

Update/Create Resume

Standard:

Students will be able to create and/or update a resume to Naviance.

Task:

Log into your Naviance account. Click on the resume link on the home page and add the appropriate information to your resume.

1. Go to www.naviance.com and log into your Naviance account.
2. Click on the link in the middle of the page that says "resume."
3. Add the appropriate information to your resume in your Naviance account.

Rubric:

Criteria	Excellent-3	Satisfactory -2	Unsatisfactory-1
Name, objective, and summary are all present in resume x2	Includes all 3 components in resume	Includes at least 2 of 3 components in resume	Includes only 1 component in resume
Education, work, and extracurricular/volunteer experiences are all present in resume x2	Includes all 3 components in resume	Includes at least 2 of 3 components in resume	Includes only 1 component in resume
At least 3 valid references present in resume	Includes at least 3 valid references in resume	Includes 2 valid references in resume	Includes only 1 valid reference in resume

x2			
Grammar, punctuation, and spelling x1	No grammar, punctuation, or spelling errors present	1-2 grammar, punctuation, or spelling errors present	3 or more grammar, punctuation, or spelling errors present