

Activity Resume Guidelines

Colleges, employers, and other institutions like to know about a student's activities. The first step in preparing an activities record or resume is listing the things you have done - whether in or out of school, paid or volunteer, short-term or long-term. Any productive use of time applies. Use the categories below to help you organize your list of activities and experiences and include the academic year you participated.

A. Academic Honors

Department awards - department, academic year

Other - title, description, year

B. Athletics

Sports - position, leadership (if any), year

Honors and awards - title, description, year

C. In School Extracurriculars

(list in order of significance, either in terms of time commitment or achievement)

Position, activity, year

Special honors or awards

D. Out of School Extracurriculars

Lessons - type, year

Religious involvement - activity, year

E. Community Service/Volunteer Work

Organization, task - year

F. Work Experience

Job title (list most recent first) - duration, posi