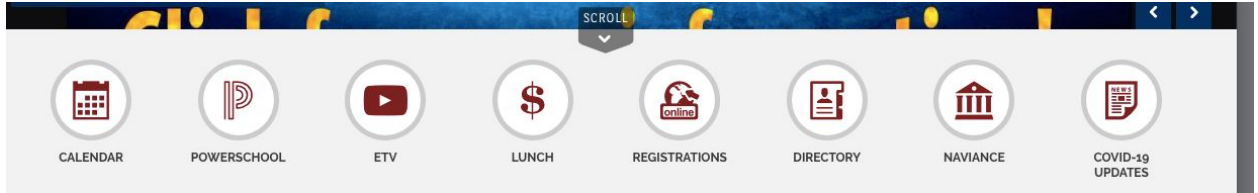# Resume Instructions

1) **Login to Naviance - Go to the Eastern website (eccrsd.us) and scroll down and click on "Naviance"**

2) **You may directed to this page and need to input Eastern's zip code (08043)**

3) **Click on "Go" and then click on "Eastern High School", you will be directed to the login page. Then login to Naviance.**
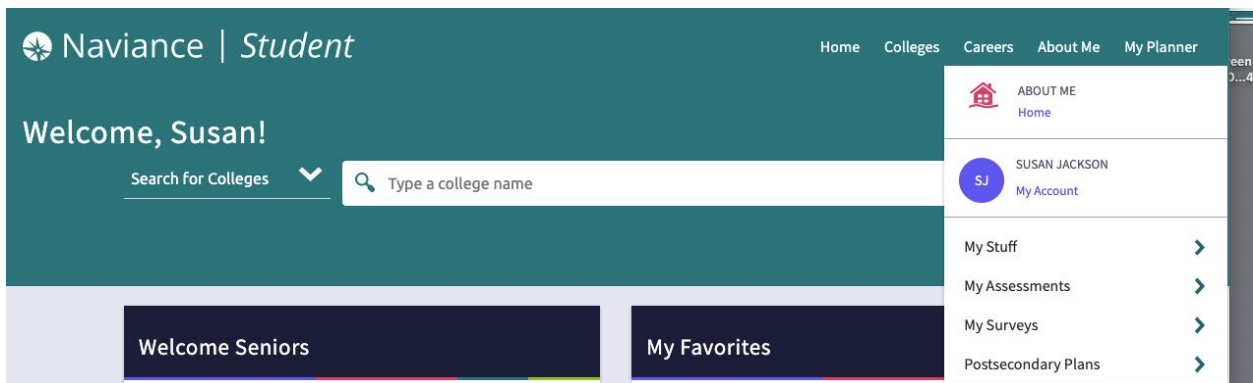
Naviance may indicate that they are sending you a new password which will be sent to your Eastern email.   Check your Eastern email and then you can re-set your password and log in.
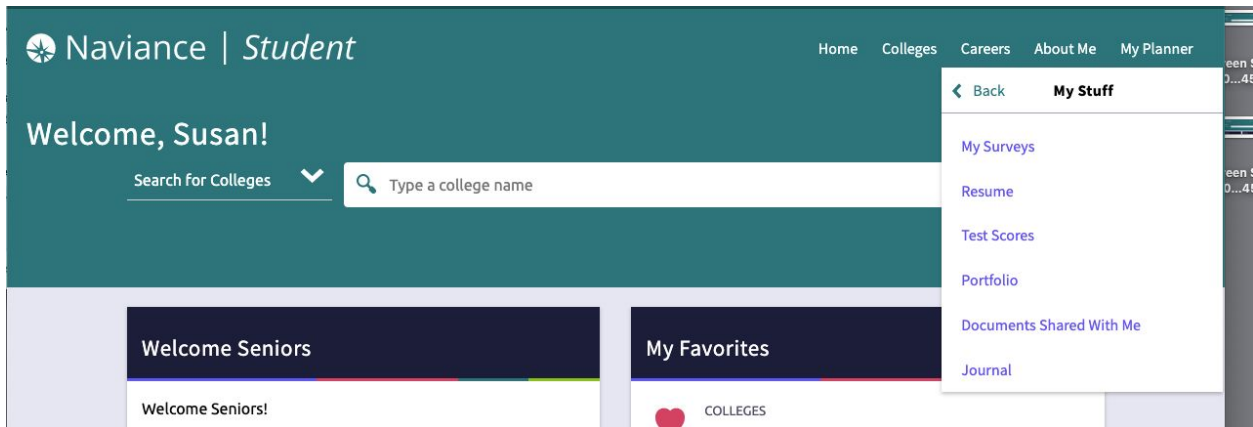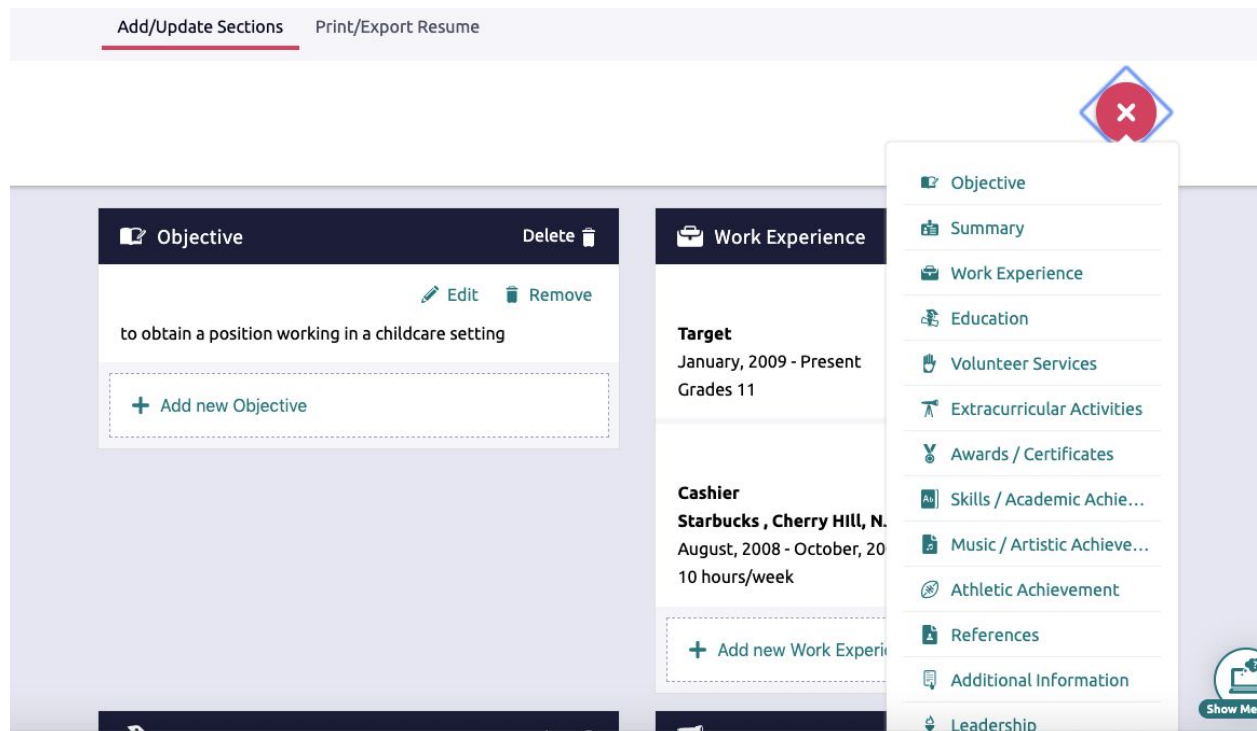
4) Click on "About Me"
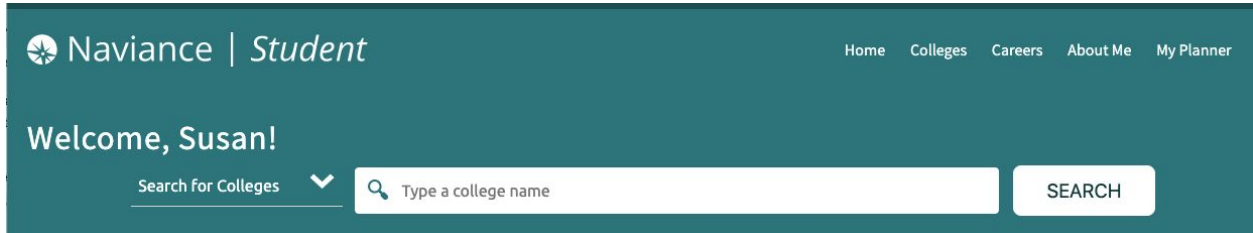
5) Then click on "My Stuff"

