

ACTIVITY SHEETS

WHAT SHOULD BE ON THEM?

- Personal Information
 - Your full name
 - Your full address
 - Your phone number(s)
 - Your e-mail address

- Academic Information
 - Your high school name
 - School address
 - School phone number
 - Class of _____
 - Grade-Point Average _____
 - Class Rank _____ / _____
 - ACT or SAT

- Academic Awards & years earned
 - Honor, Merit, Principal's Roll
 - National Merit Recognition
 - National Honor Society
 - Perfect Attendance

- Athletics and Honors & years participated/earned
 - Teams (Both in school and out-of-school)
 - Varsity Letters earned
 - Post-season participation (sectionals, districts, etc.)
 - Conference Championships and Honors

- The Arts & years participated
 - Bands, choirs, Showtunes, majorette
 - District contests
 - Solo and Ensemble contests
 - Governor's Art Show and similar shows
 - Musicals/plays
 - Private lessons

- Clubs & years participated

- Activities & years participated
 - Mock Trial
 - College Credit Plus

- Buckeye Boys' or Girls' State
- Hugh O'Brian Youth Leadership Seminar
- Big Brothers/Sisters

- Leadership

- Captains of Teams
- First Chair in a band
- Officer in a group/club
- Class officer/student council
- Special job in yearbook such as editor

- Outside of School

- Church activities
- Clubs such as 4-H or Scouts
- Other organizations such as the library board or historical society board

- Employment

- Name and address of employer, dates worked, most recent employment goes first and work backward

- Volunteer Work. Community Service

- Red Cross
- YMCA
- Hospital Volunteer
- Anything you did for an organization like Adopt-a-Family, Habitat for Humanity, Salvation Army Bell Ringer

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Other words of wisdom:

- Your activity sheet is much like a resume; treat it as such. It should be honest, logically organized, easy to read, professional, perfect.
- No abbreviations, misspelled words, incorrect capitalization, punctuation, etc. Never use an ! on this type of document.
- Use size 12 font; perhaps your headings could be larger to set them off
- Make sure font is a standard one, easy to read.
- Pay attention to spacing; make sure everything is balanced, especially your white space.
- Don't go crazy with color or graphics~you never want them to detract from the content.
- ➤ If you do use color or graphics, make sure they are professional and appropriate. Remember, hot pink ink might not gain you a lot of respect in the professional, real world. Yellow is definitely hard to read~stay away from it.
- ➤ Save!Save!Save!Proofread!Have Someone Else Proofread! Proofread Again!