

Setting up your resume through Naviance

1. Sign in to Naviance.
2. Select "About Me" from the tabs at the top.
3. Select Resume
 - You'll see a blue bar toward the bottom of the screen "Add New Entry"

Select Education add the following:

The Catholic High School of Baltimore, Baltimore, MD

Expected Date of Graduation: May 24, 2016; Weighted GPA: ?.??; STEM? VPA? MEP?

- Select the other categories you would like to use (ex. extracurricular activities, volunteer service, etc.) and add your information. Only select the categories that fit your activities and accomplishments. (Don't include all of the headings--Only use the ones that apply to you)
- Once you've built your resume, click the tab that says "Customize your printable resumes".
 1. Name your resume
 2. Select Style 2
 3. Click "Do Not Include References"
 4. Click "Save and Close"

To view your resume, under the "Customize Your Printable Resume" tab click the name of your resume under "Your Saved Print Formats".

If you want to edit or make changes, click the "Build Resume Tab" and click the pencil icon to edit.

When you are ready to print, you'll go back to the "customize your printable resume" tab and click the printer icon.

Building your resume on Naviance allows you to:

- Create and easy to use format.
- Can be viewed by the teachers on-line as they write your recommendation letters.