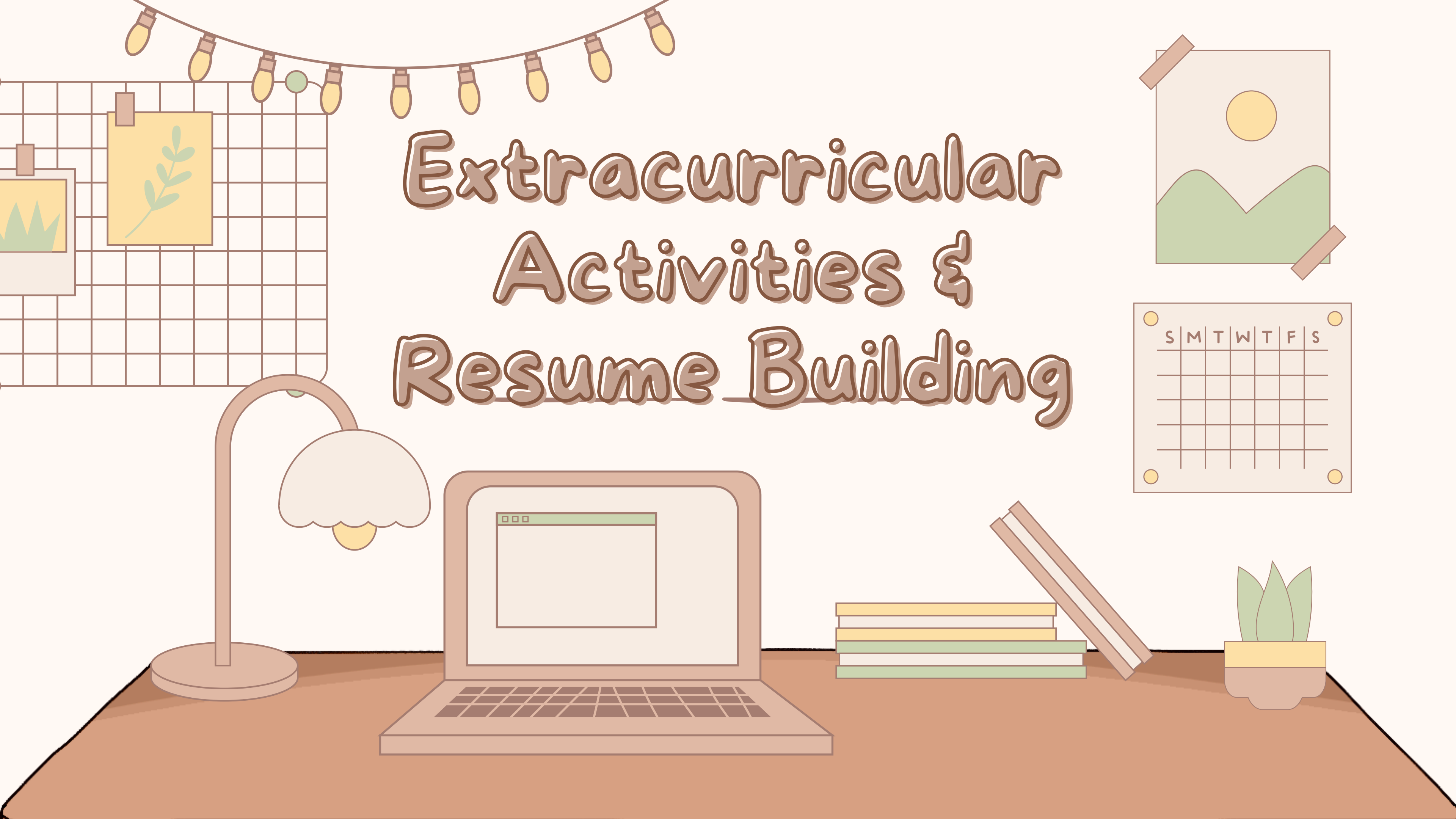
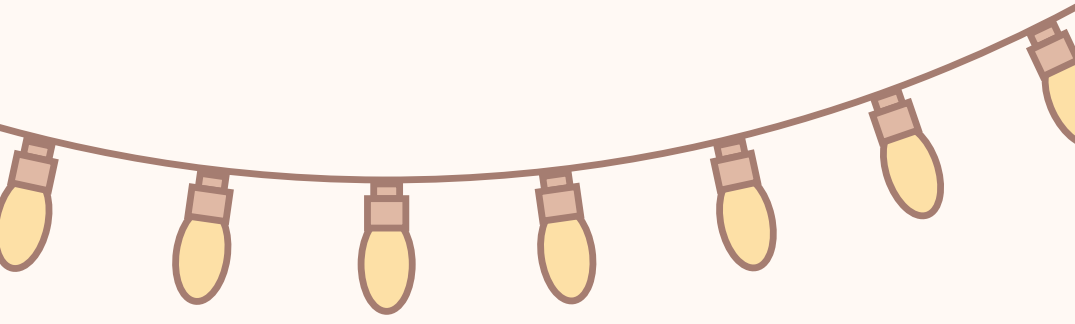
