

ACTIVITIES RESUME

The Activities Resume is an informal part of your application. The purpose of the activities resume is to highlight personal achievements and provide admissions officers with information about you that is not included on the academic transcript. They are interested in the variety of activities in which you have been involved as well as the level of commitment you have demonstrated. For this reason, it is important that the resume provide the length of time and hours of involvement when possible.

Suggestions:

1. Avoid using abbreviations or acronyms- not everyone knows that FTA stands for Future Teachers of America.
2. Indicate the grades of participation. Colleges are only interested in grades 9-12.
3. If the club or organization is unique- provide a one sentence summary
4. Explain special circumstances that may have prevented you from participating in extracurricular activities.

If you are applying to a **Texas public college or university**, you will submit your resume online as part of the *Texas Common Application*. The format is as follows:

Extracurricular Activities

Organization	Position/Year	Elected?	Level	Description	Hours (per wk/per yr)
<i>Example</i>		Yes/No		of Activities	<i>Fresh Soph Jr Sr</i>
Speech club	captain/junior	yes	Regional	hosted meet	3/32 5/16 6/32 3/32

Community Service

Service/Volunteer Work	Description of Service	From-Thru	Total Hours
<i>Example</i>			
Hospital Volunteer	visited patients	5/04- 6/05	150

Talents/Awards/Honors

Talent/Award/Honor	Description	Level	Year Received
<i>Example</i>			<i>Regional/State Fresh Soph Jr Sr</i>
Voice	school choir	regional	x x x x

Employment/Internships/Summer Activities

Name of Employer/Sponsor	Your Specific Role/Job Title	From-Thru	Hrs Per Wk
<i>Examples</i>			
Tom Thumb	sacker	6/04-5/05	10
Foreign Exchange Program	spent 2 months in Italy	6/03-8/03	n/a

If you are applying to a **private or out of state** university or college, you will need to create your own resume. The following format may be used, or you may adapt any resume template to cover the topics listed. One page is preferred.

Name

Address

Telephone Number

E-mail Address)

Extracurricular Activities

Plano Senior High Theatre Department House Crew Chief- <i>A Funny Thing Happened</i>	August 2004- present
Latin Club- member grades 9,10,11/ treasurer grade 12	August 2004-May 2005
Epicurean Club- founder of organization designed to ...	August 2004-May 2005

Community Service

Aldridge Elementary School- volunteer Mentor and reading tutor for 3 rd grade students	October 2002-May 2003
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Awards and Honors

Rotary Youth Leadership Award	October 2005
1 st Place Trophy- Collin Golf Tournament	May 2004

Work Experience

Tom Thumb grocery store- checker	June 2003- July 2005
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* Special Note- Due to an illness in the family I was unable to participate in extracurricular activities from May 2006-December 2007