**FORMAT FOR WRITING RESUME**

One section of college applications that stump 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 both 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, or 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 set yourself apart from the competition, and 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
* Did you win any type of award, or distinguishing honor, that set you apart from the rest of the group while working, volunteering, or attending school/church/scouts/clubs/etc.?

If you are having trouble remembering, make use of other people’s memories- families, friends, or the staff at the programs.

1. Once you have compiled 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.
2. Use the following format and fill in your activities information. If you cannot attach a separate form, then just write/type them in order of importance. Have someone proof read the resume, just to make sure there are no misspelled words, or incorrect grammar.