



# FORMAT FOR WRITING A COLLEGE RESUME



One section of college applications that stumps many students is the section on extracurricular activities.

Most students simply create chronological lists of their extracurricular accomplishments. Big mistake!

This is your chance to show the college admissions officers what kinds of activities you did in high school, and how they made you:

**More mature,**  
**Better at time management,**  
**A leader,**  
**More interested in the value of education,**  
**etc.**

1. Start by making a list of all your extracurricular activities, summer activities, and jobs. List everything big and small.

For every activity, job, and sport you should try to list as much of the following as possible:

- Name of the organization, program, or business
- A one to two sentence description of the group, program, or business
- Any leadership positions you held and your responsibilities (when describing your roles, do not be afraid to brag a little. You need to highlight the importance of your contributions and responsibilities)
- Any special projects that you initiated or oversaw (these could be either long-term or one-time projects)
- Dates you participated or worked
- Number of hours per week you spent on the activity or job.

If you're having trouble remembering everything, make use of other people's memories – families, friends, staff at the programs.

2. Once you have your list, you need to prioritize since you won't be able to fit everything on the application form. The single most important criteria in prioritizing is to find activities in which you've demonstrated **leadership**.
3. Use the following format and fill in your activities information.
4. Give your activities resume to your guidance counselor, someone in GEAR UP or the College & Career Center to look over.

# Activities Resume

Name  
Address  
City, State Zip Code  
Home Phone, Cell Phone  
Email address

## Current Status

- Senior, Madison Park Technical Vocational High School  
List your number of years here
- Other high schools you have attended in reverse order  
Working from the present backwards

## Leadership

- List any leadership positions and dates held; list most current first

## Awards

- List any honors and recognitions you have received and dates received; most recent first

## Extracurricular and Volunteer Activities

- List all activities in and out of school in which you are involved; give dates with most current first

## Workshops Participated In

- GEAR UP, College Café, Emagine, etc.

## Sports

All sports in and out of school; include dates putting most current first

## Work Experience

Any jobs you have had for pay; give dates starting with most current

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Guide compiled from:

[http://www.quintcareers.com/college\\_activities.html](http://www.quintcareers.com/college_activities.html)

<http://www.fcps.k12.va.us/westspringfieldhs/forms/jrpacket.pdf>

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