

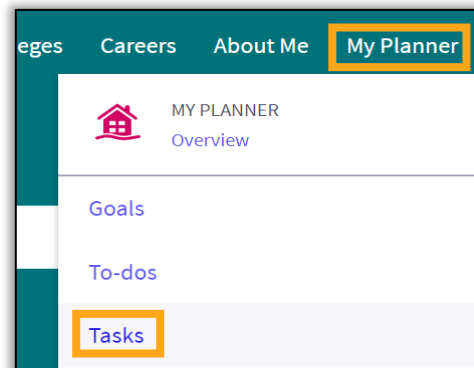


# UPLOAD EXISTING RESUME

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.

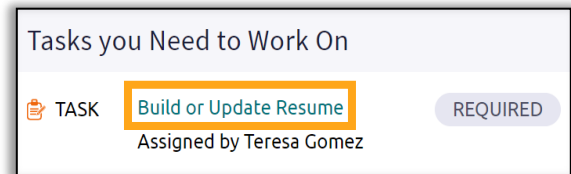
## RESUME BUILDING INSTRUCTIONS:

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



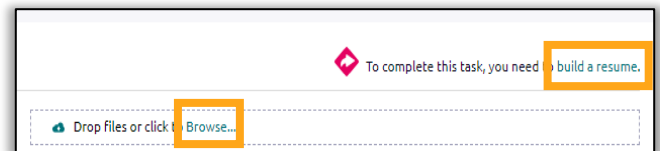
2) Click **Tasks**.

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



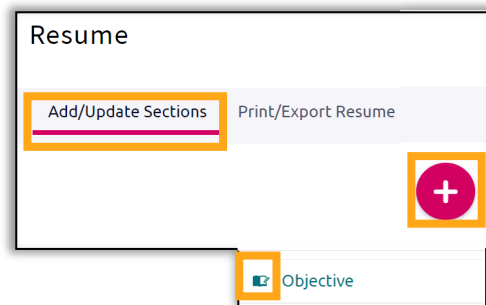
4) Click **Build or Update Resume**.

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



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

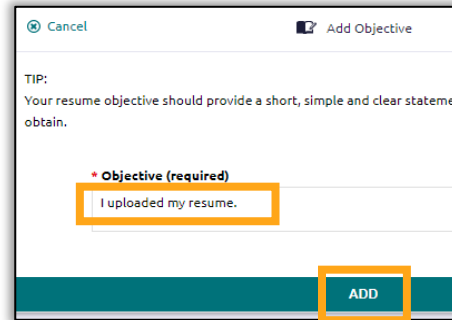
7) Click the **+**.



8) Choose **Objective**.

9) Type that you uploaded your resume.

10) Click **Add**.




Cancel Add Objective


TIP:  
Your resume objective should provide a short, simple and clear statement to obtain.

\* Objective (required)  
I uploaded my resume.

ADD


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

12) Click the  .



Resume

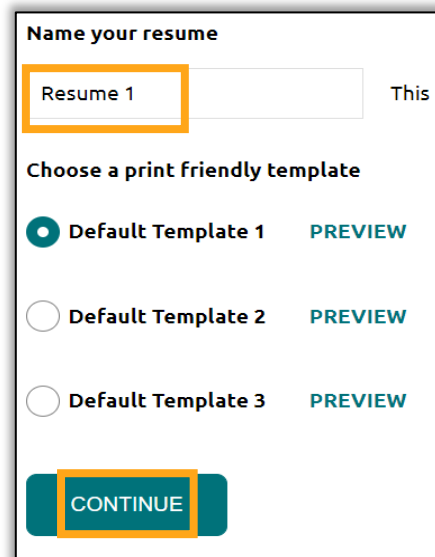
Add/Update Sections Print/Export Resume



13) **Name** your resume.

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

15) Click **Continue**.



Name your resume

Resume 1 This is

Choose a print friendly template

Default Template 1 PREVIEW

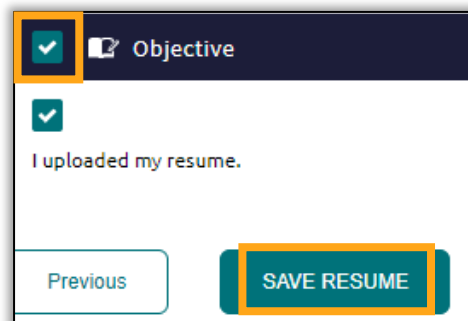
Default Template 2 PREVIEW

Default Template 3 PREVIEW

CONTINUE

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

17) Click **Save Resume**.



Objective

I uploaded my resume.

Previous SAVE RESUME