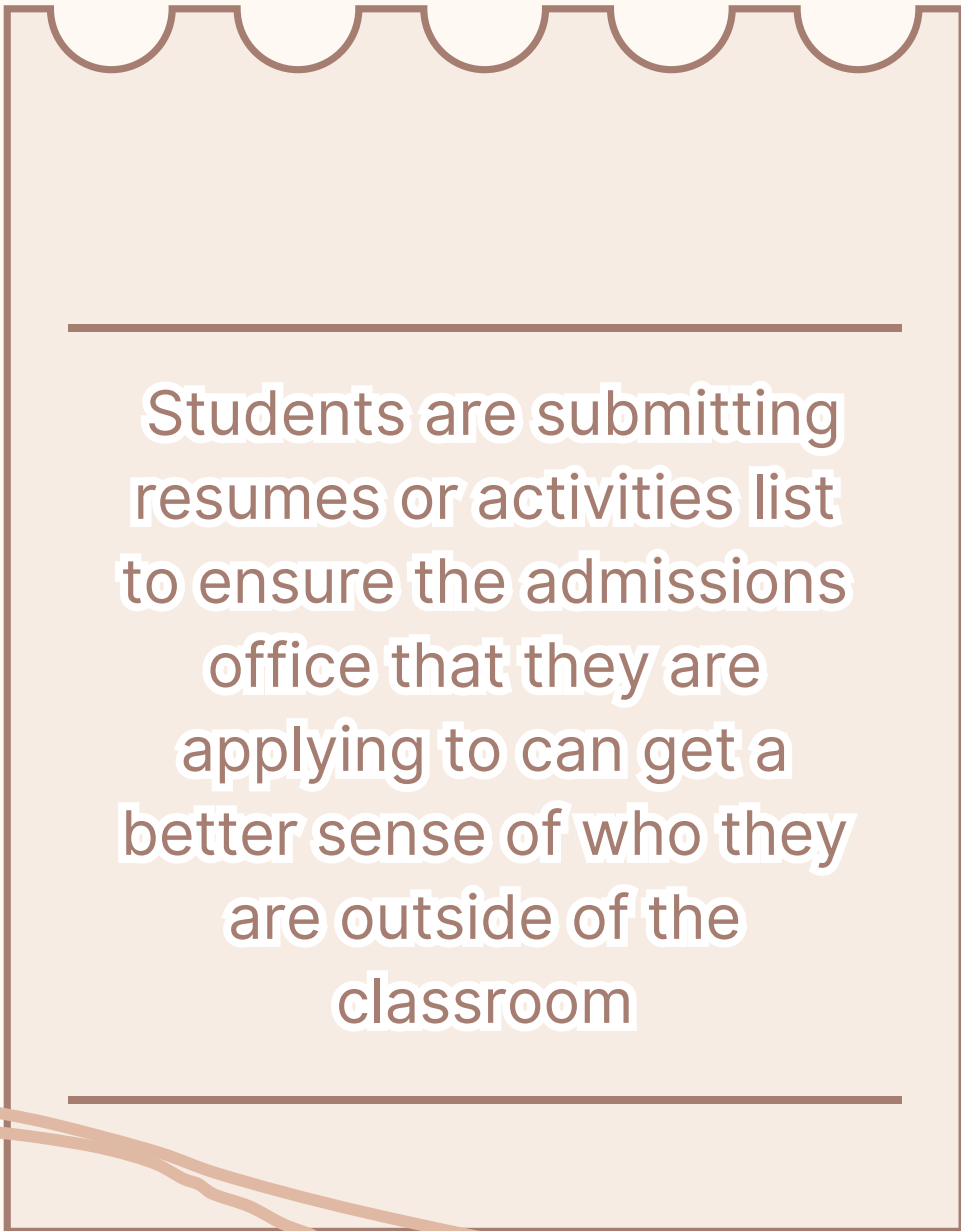
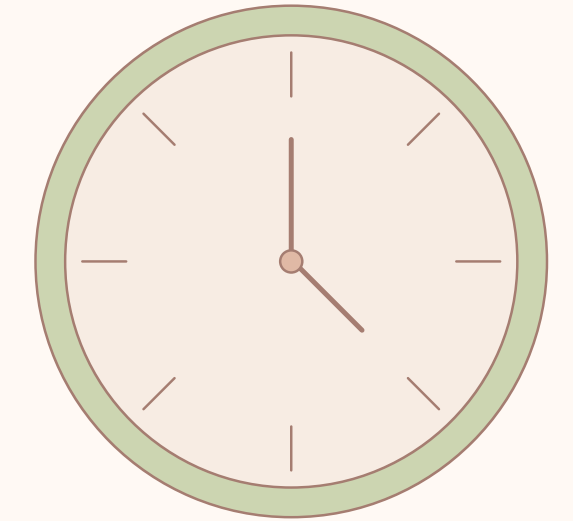


