

# CREATING YOUR ACTIVITY LIST

## WHAT IS AN ACTIVITY LIST?

An activity list is a written document that summarizes and describes your academic awards, community service, club involvement, leadership, work experience, outstanding accomplishments, and skills. It is a word picture, in abbreviated form, of you and what you have accomplished already.

The activity list allows you to demonstrate to colleges what you are passionate about and what you will bring to their campus. You will most likely copy and paste this information into online college applications. However, it can be used when there isn't enough space on a college application or when you are applying for college scholarships. It is also helpful to give your counselor a copy of your activity list.

## GETTING STARTED

Start by taking stock of you. Make a list of your educational history, your work experiences, your activities and accomplishments, and your skills. Get one of your parents or a good friend to help you if you can't seem to come up with things. The next step is to reorganize the information you've gathered and reduce it to a one-page document (two at the very most).

## IMPORTANT TIPS:

- ➔ List your most important and impressive facts and activities first.
- ➔ Highlight specific and relevant details about your activities
- ➔ Be sure to describe your roles and accomplishments with strong *action words* and key terms that will pop out, usually ones that signify leadership and team roles you've had. These include words such as: *team work/player, multi-tasking, executed, organized, maintained, supervised, managed, directed, developed, implemented, counseled, assisted, starred, volunteered, led, participated, completed, encouraged, acted, played, wrote, and performed.*
- ➔ Value white space! Your activity list should be clear, concise and easy to follow.
- ➔ Be honest. Admission officers know the difference between accurate information and padding.
- ➔ The wording of your activity list is just as important as the look. You may have to write several rough drafts to come up with one that will really shine. Here are a few writing style rules to keep in mind: use matching verb tenses; keep all descriptions short; descriptions should generally take up no more than three to four lines on the page; and full sentences are not necessary, but be consistent with punctuation.

## STUDENT ACTIVITY LIST

### WORKSHEET

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STUDENT NAME: \_\_\_\_\_

ADVISOR: \_\_\_\_\_

#### ACADEMIC HONORS

List below your academic honors, awards, or outstanding achievements beginning with 9<sup>th</sup> grade.

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#### WORK EXPERIENCE

List any jobs or internships you have held during high school, the date of employment, and the number of hours you work(ed) each week.

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#### SUMMER ACTIVITIES

List summer activities such as educational travel, summer coursework, skill development (sports, music, and any other), extra books read, and the like.

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## A SAMPLE ACTIVITY LIST

Be sure to list your activities by grade and order of importance.

***Extracurricular Activities:*** list organizations(s), position(s), description(s) of the activity (ies), and hours per week of involvement.

Varsity Soccer – Co-Captain in 12<sup>th</sup> grade. Team member in 11<sup>th</sup> and 12<sup>th</sup> grade, American School. Average 10 hours/week in season, 6 hours/week off-season.

Boy Scouts – Troup Leader: Supervised 6<sup>th</sup> graders at bi-weekly meetings, taught Indian crafts at camp, summer camp counselor. Grades 9 – 12, average 8 hours/week. Eagle Scout rank.

A Cappella Chorus – Alto: 10<sup>th</sup> – 12<sup>th</sup> grades, American School. Practiced and performed at school and in the community. 8 hours/week.

Mu Alpha Theta – Club Secretary. 11<sup>th</sup> grade, American School. Took minutes at meetings, helped organize club fundraiser, tutored students in Algebra I. 3 hours/week.

***Community Service Work:*** list type of work, your role, and hours per week of involvement.

Kids in Distress – Directed arts and crafts, and games with 15 children ages 3 – 6. Summer 2006. 5 hours/week.

Habitat For Humanity – Laid sod and painted house exteriors. 8 hours/week. March - May 2006.

Volunteer Broward Youth Board Member – Serve as Youth Representative on Board of Directors for non-profit organization, lead committee to promote volunteerism. September 2006 – present. 4 hours per week, 36 weeks per year.

Volunteer Choir – Sing with the “Super Stars” at nursing homes, such as Manor Cancer Care (Plantation). Grades 10 – current. Approx. 4 hours/week, 52 weeks/year.

***Talents and Awards:*** list each, with description, level, and number of years of involvement.

Varsity Soccer – Most Valuable Player 2005. Highest GPA Award 2006.

Youth Volunteer of the Year Award 2006 – Broward County – 10 youth chosen from approx. 200.

First place in state in Advance Algebra. State Math Competition – April 2006.

***Employment:*** list job(s), title(s), description(s), hours per week, and dates of employment.

Cashier, Publix Grocery – 20 hours per week (May – August 2007).

Dance Instructor – Meg Segreto Dance Studio, 5 hours/week (September – May 2006); Dance Camp assistant manager and instructor, 15 hours/week (June – August 2007).

SAMPLE ACTIVITY LIST

I. EXTRACURRICULAR ACTIVITIES	SCHOOL YEARS	HRS PER WK/WKS PER YR	POSITIONS/HONORS
Pre-Law Club	9,10,11	1/36	Treasurer
National Honor Society	10,11	1/36	Member
Debate Club	9,10,11	1/36	School Rep. Competition
Key Club	9,10,11	1/36	Member
Mock Trial	10,11	1/36	Member
Classical Guitar	9,10,11	1/36	Private classes
Classical Guitar	9,10	5/36	School Assembly Member
Step to Success	9	3/36	Public Speaking Program

II. HONOR AND AWARDS PRESENTED BY:	SCHOOL YEARS	HONOR/TITLE
School	9,10,11	High Honor Student
County Forensic League After School Tournament	11	Best Speaker Debate
County Courthouse Mock Trial Competition	11	2 <sup>nd</sup> Place Mock Trial Team Competition
School	9,10	Outstanding Academic Achievement Award
Florida Orchestra Association	9,10	Superior Guitar Award

III. COMMUNITY SERVICE	SCHOOL YEARS	HRS PER WK/WKS PER YR	POSITIONS/RESPONSIBILITIES
Holistic Therapy Solutions Sunrise, Florida	11	4 hrs.	Assist autistic children in Hippotherapy
Debate Club	11	8 hrs.	Setting up children's event
Mock Trial	10,11	8 hrs.	Challenge Air Event for disabled children
Chris Evert Children's Hospital	11	7 hrs.	Fundraising, Charity Activity for ill children
Hospital	10	4/30	Costumer Service Rep. Volunteer at the Front Desk
School	10	7 hrs.	Set-up Spring Fling
NITA at NOVA Law Center	10	10 hrs.	Juror
Hospital	10	20 hrs.	Fundraising for ill children

<b>III. COMMUNITY SERVICE (cont'd)</b>	<b>SCHOOL YEARS</b>	<b>HRS PER WK/WKS PER YR</b>	<b>POSITIONS/RESPONSIBILITIES</b>
Museum of Discovery and Science	9	4/9	Bilingual Exhibitor Volunteer
Young at Art Children Museum	9	8/2	Volunteer: Assist Children with Art Work

<b>IV. SUMMER EXPERIENCE</b>	<b>SUMMER</b>	<b>WEEKS PER SUMMER</b>	<b>DESCRIPTION</b>
Trip to Guayaquil, Ecuador	2005	4	Visit family and took cruise to Galapagos Islands
		2	Attended German Language School
Trip to Guayaquil, Ecuador	2004	4	Spent time with family Traveled to the mountains Hiked the "Chimborazo" Attended German Language School

#### **V. HOBBIES AND INTERESTS**

Independent Reading: History, Politics, Psychology, and Forensic Sciences  
Swimming  
Guitar  
Movies