

NAVIANCE RESUME ASSIGNMENT

- 1) Go to **GOOGLE** and **SEARCH** <https://student.naviance.com/baychs>
- 2) Enter your **EMAIL**: first initial + last initial +lunch number@baycityisd.org
 - a) Example: Tony Stark ts123456@baycityisd.org
- 3) Enter your **PASSWORD**: Cats + lunch number
 - a) Example: Cats123456
- 4) Click on **ABOUT ME** (found in the top right corner)
- 5) Select **MY STUFF**
- 6) Select **RESUME**
- 7) Click on **RED PLUS SIGN** to begin adding information
- 8) Click on **EDUCATION** and enter the information
- 9) Click **ADD** to save information
- 10) Click on **RED PLUS SIGN** to continue adding information (**click **ADD** for every entry)
 - a) Complete the following sections:
 - i) **Extra-Curricular Activities**, if any, list clubs you are involved in inside & outside of school during HS (ex. Athletics, choir, etc)
 - ii) **Awards/Certificates**, if any, keep track of all awards you receive (ex. Industry or Microsoft certificates, etc)
 - iii) **Volunteer Services**, if any, list any service you do inside and outside of school during HS
 - iv) **Work Experience**, if any, list any jobs you have/had during HS (ex. Internship, cosmetology class, welding class, etc)
 - v) **References** (add at least 3- be sure to ask the individuals first)

***Complete the other sections if you like
- 11) Click on **PRINT/EXPORT RESUME** (found above the red plus sign to the left)
- 12) Click on the **RED PLUS SIGN**
- 13) Name your **RESUME** (ex. Stark2020)
- 14) Choose a **TEMPLATE** and click **CONTINUE**
- 15) Choose the **SELECTIONS** you want to add to your resume
- 16) Click **SAVE RESUME**
- 17) Click on **LOGOUT** (found in the top right corner)