

College Activities Resume

Steps:

- 1) Fill out Resume Organizer
- 2) Have Mom/Dad look it over. They often remember things you've forgotten
- 3) Create a typed version of your resume. Use the attached "action words" to help enhance your document. Use the attached example to assist you in formatting.

***If you completed your resume in life skills last year then you'll just need to add to it and ensure it is complete. Be sure to compare it to your resume organizer so you don't leave anything out.**

Please save this as a googledoc so you'll be able to upload it for applications and scholarships as needed!

How Your Resume Can Help You at Every Stage

It's not fun to look at a blank admissions application with no idea where to start. Having your resume handy can help you easily put your best foot forward in these situations:

- **College applications.** Your resume will not only save you time when completing your college applications, it will also ensure you don't forget anything important. Some colleges allow or even ask for resumes.
- **Letters of recommendation.** Giving your resume to your recommenders will help them get to know you even better and remind them of your high school accomplishments.
- **College interviews.** Bringing your resume to a college interview, if allowed, can serve as a positive conversation starter.
- **Scholarship applications.** Similar to college applications, your resume makes it easier to showcase your accomplishments. Some scholarships even ask for a resume.
- **Jobs or internships.** You can easily adapt the resume for work and internship interviews.

Activities Resume Organizer: Use the attached template to help guide you in creating the description. Ultimately your this resume organizer will provide the information to create a resume resembling the provided sample.

Employer/ Position (Include Location and Start/End Date)	Description
Sports (Include Team and Start/End Date)	Description
Drama (Include Program and Start/End Date)	Description
Music (Include Program and Start/End Date)	Description
Clubs (Include Program and Start/End Date)	Description

over →

Action Words

Skill Areas

Achieved	Lectured	Analyzing/Evaluating
Administered	Managed	Artistic
Advertised	Marketed	Athletic
Analyzed	Negotiated	Clerical
Arranged	Organized	Communication
Attained	Originated	Detail/Follow-through
Authorized	Operated	Financial
Balanced	Oversaw	Helping
Budgeted	Performed	Human Relations
Calculated	Planned	Influence/Persuading
Chaired	Prepared	Interpersonal
Collected	Processed	Language
Conceptualized	Produced	Leadership
Coordinated	Promoted	Management
Communicated	Publicized	Performing
Compiled	Recommended	Planning/Organizing
Computed	Recorded	Research
Condensed	Recruited	Teaching
Conferred	Repaired	Technical
Consulted	Represented	Writing
Controlled	Revitalized	
Corresponded	Revived	
Critiqued	Scheduled	
Delegated	Set goals	
Demonstrated	Strengthened	
Designed	Summarized	
Developed	Supervised	
Diagnosed	Surveyed	
Directed	Systemized	
Drafted	Tabulated	
Enabled	Taught	
Evaluated	Trained	
Executed	Transcribed	
Expanded	Transferred	
Facilitated	Transformed	
Generated	Translated	
Guided	Treated	
Identified	Tutored	
Illustrated	Unified	
Improved	United	
Increased	Upgraded	
Initiated	Used	
Inspected	Utilized	
Instructed	Worked	
Interpreted	Wrote	

ACTIVITIES RESUME

FIRSTNAME MIDDLENAME LASTNAME

SSN: XXX-XX-XXX

Work

Employer - Position

Location

Month Year Begin ~ MonthYear End

- Detail the number of hours per week and the number of weeks worked
- Describe one important thing you did (this must fit on *this* line)
- Describe one other important thing you did (still, use only one line)

Employer - Position

Location

Month Year Begin ~ MonthYear End

- Detail the number of hours per week and the number of weeks worked
- Describe one important thing you did (this must fit on *this* line)
- Describe one other important thing you did (still, use only one line)

Extra-Curricular Activities

SPORTS

Sport Played

AWS or Non-School Program

Month Year Begin ~ MonthYear End

- Detail the number of hours per week and the number of weeks this sport required
- Describe any honors (varsity letter, team award, all-league, etc.)
- Describe one important thing you did/learned while playing this sport

Sport Played

AWS or Non-School Program

Month Year Begin ~ MonthYear End

- Detail the number of hours per week and the number of weeks this sport required
- Describe any honors (varsity letter, team award, all-league, etc.)
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Sport Played

AWS or Non-School Program

Month Year Begin ~ MonthYear End

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- Describe any honors (varsity letter, team award, all-league, etc.)
- Describe one important thing you did/learned while playing this sport

DRAMA

Name of Production

AWS or Non-School Program

Month Year Begin ~ MonthYear End

- Detail the number of hours per week and the number of weeks this required
- Describe one important thing you did/learned from this production
- Describe one other important thing

MUSIC

Name of Production

AWS or Non-School Program

Month Year Begin ~ MonthYear End

- Detail the number of hours per week and the number of weeks this required
- Describe one important thing you did/learned while playing this sport
- Describe one other important thing

CLUBS

Club Name

Month Year Begin ~ MonthYear End

- Detail the number of hours per week and the number of weeks this club required
- Describe one other important thing (positions held, what you did, etc.)

Club Name

Month Year Begin ~ MonthYear End

- Detail the number of hours per week and the number of weeks this club required
- Describe one other important thing (positions held, what you did, etc.)

Club

Month Year Begin ~ MonthYear End

- Detail the number of hours per week and the number of weeks this club required
- Describe one other important thing (positions held, what you did, etc.)

Community Service Experience

Volunteer Organization
 Location
 Month Year Begin ~ MonthYear End

- Detail the number of hours per week and the number of weeks worked
- Describe one important thing you did with/for this organization
- Describe one other important thing you learned

Volunteer Organization
 Location
 Month Year Begin ~ MonthYear End

- Detail the number of hours per week and the number of weeks worked
- Describe one important thing you did with/for this organization
- Describe one other important thing you learned

Leadership Experience

Position Held
 Organization (AWS?)
 Month Year Begin ~ MonthYear End

- Detail the number of hours per week and the number of weeks worked
- Describe the position held or leadership experience gained
- Describe how you were elected or ascertained this experience

Position Held
 Organization (AWS?)
 Month Year Begin ~ MonthYear End

- Detail the number of hours per week and the number of weeks worked
- Describe the position held or leadership experience gained
- Describe how you were elected or ascertained this experience

Unique Section (Like Research Experience, Special Academic Programs, Etc.)

The Organization
 Position
 Month Year Begin ~ MonthYear End

- Detail the number of hours per week and the number of weeks worked
- Describe this "unique" thing – what is, what did you do, why did you do it
- Describe one other important thing you learned from the experience

Organization
 Position
 Month Year Begin ~ MonthYear End

- Detail the number of hours per week and the number of weeks worked
- Describe this "unique" thing – what is, what did you do, why did you do it
- Describe one other important thing you learned from the experience

Awards and Honors

Award or Honor
Award or Honor

Organization
 Organization

Year
 Year

Additional Experiences

Additional Experiences
Additional Experiences

Organization
 Organization

Year
 Year