Extracurricular Activities & Resume Building






Why a resume or activities sheet?



Students are submitting
resumes or activities list
to ensure the admissions
office that they are
applying to can get a
better sense of who they
are outside of the
classroom




- It's resourceful for admissions counselors because it adds a different perspective
 - Allows the evaluator (counselor) to see what the student has done in the last four years with his/her time outside and inside of school community
 - Sometimes students run out of room on the application and submit a resume and activities list that shows ALL involvement, leadership roles, sometimes in more detail as well
 - **Scholarship opportunities**
- 

HIGH SCHOOL RESUME CHECKLIST


1 CONTACT INFORMATION

- Full Name
- Phone Number
- Professional Email
- (e.g. firstname.lastname@gmail.com)
- City, State (no full address needed)


3 EDUCATION

-  (Always include this section)
- School name, city, state
 - Graduation year
 - (ex. ma., June 2023 – Aug 2023)
 - GPA (if 5.0 or above)
 - Relevant coursework, academic honors, or AP/IB classes


4 EXPERIENCE

-  (Includes paid unpaid roles)
- Job title or role (e.g. "Camp Counselor")
 - Organization name
 - Dates (e.g. June 2023–Aug 2023)
 - 2–4 bullet points with accomplishments and responsibilities


7 SKILLS

-  Show your strengths
- Scholarships, honor societies, Dean's List, student of the month


2 OBJECTIVE OR SUMMARY

-  (Optional but helpful)
- 1–2 sentences about (your goals, interests, and what you're seeking (e.g., "Motivate high school junior seeking internship opportunities in environmental science.")


5 EXTRACURRICULAR ACTIVITIES

-  (Clubs, sports, volunteering, etc.)
- Role (e.g. "Team Captain, "Member")
 - Organization
 - Dates
 - What you contributed or learned

6 SKILLS Show your strengths

-  Examples; Microsoft Office, Canva, Google Suite, Photoshop, Coding (Python, HTML) Communication, Time Management

8 CERTIFICATIONS OR PROJECTS

-  CPR Certified, Google Career Certificates, personal projects, science fair presentations, websites you've built, etc.

