

Naviance Resume Building Workshop

It is crucial that you begin tracking your activities, volunteer work, and achievement now! This should be updated each time you have something new to add. You will use this information as you apply for scholarships, summer programs, and colleges. Remember, we want all students to apply for five scholarships before the end of this year!

Logistical Directions

To get to the resume part of Naviance, go to the “About Me” tab (4th tab)



Then, to add new entries to your resume, you will go to where it says, “add new entry”



There are multiple drop down categories. Depending on which one you pick, the entry information looks a little different.



- Select One -
Objective
Summary
Work Experience
Education
Volunteer Service
Extracurricular Activities
Awards/Certificates
Skills/Academic Achievement
Music/Artistic Achievement
Athletic Achievement
References
Leadership
Additional Information

Select the appropriate category (some items could fit into more than one category and that's okay – pick one) and enter the requested information. Below I am providing you some events that have taken place so far this year, to get you started. After today, you must keep up with it! Only use things that YOU attended. There are some examples of descriptions you can use to write the others. The descriptions should be detailed and crafted in a very positive light.

Energy Special Events

September 10, 2013 – Guest Speaker – Lisa Spence, Constellation Program Operations and Test Integration, NASA

Example: One of fifteen students selected to attend a private lunch with Dr. Elizabeth Spence of NASA after the school wide assembly. The small group setting offered an intimate opportunity for me to have a meaningful conversation with her about underwater robotics and the energy industry.

September 11, 2013 – Open House

September 18, 2013 – Women in the Fast Lane Lunch and Fashion Show

September 26, 2013 – Parent 1:1 Power Up Meeting

October 1, 2013 – Guest Speaker – Annell Bay, Senior VP, Global Exploration, Marathon Oil

October 5, 2013 – 3D Camp at UH

October 8, 2013 – Guest Speaker – Jonathan Rhoads, Executive Account Manager, Rockwater Energy Solutions

October 9, 2013 – Parent 1:1: Power Up Meeting (make up)

October 15, 2013 – Guest Speaker – Jim Geary, Senior Exploration Geologist, Cobalt International

October 17, 2013 – Viva Technology STEM Parent Meeting

October 18, 2013 – Viva Technology Field trip (could call it a competition)

October 19, 2013 – Energy Day

October 24, 2013 – HISD School Choice Fair (Alvaro)

November 1, 2013 – HCC STEM Expo

November 2, 2013 – HISD School Choice Fair (Alexx and Timothy)

November 5, 2013 – Guest Speaker – Mike Lunceford, Vice President - Engineering at Pedernales Energy and HISD Board Member

November 4-8, 2013 – Magnet Tours

December 2, 2013 – Guest Speaker, Dr. Brandan Dugan, Professor, Rice University - Engineering Geologist and Marine Geology

December 5, 2013 – Ocean Star Rig Museum and Career Expo

December 9, 2013 - Pumps & Pipes 7: Explorations Symposium

Example: One of ___ students invited to attend a symposium that allowed the energy, medical, and aerospace industries to collaborate and share innovations that could spark future creative solutions within each industry.(You can also add something personal about some of the people you were able to interact with at the symposium.)

December 20, 2013 – Shark Tank Finalists present to professional panel

January 14, 2014 – Guest Speaker – Sara Ortwein, President of ExxonMobil Upstream Research Company

January 21, 2014 – Halliburton Field trip

January 23, 2014 – Parent Meeting (Transcripts, Credits, etc.)

January 29-30 – Highway Across Africa Project Presentations w Southwestern Energy (winners)

February 1, 2014 – MATE Underwater Robotics Training

February 11, 2014 – Baker Hughes 2014 NA WRG Summit Diversity and Inclusion Event

February 11, 2014 – Guest Speaker - Randall Luthi, President, National Ocean Industries

February 20, 2014 – International Health Fair (winners)

February 26, 2014 – State of the Schools (Kaleigh Davis)

February 27, 2014 – Digital Tools Parent Meeting

Example: Organized materials, welcomed parents, and served as tech support for parents during a school wide digital tools parent meeting about Edmodo, Parent Student Connect, online Health, and Naviance.

March 1, 2014 – Games that Robots Play

Also think about:

*Classroom awards/special experiences (French immersion field trip)

*Class offices

*Leadership positions

*Clubs, activities (in and out of school – SeaPerch, Dance Club, Student Council, etc.)

*Any news interviews you have been selected to do

*Outside volunteer experiences

Trust me – if you do this now, you will be so glad that you did later! So will your parents' wallets!

Reminders – What to do in Naviance by the end of 9th grade

1. Research colleges you might be interested in attending. If you aren't sure, complete the SuperMatch quiz.
2. Add at least 5 colleges to your "Colleges I am Thinking About" list.
3. Look at the average GPA, test scores, etc. for those schools so you know where you need to extend yourself.
4. Look at the costs of the schools so you know your goal for scholarship dollars.
5. Apply for at least five scholarships. Remember, you can look at the "Scholarship List" in Naviance, the National Scholarship search tool in Naviance, look online, pay attention in stores, and ask about scholarships in various community organizations to which you belong (Boys and Girls Club, Junior Achievement, Scouts, etc).
6. Consider applying for a summer program that relates to your college or career of interest.
7. Find a place to volunteer. Use volunteermatch.org to find approved organizations in Houston by interest.