

Personal Achievement/Resume

Don't forget that this is an important aspect of the application! Colleges want to know what you have participated in besides going to school, taking the SAT or ACT, and earning grades.

Generally, there are two ways that you can let universities know what you have been participating in:

1. Fill out the Activity Section on the application. Most universities have a section where you can list in a set format what activities you have participated in during high school. *Follow the directions and examples given in those sections.*
OR
2. Personal resume. Sometimes the Activity Sections do not have enough room to list all the activities you have participated in so a personal resume is the best choice OR perhaps you feel that the admissions committee might understand your participation better in the form of a resume. *Check with the university that you are interested in applying to see if this is acceptable because some universities prefer that students only fill out the activity section.*

If you make your own resume here are some suggestions on what to include in it:

- Extracurricular Activities
- Employment/Internships/Summer Activities
- Talents/Awards/Honors
- Community Service

Remember the following items when making out your own resume:

- **Do not abbreviate or use acronyms!** Not everyone knows that FFA stands for Future Farmers of America.
- Include the **hours** that you participated in each activity. This helps put a student's schedule into perspective. For example if you play soccer, you might put 10 hours a week for 16 weeks for 10hrs/16wks.
- Indicate what **grade** you participated in the activity. We are only looking for involvement from 9th grade until 12th grade.
- **Do not be bashful; this is your time to BRAG!**
- If you are in a club that is unique to your school, let us know what that club is in a short description (not a paragraph but a one sentence summary of the club.)
- **IMPORTANT:** Let us know if you are a **leader** in your functions. Are you Student Council President, Captain of the Football Team, Drum Major? Were you **elected** to these positions?
- Don't forget to include **special circumstances** in your application such as the inability to participate in extracurricular activities because you have to help support your family with an after school job.

Can you answer any of these questions? If so, make sure you let colleges know!

Have you met any challenges?

Have you pursued opportunities in school, work, sports, etc?

Are you a leader?

Have you demonstrated commitment to your activities?

Have you shown an interest in activities outside of the classroom?