****Remember this is your time to toot your own horn, share everything and anything you did during your high school career ****

OLIVIA WILSON
HIGH SCHOOL/JUNIOR



ABOUT ME

I am a friendly, organized High School Student looking for part-time and holiday work in retail. I have 2 years of customer service experience from working in my family's cafe. I love learning new skills, I can manage multiple tasks, and look forward to becoming part of your team.

EXPERIENCE

Casual Assistant - 2021 to 2022
Borcelle Coffee Shop

Babysitting - 2021 to 2022
Babysitting for families in my local area (children aged 3-9 years).

SKILLS

- Management of Cash & Credit Payments
- Front of House/Service Experience
- Taking of orders from customers
- Serving of food and drinks
- Answering Phone and taking orders
- Cleaning and maintenance of coffee machine/equipment
- Following procedures and following directions of manager.
- Cafe Cleaning to a High Standard

TRAINING

Barista Training Course
Warner & Spencer Basic Barista Course - 2022

EDUCATION

2022 - High School Student
Borcelle High School - Grade 11 (current)

AWARDS

Gold with Honours - 2022
Borcelle High School - Grade 11

Gold Academic Award - 2021
Borcelle High School - Grade 10

VOLUNTEERING

Borcelle Soup Kitchen - 2022
Monthly volunteering and shift leader.

Community Turtle Rescue - 2021
Annual monitoring and record keeping for turtles at the local hatchery (Sep-Dec)

INTERESTS

I am the captain of the school basketball team, and I play local representative soccer. I am actively involved in our school Drama productions and local Borcelle Theatre Productions as a senior drama student.

Driver's Licence: Probationary

Activities/Brag Sheet

Name: _____

Contact information:

- Phone: _____
- Email: _____

High School: _____

Academic Achievements:

