

How to Create a Resume

- 1) Log on to your Naviance Account. Go to www.naviance.com.
- 2) Go to *Account Log-in for Students and Parents*. Enter your school name by first entering our school zip code: 44105. Find Cleveland Central Catholic High School and click. Then click "Student".
- 3) Enter your school email address and your password: 6550baxter.
- 4) At the top of your Home Page, click on "About Me" and go to "My Stuff".
- 5) Click on "Resume"
- 6) You can now begin to add/update your resume by inputting data in each category.
- 7) The *Print/Export Resume* tab is at the top.