

RESUMES

In the fall of senior year, you will be asked to submit a finalized copy of a resume and upload it into Family Connections (Naviance). This resume will be used by counselors and teachers when they write letters of recommendation for you. Furthermore, it is a good idea to have a copy available (along with a copy of your transcript) during college interviews. We encourage you to start working on it now!

WHAT SHOULD BE INCLUDED ON THIS RESUME?

- Your name and address.
- Information about your high school years: activities, accomplishments, interests including things done outside of school

OTHER “DO’S”

- Include an objective if you possibly can
- Check spelling
- Pay attention to neatness and format
- Be descriptive, but also concise
- Make every effort to keep resume to one page
- Use a printer that is dark enough from which to make legible copies

SOME “DON’T’S”: COMMON RESUME MISTAKES TO AVOID

- **Personal Information**
 - Data such as age, weight, height, personal appearance, etc., isn’t recommended, so leave personal information out.
- **Exaggeration**
 - Avoid overblown descriptions and titles; use “grocery clerk” rather than “supervisor of non-organic produce.”
- **Little or No Extracurricular Activities**
 - Don’t choose a category if you have nothing to put in it; ex. Awards - none. If you do a little something see if it can be added to another category or group; ex. “Hobbies, interests & travel” can all be in one category.
- **Vague Descriptions**
 - Start each sentence with an action verb that describes your duty; ex. Assisted shift manager with scheduling station assignments and food production. Don’t say “worked counter”.
- **Spelling Mistakes**
 - Proofread your resume carefully; don’t rely solely on a spell check program.
- **Unfocused Objective**
 - If you have an objective it is okay to let the college know on your resume, but make sure it says what you mean. While at college if you plan to pursue a career in Sports Management and you desire to play on the soccer team, say it in the objective. If you don’t have a specific focus, don’t use an objective.

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Instructions on How to Upload your Resume into Family Connection (Naviance)

In your Family Connections (Naviance) account:

1. Open the “**about me**” tab.
2. Look in “**interesting things about me**” and open the “**journal**” page.
3. Click “**add new entry**”
4. Under type, choose “**other**”
5. Under subject, type in your name and then resume. (John Smith resume)
6. Choose who you will share this document with (**must choose counselor and teacher** – you can decide if parent can have access)
7. Type any notes you feel the teacher needs to know about your resume.
8. Click “**Choose File**”, find and attach your resume. You will see the attachment in the box below.
9. Scroll down to bottom of page and click on “**Add Journal Entry**”.

You can access your journal at any time, if you make updates to your resume at a later date, you may upload a new resume just be sure to either delete the resume that you do not to use or make a note to the teacher and counselor which resume you would like have active.