

ACTIVITY LIST

The activity list is one of the most crucial parts of the whole application because it establishes the student's talents, passions, interest level, and impact on his/her school and community. The key is depth and breadth, not length. It should be a forum for briefly explaining any nontraditional or unusual activities, interests, hobbies, work experience, or anything else that takes place outside the school day.

STEP ONE – SETTING UP YOUR LIST

1. Using the “view” command in Microsoft Word, choose “header/footer”.
2. Add a header that includes your name and social security number.
3. This identification should appear in the upper right-hand corner of each page.
4. Under “page set up” choose “landscape” so the page aligns itself horizontally.
5. If you use the “table” function on the main menu and select “insert table”, you will be able to create rows and columns for the chart.
6. The table headings – Activity, Grade Level, Hrs/wk, Weeks/yr, Positions held, honors won, or letters earned OR Activity, Years Active, Position, Description.
7. Tailor your headings according to your specific areas of talent or interest. (sports, music, other talent or intended career path)
8. Use a 10 – or – 11 – point font so that you can fit in the descriptions.

STEP TWO – ORGANIZATION

1. List your principal extracurricular activities, clubs, and sports.
2. List hobbies and special talents. (music, dance, etc.)
3. Include specific events and/or major accomplishments.
4. List summer/year round work or volunteer experience.

STEP THREE – COMPLETION

1. List school-related information first.
2. For every entry, your opening descriptive sentence should be brief.
3. Use active verbs – be precise and to the point. (organized, initiated, sponsored, chartered)
4. Be sure to highlight truly noteworthy accomplishments or awards. (president, captain, co-chairperson, secretary, representative)
5. Describe what the club or activity does and highlight what you did specifically. Feel free to give specific examples of your accomplishments.
6. If you are the lead in the play or your team is very competitive, mention the level of competition in your description.
7. Be sure to include any hobbies or outside activities that show your genuine interest. Be specific and focused.
8. Think long and hard about your passions outside of school. (mountain climbing, stamp/coin collecting, cooking, hiking or anything else that brings out a different side of you)
9. Avoid clichés and boring wording. Proofread once and again. Use spellchecker. Search for careless errors.

Acing the College Application

How to Maximize Your Chances for Admission to the College of Your Choice
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