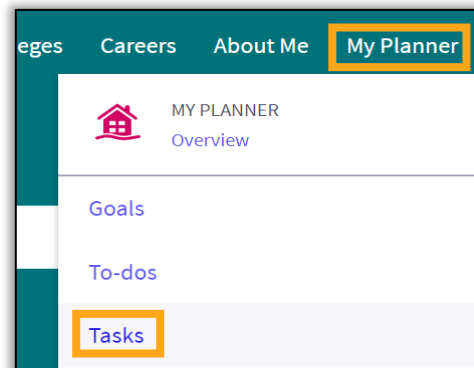# UPLOAD EXISTING RESUME

The *Resume Building* lesson is part of the High School and Beyond Plan, a WA state graduation requirement. If you already have a resume, below are instructions on how to upload it & how to mark the task as complete.
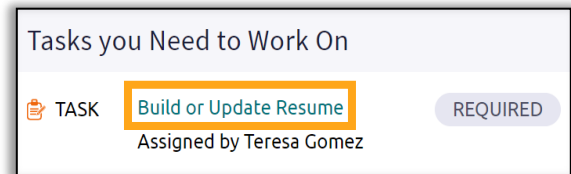
RESUME BUILDING INSTRUCTIONS:

1) On the Naviance home page, click the **My Planner** section on the righthand side.
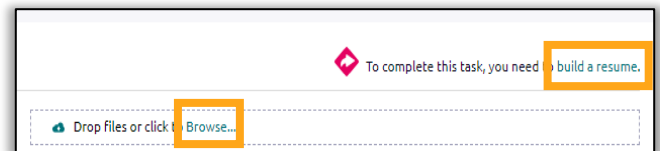
2) Click **Tasks**.

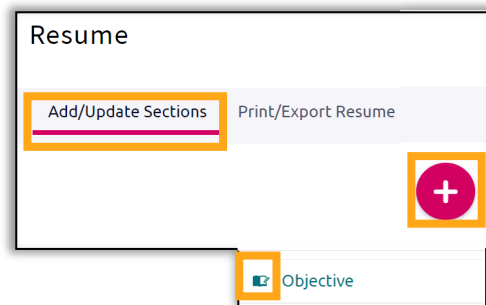3) Scroll down to **Tasks you Need to Work On**.

4) Click **Build or Update Resume**.

5) Click **Browse** to select & upload your resume.

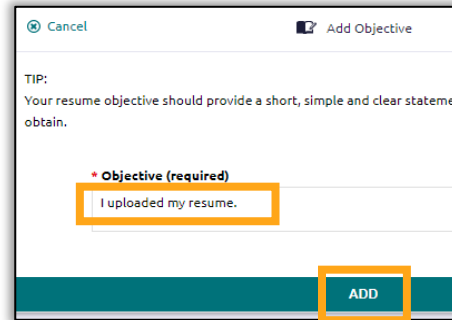6) Click **Build a Resume** to go to the next step.

7) Click the ➕ .

8) Choose **Objective**.

9) Type that you uploaded your resume.

10) Click **Add**.

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

12) Click the ➕ .

13) **Name** your resume.

14) Preview and select the template you want to use.
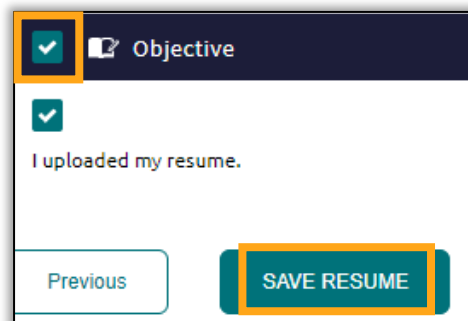
15) Click **Continue**.

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

17) Click **Save Resume**.