

How to Create an Activities Resume

The goal of an activities resume is to highlight your strengths and inform colleges about your accomplishments and special talents. This is your opportunity to showcase your talents so USE IT!

Getting Started

To begin, make a list of all of your activities. This should include summer activities, work experiences, sports achievements, volunteer experiences and community service, and any other educational experiences you have had outside of Shady Side Academy.

After you have compiled the list, arrange these activities in similar groups. Now put the list in order of importance or significance. That order may be different for each student depending on which particular skills you would like to highlight!

Now define your role in the various organizations/activities. If it is an activity that is unique or if its purpose or mission is unclear, write a description of that organization. If you tackled any special projects or accomplished specific goals, describe the requirements of those projects.

Have someone look over your descriptions to see if they are clearly stated.

Format

Since your goal is to quickly inform the reader about your interests, choose a format that flows:

Different Styles

- Traditional resume format
- Organized by date/class year
- Organized by category
- Theater or portfolio style
- Application style

Hints

Be honest and use language to present your information in the most positive light possible. Use active words for activities in which you are still involved. Edit!

Action Words

Achieved
Administered
Advertised
Analyzed
Arranged
Attained
Authorized
Balanced
Budgeted
Calculated
Chaired
Collected
Conceptualized
Coordinated
Communicated
Compiled
Computed
Condensed
Conferred
Consulted
Controlled
Corresponded
Critiqued
Delegated
Demonstrated
Designed
Developed
Diagnosed
Directed
Drafted
Enabled
Evaluated
Executed
Expanded
Facilitated
Generated
Guided
Identified
Illustrated
Improved
Increased
Initiated
Inspected
Instructed
Interpreted
Lectured
Managed
Marketed
Negotiated
Organized
Originated
Operated
Oversaw
Performed
Planned
Prepared
Processed
Produced
Promoted
Publicized
Recommended
Recorded
Recruited
Repaired
Represented
Revitalized
Revived
Scheduled
Set goals
Strengthened
Summarized
Supervised
Surveyed
Systemized
Tabulated
Taught
Trained
Transcribed
Transferred
Transformed
Translated
Treated
Tutored
Unified
United
Upgraded
Used
Utilized
Worked
Wrote

Skill Areas

Analyzing/Evaluating
Artistic
Athletic
Clerical
Communication
Detail/Follow-through
Financial
Helping
Human Relations
Influence/Persuading
Interpersonal
Language
Leadership
Management
Performing
Planning/Organizing
Research
Teaching
Technical
Writing

Sample Resume

Earl E. Action
423 Fox Chapel Road
Pittsburgh, PA 15238
DOB 12-25-1991
Phone: 412-608-0780
eaction@shadysideacademy.org

Education

Shady Side Academy, 2005 – present
(List other high schools attended and dates of attendance)

Honors and Awards:

National Merit Semi-Finalist, 2007
Pittsburgh Tribune Review Outstanding Young Citizen's Award, 2007
American Math Contest, Certificate of Distinction, 2006

Activities/Athletics

SSA Varsity Soccer Team, (Grades 9 – 12, 10 hours week/12 weeks per year) Co-Captain Grade 12, MVP Grade 11.

Student Council Representative (Grades 11-12, hours vary)
Worked with administration to address student concerns
Organized annual student day of games known as “Color Bowl”

Community Service Club (Grades 9 – 12, hours vary)
Constructed homes with Habitat for Humanity
Organized a student team for Race for the Cure
Baked dog treats to be donated to local animal shelter

Shady Side Academy Symphonic Band (grades 9-12) Alto, Tenor, and Baritone
Saxophone, Tuba, Baritone Horn,

Writing Center Scribe (Grades 11-12, 2 hours per week)
One of 10 students selected by the faculty to assist student body with writing, editing, and proofreading papers for all academic subjects

Chess Club (Grades 9, 10, hours vary)

Other Educational Experiences

Governor's School for Information Technology, Summer, 2007
Shady Side Academy China Exchange, Spring, 2008

Jobs/Employment

Independent Lawn Care Service (30 hours per week) summer of 2007
McDonalds Restaurant (four 6-hour shifts per week) summer 2006