

GUIDE TO STUDENT RÉSUMÉ & OBTAINING LETTERS OF RECOMMENDATION

How to Create an Activity Résumé

Why Should I Have an Activity Résumé?

The purpose of an activity résumé is to highlight your strengths and inform the reader of your extracurricular activities, community service, awards and accomplishments. The activity résumé is all about YOU, so make sure you are showcasing all your hard work! This will be very useful when you are completing college applications, scholarships, and for individuals to review when writing you a letter of recommendation.

How Do I Get Started?

1. Make a list of all your activities. Put them into the following sections:
 - a. Club/Group Involvement
 - i. Be specific and don't use acronyms
 - ii. Include leadership roles and whether or not you were elected to the position
 - b. Honors/Awards
 - i. List any honors, awards or accomplishments along with the grade level of the achievement
 - c. Community Service
 - i. List activities, service performed, approximate dates and total hours
 - ii. You can group these together if it makes sense to (bell ringing over the years, firehall banquets, etc)
 - d. Sports
 - i. In school teams as well as outside leagues
 - ii. List leadership positions, awards and grade levels
 - e. Employment or Internship experience
 - i. Start with most recent and work backwards, list dates.
2. After you have compiled your list, order each item by date. Make the most recent item the top of the list for each section and work your way down to the oldest item, at the bottom of the list.
3. Now take your sections and list them in order of importance to you (or in regards to the purpose of the résumé). That order can be different and should be different depending on which area you would like to highlight!
4. Make sure you define your role in your various activities. You want to indicate all leadership roles.

How Should I Format This Résumé?

Since the goal is to quickly inform the reader about your activities, choose a format that is clear and flows nicely. Again, this can be different for everyone and you can change it to suit your purpose in using it as you need to. *ie:* You may highlight your academic and extracurricular activities first for a college application, but you may reorder them for a scholarship application that wants to know

GUIDE TO STUDENT RÉSUMÉ & OBTAINING LETTERS OF RECOMMENDATION

about your community service involvement. If you need help in picking a format, please see the examples to follow for ideas.

Activity Resume (Example #1)

Name		
Address		
Phone #		
E-mail		
Education		
Aug. 2006- June 2010	High School Attended	G.P.A. <i>(only if good)</i>
College Major/ Career Goal: <i>(include this only if you have one)</i>		
High School Activities		
10 th –12 th	Student Council , <i>Member (10th-11th), President (12th—Elected)</i> - Organized special movement of seniors to tutor a variety of subjects to underclassmen. - Represented the high-school in a “Student-Led Curriculum” Leadership Consortium in Austin, TX.	
10 th – 12 th	KHS Swim Team , <i>Varsity Team Captain (12)</i> - Assist with the training of new members and help evaluate performance.	
9 th –12 th	KHS Choir - Performed at several venues within the district and traveled out of state for competitions. - Received highest ratings in all school performance evaluations.	
Community Service		
2003-Present 4/wk	Meals on Wheels Volunteer - Deliver 3-5 meals to senior citizens every Saturday throughout the year.	
2001-2004 4/wk	Church Youth Group - Coordinated over 100 youth members for a 2-week mission trip.	
Work Experience		
2003-Present 20/wk	McBevo’s (Austin, Texas), <i>Cashier</i> - Take customer orders and prepare meals for drive-thru - Manage day-shift crew and prepare weekly schedules.	
2000-2002 15/wk	Kirkwood Library - Helped organize books and periodicals, as well as assisted with special events, held monthly at the library.	
Honors and Awards		
11 th	National Merit Semi-Finalist	
9 th -11 th	Lamp of Learning Academic Achievement Award -Awarded to all students with a 3.80 GPA or above.	
10 th -11 th	Texas All State Choir -School choir received highest ratings in all possible categories in state-wide evaluation.	
Skills, Talents, and Achievements		
Dancing – Ballet, tap, jazz (10 years)		

GUIDE TO STUDENT RÉSUMÉ & OBTAINING LETTERS OF RECOMMENDATION

Activity Resume (Example #2)

Jessica Smith

123 Street Somerville, MA 01234

(617) 123-4567 jessica@student.com

EDUCATION

Somerville High School

Somerville, MA

High School Diploma

June 2011

Relevant Coursework: Algebra, Biology, Chemistry, English, Literature, and Painting.

Activities: Intramural Basketball, Glee Club, and Yearbook Committee

WORK EXPERIENCE

Old Navy

Everett, MA

Sales Associate

June 2009-Present

- Communicate effectively when assisting customers in finding clothing for adults and children.
- Serve as fitting room attendant showing clients to rooms, finding appropriate sizes and styles for customers, and monitoring item count to reduce theft.
- Use strong organizational skills when folding clothing, hanging items, and maintaining all visual displays according to company codes.

Camp Sunshine

Cambridge, MA

Camp Counselor

June 2007 and August 2008

- Displayed outstanding degree of responsibility when supervising a group of 20 elementary school students during sports, arts, and educational activities.
- Assisted Lead Counselor with curriculum development and monitoring safety.

VOLUNTEER & LEADERSHIP EXPERIENCE

Somerville Elementary School

Somerville, MA

Tutor

Sept. 2008 - Present

- Work one-on-one with first grade students to improve reading ability and retention.
- Receive extensive yearly literacy training.

Somerville High School

Somerville, MA

Freshman Class President

2007-08

- Displayed strong interpersonal skills when representing 345 freshmen during student government meetings and activities.
- Listened to needs and issues of the class and presented appropriate requests in a schoolwide forum.

SKILLS

Computer: Microsoft Word, Excel, and PowerPoint; Adobe Acrobat; and Internet research

Languages: Fluent in both oral and written Spanish.

INTERESTS

Volleyball, ballet, teaching, current events, and working with children.

References Provided Upon Request

GUIDE TO STUDENT RÉSUMÉ & OBTAINING LETTERS OF RECOMMENDATION

Letters of Recommendation

Letters of Recommendation are an evaluation of your talents and abilities, and a statement about your personality and character. These letters greatly assist in both the college admissions process and when applying to scholarships. Letters are typically written by a teacher, coach, counselor, principal, or employer. It is extremely important that you choose an individual to write your letter who is familiar with both your academic and extracurricular activities.

The Process for Requesting Letters of Recommendation:

1. Choose your letter writer carefully and with purpose! The best writer is someone who knows you well and can speak to your character and academic ability. Also, an important thing to consider is relating your letter writer to the area you are hoping to study in college. *For example*, a Chemistry teacher would be helpful for a student going into nursing.
2. An activity resume should be completed in order to help the writer. Refer to the page titled, “How to create an activity resume”, for guidance.
3. Explain to your letter writer what the letter is for. Are they writing you a general letter that you plan on sending to multiple colleges? Do you need a specific letter in which the writer needs to address a particular college? The same rule that applies to college letters of recommendation applies to letters for scholarships. Can the letter be general and used multiple times, or does the writer need to specify a particular scholarship name?
4. Be aware of the deadline and please communicate this information to your writer. Be courteous to your writer and allow them sufficient time to write your letter. We recommend you approach your writer 3 weeks to one month in advance.
5. Ask your letter writer to print you multiple copies and also send a digital copy to Mr. Gallivan (sgallivan@pval.org).
6. It is always good practice to write a thank you note to your writer. In a recent survey conducted by CareerBuilder, 22% of employers are less likely to hire a candidate who does not send a thank you. With that being said, getting in the habit of writing a thank you note. It only takes a few minutes and will ONLY help you!