

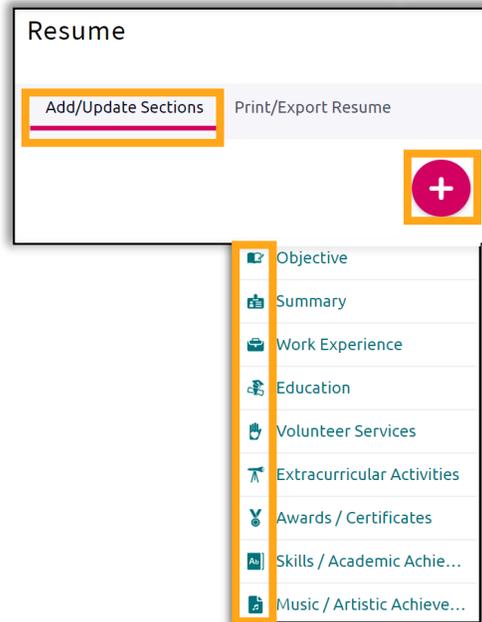
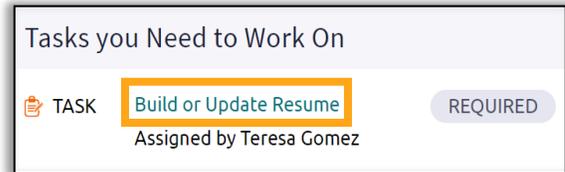
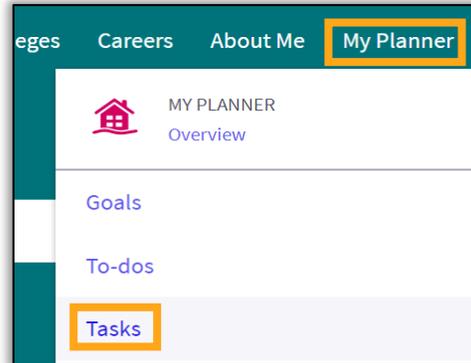


MAKEUP LESSON: RESUME BUILDING

The *Resume Building* lesson is part of the High School and Beyond Plan, a WA state graduation requirement. The lesson was delivered in class. You were either absent or started attending this school after the lesson was delivered. Follow the instructions below to complete the activity.

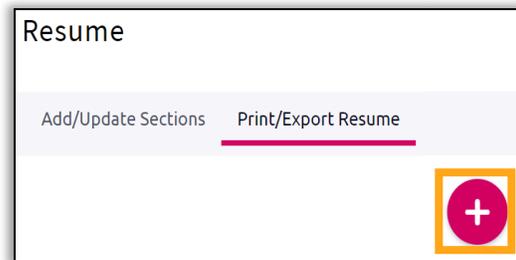
RESUME BUILDING INSTRUCTIONS:

- 1) On the Naviance home page, click the **My Planner** section on the righthand side.
- 2) Click **Tasks**.
- 3) Scroll down to **Tasks you Need to Work On**.
- 4) Click **Build or Update Resume**.
- 5) Click the **+**.
- 6) Choose the category you want to add to your resume.
- 7) Fill out the sections with as much detail as possible. List all activities, even if you did not receive payment.
- 8) **Repeat** steps 5 - 7 until all portions of the resume have been added.



9) Click **Print/Export Resume**.

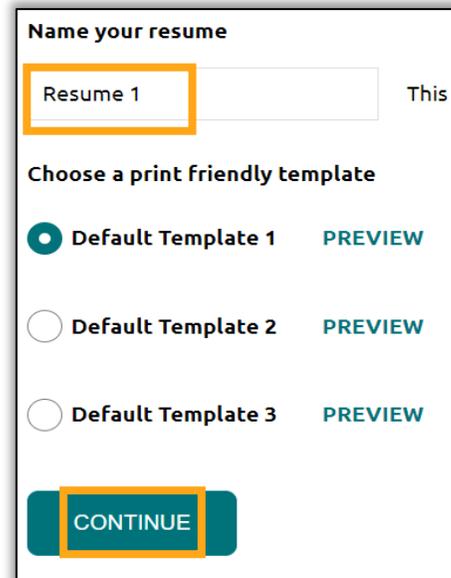
10) Click the  .



11) **Name** your resume.

12) Preview and select the template you want to use.

13) Click **Continue**.



14) Check the boxes next to the categories you want to be included in your resume.

15) Click **Save Resume**.

