

Freshman Resume- Spring 2022

WHAT? To Do Today Individually

- Naviance Resume
- Naviance Resume Journal
- Naviance Scavenger Hunt if time

THREE THINGS Colleges/Employers VALUE:

1. **Commitment (sustained commitment – hours over a period of time)**
2. **Growth (JV to V etc)**
3. **Leadership (not just Pres. Did you lead a project or show initiative?)**
 - Don't restate the name of activity - use the space to show leadership, impact on you and/or community, why you did the activity, give specific examples, did you win any individual or team awards?
 - Do you watch your siblings? Work for Parents? These can be listed as activities ● Don't forget awards: CSF, Outside Contests, Art Shows, Honor Roll - weighted 3.8 or higher

PART II: Naviance Resume - Directions

1. Read all Important Tips for each category **BEFORE** you begin entering information.
2. Log on to your Naviance account. The website can be accessed through the Sequoia High School website at www.sequoiahs.org top of the page Naviance Icon. – Single Sign On using your school email
3. Click on *About Me*. Click on *Resume*.
4. Begin to add information. Go to *Add/Update Sections*. Click on *Big Red Plus Sign*. A drop down menu will appear.
5. Go through EVERY category on this drop down menu that pertains to your activities. Make sure to use proper grammar and capitalize all proper nouns ex: Redwood City, Sequoia High School, Best Buy, Boys & Girls Club

ALL THE INFORMATION IS FOR ACTIVITIES DONE WHILE IN HIGH SCHOOL (You can use past years in your descriptions if you are currently active)

ALSO - Can choose Average Hours or Total Hours - You do not need both!

Important Tips (Remember to read BEFORE you complete each section)

To build a resume that can be used for colleges, scholarships and jobs make sure to complete each of the following categories that apply to you:

1. Objective

- a. One sentence statement of what you want to earn/ obtain with this resume. Answer this question? **What do you want to do right after you graduate from SHS?** Ex: I want to go to a four-year college or I want to go to a community college and transfer to a four-year college

2. Summary

- a. Write at least three summary points highlighting your skills, experiences that make you stand out (Could be three words that describe you)

3. Work Experience:

- a. List all paid or unpaid work experiences (even if you worked for family members or friends)
- b. In the description box, write short statements that demonstrate what you did (**action**) and what you accomplished (**result**). Example: Tutored students in math to improve SAT scores by an average of 200 points.

4. Education Category:

- a. Put your expected high school graduation date in the *Comment Box*.
- b. Put High School/ the grade you are in for *Degree Box*
- c. Include any coursework you have taken from Community College or special program you are involved in

5. Volunteer Service: In the *Comment Box* write:

- a. What you did.
- b. Why you chose to volunteer there
- c. What did you learn or gain from the experience

6. Extracurricular Activities: In the *Comment Box* write:

- a. What you did/ or what the school Club/ community organization does
- b. Why you chose to participate in this activity
- c. What did you learn or gain from this activity?
- d. Any leadership roles you have (Ex: Club President)

7. Awards/ Certificates: In the *Comment Box* write:

- a. How many earned this and how many were you selected from. Ex: 1 out of 1,800 students to earn the National Merit Semifinalist
- b. What level: School, City, State, National
- c. How were you selected for this award
- d. Who selected this award if not obvious

8. Skills/ Academic Achievement:

- a. Consider all skills like computer, tech, video, communication, etc.

9. Music/ Artistic Achievement In the *Comment Box* write:

- a. Include organization: High school play/ private dance studio etc.
- b. Include any leadership roles. Ex: Lead Role, First Chair
- c. Why is this talent important to you?

10. Athletic Achievement

- a. Include league type: High school team/ club level etc.
- b. Include any leadership roles. Ex: Team Captain
- c. Why is this sport important to you?

11. References:

- a. Ask before you put any names. Do NOT use family members.

College Presentation Reflection

Steps:

1. Click on *About Me*
2. Look on the dropdown *Surveys from your School*
3. Click on *9th Grade Post Secondary Reflection*
4. Answer questions in complete sentences; when finished press *Save and Finish*