- GPA: _____
- Class rank (if available): _____
- AP/IB Courses taken: _____

- Honor Roll/Merit Awards: _____

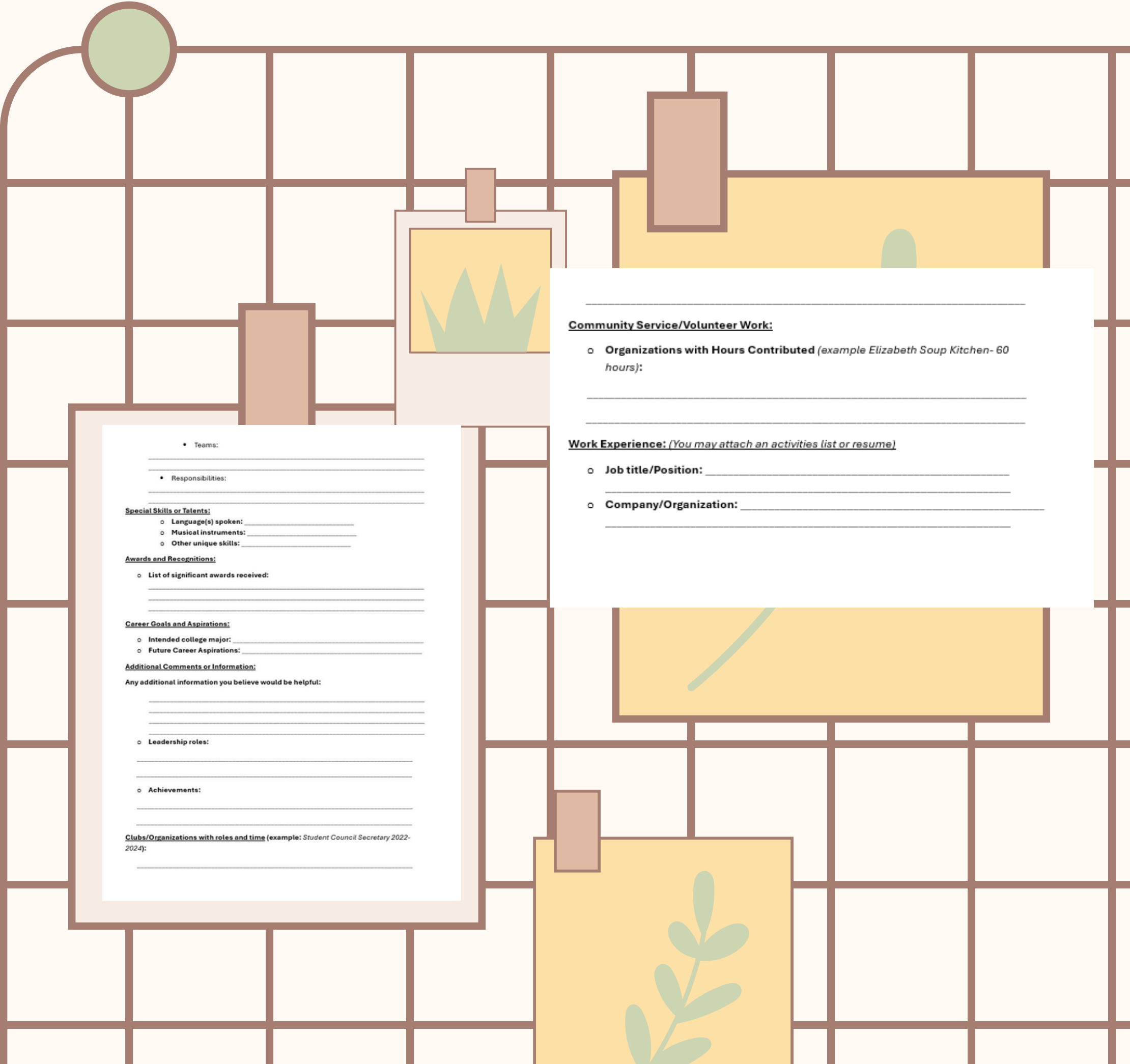
- Academic Clubs/Activities: _____

- Positions held: _____

- Notable contributions: _____

Extracurricular Activities: (You may attach an activities list or resume)

- Sports: _____



Community Service/Volunteer Work:

- Organizations with Hours Contributed (example Elizabeth Soup Kitchen- 60 hours): _____

Work Experience: (You may attach an activities list or resume)

- Job title/Position: _____
- Company/Organization: _____

• Teams: _____

• Responsibilities: _____

Special Skills or Talents:

- Language(s) spoken: _____
- Musical instruments: _____
- Other unique skills: _____

Awards and Recognitions:

- List of significant awards received: _____

Career Goals and Aspirations:

- Intended college major: _____
- Future Career Aspirations: _____

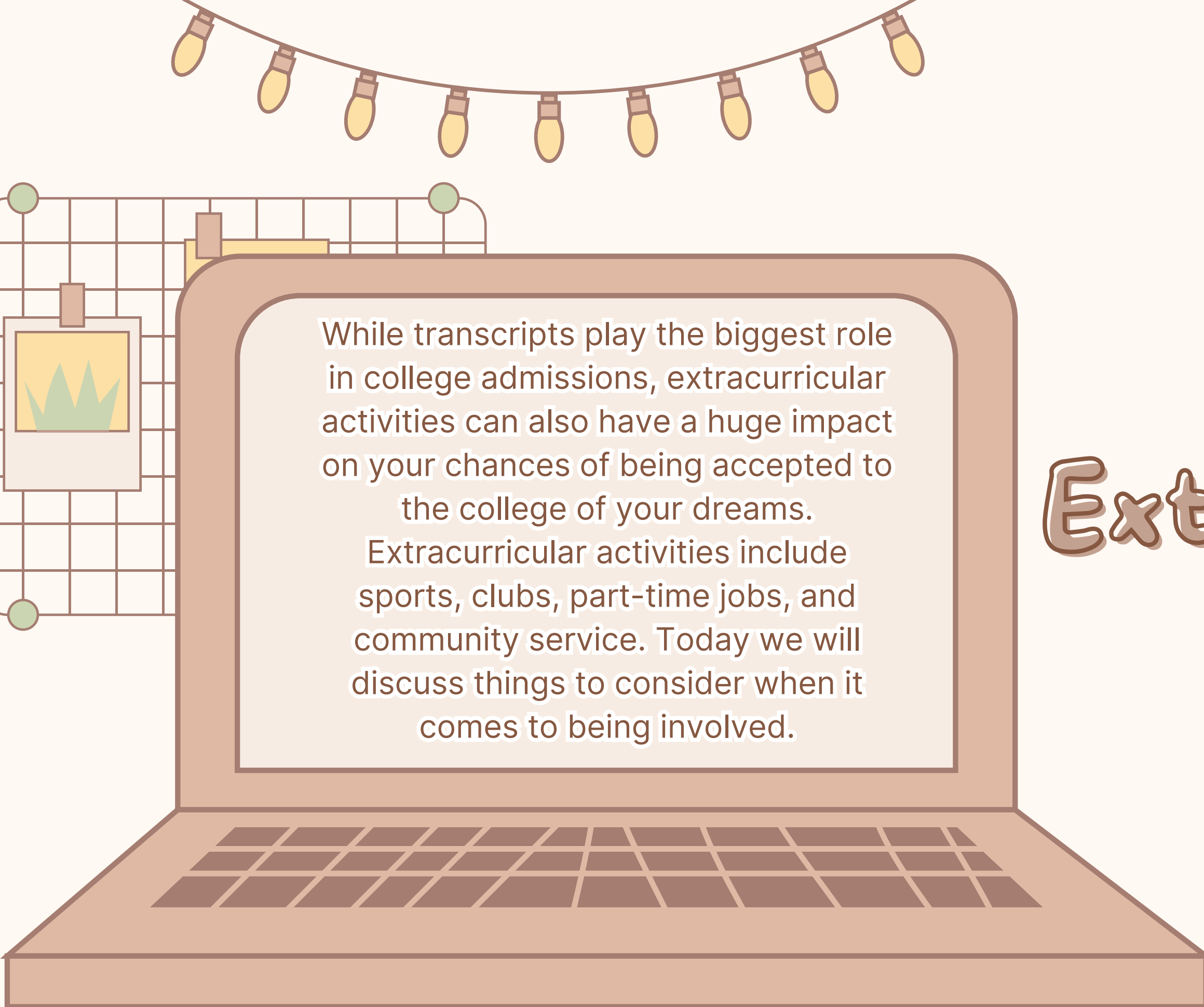
Additional Comments or Information:

Any additional information you believe would be helpful: _____

• Leadership roles: _____

• Achievements: _____

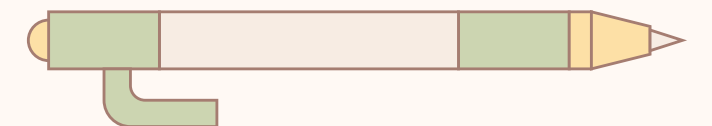
Clubs/Organizations with roles and time (example: Student Council Secretary 2022-2024): _____



While transcripts play the biggest role in college admissions, extracurricular activities can also have a huge impact on your chances of being accepted to the college of your dreams.

Extracurricular activities include sports, clubs, part-time jobs, and community service. Today we will discuss things to consider when it comes to being involved.

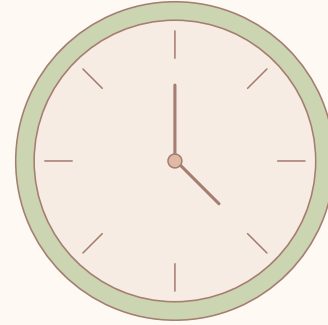
Why Extracurricular?



Extracurricular

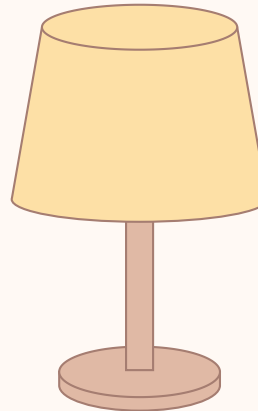
Boost College Applications

- Colleges look beyond grades and test scores.
- Activities show commitment, passion, leadership, and time management.
- They help admissions officers understand who you are as a person.