6) Then click on "Resume"

7) Click on the *plus sign* to start creating a resume and you can fill in the following areas:


- ○ **Objective** - This is why are you creating a resume (i.e. obtain a position at Target, acceptance at Rutgers University)
- ○ **Summary** - This can be a brief sentence or two about yourself (i.e. High school Freshmen with an interest in studying Biology at a four year college.)
- ○ **Work Experience** - List if you have any.
- ○ **Education** - Eastern High School, Voorhees, NJ
- ○ **Volunteer Service** - List all of the community service you have completed.
- ○ **Extracurricular Activities** - List any clubs/ activities you participate in - in and out of school
- ○ **Awards/Certificates** - list any you have earned like Honor Roll or Academic Awards
- ○ **Skills/Academic Achievement** - List if you have any like Student of the Month
- ○ **Music/Artistic Achievement** - List if you have any like All South Jersey Band, Voorhees Theater Company, etc..
- ○ **Athletic Achievement** - List if you have any like Varsity letter in a sport
- ○ **References** - not needed at this time
- ○ **Additional info** - do not fill in
- ○ **Leadership** - List if you have any leadership roles in clubs/activities/sports
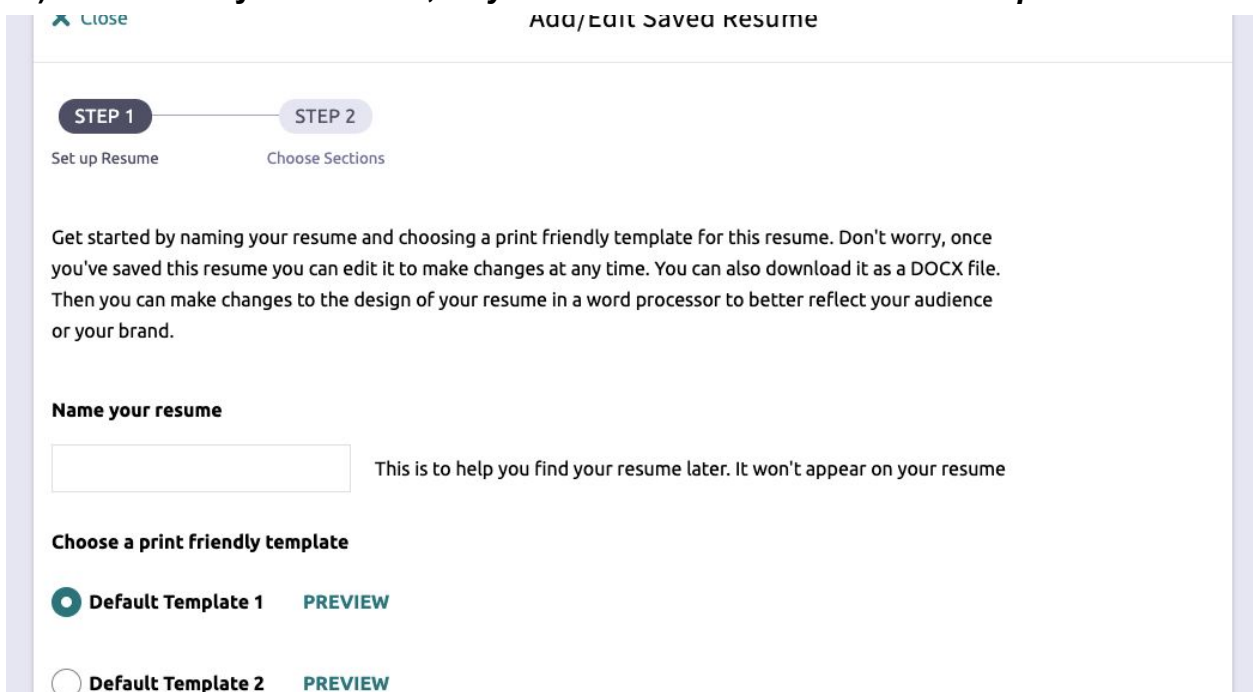
8) Then click on Print/Export Resume

Add/Update Sections   Print/Export Resume

9) Click the + sign

Add/Update Sections   Print/Export Resume

+

My Saved Resumes
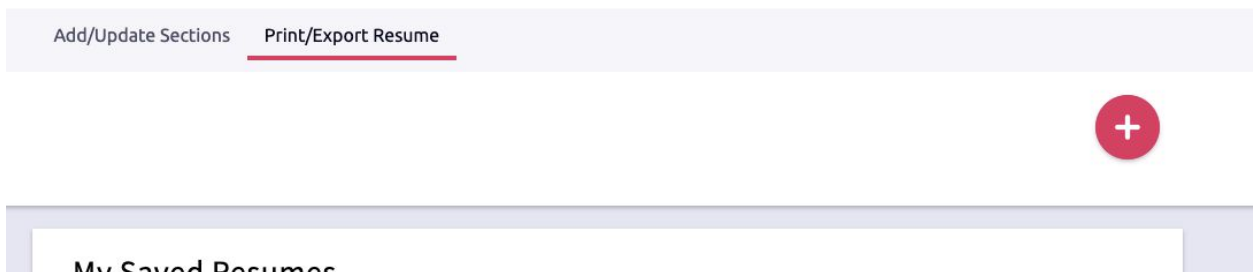
10) Then name your resume, "*My First Resume*" and click on "*Template 1*"

✗ Close   Add/Edit Saved Resume

STEP 1 ——————— STEP 2
Set up Resume   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

11) Then click on "*Continue*"

My first 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

12) Then click on all of the boxes and click "*Save Resume*"

✔   STEP 2

Set up Resume   Choose Sections

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.

☑ 📝 Objective

☑

TO OBTAIN ADMISSIONS TO THE COLLEGE OF NEW JERSEY

Previous   SAVE RESUME

You now have a resume ready to go! Congrats!

✔   Your newly saved resume has been created!

My Saved Resumes

My first resume

Last Edited Mar 31, 2020

✎   Edit
▣   Download PDF
▣   Download DOCX
🗑   Remove