[](http://www.admissionsmarts.com)

**Organizing your Activities and Resume**

Congratulations on all of your achievements. Colleges want to know everything about you, not just your test scores and GPA. This is your chance to share your passions and interests by writing down what you do outside of the classroom and in your spare time. Remember, colleges want to accept students that will make an impact on their campus. Show them your talents, expertise and drive proving that you will make a difference.

You will be asked to list all of your extracurricular activities on the Common Application and all other college applications. Your list will become the contents for your resume, an important document that will be useful for the college admissions process, interviews, job applications, and even scholarships and internships. Highlighting these activities will reflect your leadership, skills, drive, talent, and dedication.

Begin using our Activities and Resume Builder as early as freshman year to keep track of all of your activities. When you are ready to fill out the commonapp or require a properly formatted resume for a specific application, interview or scholarship, you will have the information ready and at your fingertips.

* Begin by making a list of all your extracurricular activities, summer activities, and jobs
* List EVERYTHING you have done since the beginning of your freshman year
* Remember that it is important to be honest
* Locate the Category below and list each activity under the category that it best fits
* List any position you have held (e.g. captain, president, etc.)
* List dates you participated and number of hours per week you spent on the activity
* Include a one or two line description for all the entries that are not self-explanatory

Once you have completed this list, and as you move towards formatting a proper resume, think about prioritizing your categories by order of importance. Using this strategy allows you to show schools what is most important to you. Prioritize the most significant information: activities where you held positions of leadership should be listed at the top, and for honors and awards: International, National, Regional, State, City, Local, School should be listed in order of importance. When it comes to finally organizing the main headers for your resume, you will want to prioritize them as well.

**To begin, fill in your activities under the headings below.**

**If you have trouble remembering, ask your family and friends to help you.**



**Activities and Resume Builder**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Currently Attending and Graduation Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other High Schools Attended (and years attended): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Honors, Awards, and Scholarships**

List any honors, recognitions, and awards you have received. Include dates.

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| **Honors and Awards** | **Description** | **Dates** |
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**Research and Publications**

List any documented research, publications, or other notable work you have completed.

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| **Research and Publications** | **Description** | **Dates and Hrs/Wk** |
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**Non-profit, Service, Community Work** – List city, state, country that any volunteer work, or community service work took place. Include leadership positions, dates and hrs/wk;wks/yr.

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| **Community Service** | **Description** | **Dates and Hrs/Wk** |
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**Clubs and Groups** – List all activities in and out of school in which you are involved, dates and hrs/wk;wks/yr. Include city, and state.

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| **Clubs and Groups** | **Description** | **Dates** |
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**Athletics**

List all teams in and out of school: club, junior varsity, and varsity. List by team, and include leadership, position played, and awards in that sport. Also list dates and hrs/wk;wks/yr.

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| **Sport** | **Awards and Leadership** | **Dates and Hrs/Wk** |
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**Fine Arts (music, theater, studio art)**

List type of art in which you participated, the specific activity, the date, and hrs/wk;wks/yr.

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| **Fine Arts** | **Awards, Roles, and Leadership** | **Dates and Hrs/Wk** |
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**Employment**

List all paid jobs including name of business, position held, city, state, include dates and hrs/wk;wks/yr.

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| **Employment** | **Responsibilities** | **Dates and Hrs/Wk** |
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**Internships**

List all unpaid jobs and internships including name of business, position held, with dates and hrs/wk;wks/yr.

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| **Internships** | **Description** | **Dates and Hrs/Wk** |
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**Summer Travel and Activities**

List significant summer travel trips or significant summer activities.

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| **Activities** | **Description** | **Dates and Hrs/Wk** |
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**Languages and Special Skills**

List any languages you speak, read, and/or write fluently, or any other special or notable skills.

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| **Skill** | **Proficiency** |
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**Additional Space**

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| **Subject** | **Description** | **Details** |
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