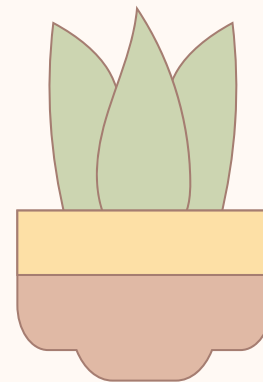
Develop Valuable Life Skills

- Leadership (e.g., being a team captain or club officer)
- Communication and teamwork
- Problem-solving and adaptability
- Time management and responsibility



Explore Interests & Career Paths

- Try different clubs (debate, robotics, yearbook, coding) to find what excites you.
- Activities can lead to discovering your major or future job interest.



Build Friendships & Network

- You meet like-minded peers and mentors.
- Networking in these activities can open up internship or scholarship opportunities later.

Gain Recognition

- Awards, honors, and leadership roles in extracurriculars stand out.
- These achievements can go on your resume, college applications, and scholarship essays.

Build Confidence & Passion

- Trying new things and succeeding (or learning from failure) helps build confidence.
- You develop a sense of purpose outside of academics.

Extracurricular Activities List

Sports

Fall

Girls Soccer
Boys Soccer
Girls Volleyball
Boys Football
Girls Cross Country Track
Boys Cross Country Track
Girls Tennis
Cheerleading
Marching Band*

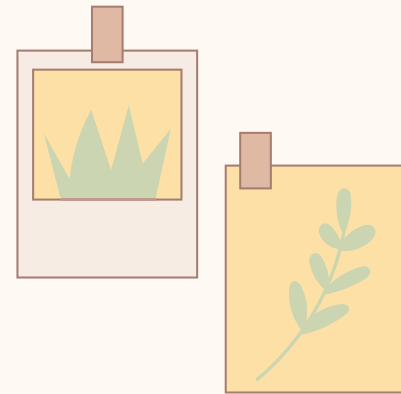
Winter

Girls Basketball
Boys Basketball
Bowling
Swimming
Wrestling
Girls Indoor Track
Boys Indoor Track

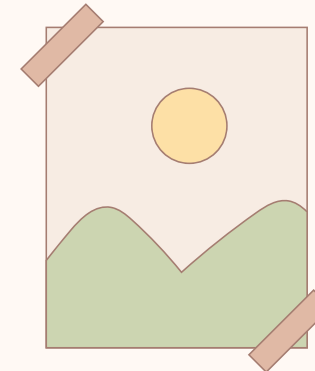
Spring

Baseball
Boys Tennis
Golf
Girls Outdoor Track & Field
Girls Outdoor Track & Field
Boys Volleyball
Softball
Girls Flag Football

Clubs/Organizations



Digital Video Production
Multicultural Club
Music Club
Robotics
ROTC
Student Council
Student Government

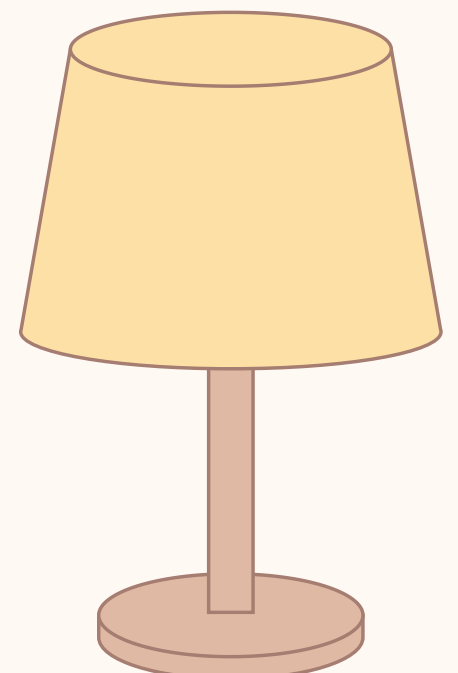


Community Service

UC Shout! Is always looking for students in Union County to help with various community service projects.

[SHOUT-UC-Application-Packet-2025-Updated.pdf](#)

BUILDING YOUR EXTRACURRICULAR LIST





Thank you
for your
attention!

S	M	T	W	T	F	S