

Undergraduate Activity Sheet Example

They only know what you tell them. Be careful about listing every small thing that you have done or risk looking like a person who places importance on small or insignificant achievements. Your activity sheet should be typed and look neat and organized as shown below. Check to make sure you follow any special format if required. Provide only the most important and relevant information and make sure to observe word or character limits.

Name: _____ SS#: _____ D.O.B _____

School Activities (Sports, Clubs, Extra-Curricular)	9 th	10 th	11 th	12 th	Description
Volleyball	x	x	x	x	Competitive team sport with winning record
Winter Track	x	x	x	x	Distance runner and relay team member
Habitat for Humanity	x	x	x	x	Worker on build site for a home for a family in need and fundraiser for future builds
Helping Hands		x	x	x	Local organization that services people in need
School Play				x	Dancer and singer for autumn production of “West Side Story”

Honors and Awards	9 th	10 th	11 th	12 th	Description
National Honor Society			x	x	Inducted in my Junior Year
Captain				x	Volleyball
County champion			x		Winter Track
President			x	x	Habitat for Humanity
Advanced Placement Scholar (AP Scholar)				x	Named AP Scholar for participation and performance in AP courses and assessments

Out of School Activities	9 th	10 th	11 th	12 th	Description
Travel Volleyball Team	x	x	x	x	Competed in state and national tournaments
Local Religious Youth Group	x	x	x	x	Participant in local religious youth organization
Tutor	x	x	x	x	Tutored elementary students at local school

Community Service/ Leadership / Volunteerism	9 th	10 th	11 th	12 th	Description
Athletes Helping Athletes			x	x	Spoke to elementary children about decision-making
National Honor Society Projects			x	x	Served as student volunteer at school functions such as open school night, assemblies and car washes
Helping Hands Project Leader				x	Organized food drive for Thanksgiving Drive

Work Experience/Summer Activities	9 th	10 th	11 th	12 th	Description
Summer Writing Program			x		Johns Hopkins’ Young Writers Summer Guild
Gap			x	x	Salesperson and register clerk

Other	9 th	10 th	11 th	12 th	Description
Webmaster				x	Created my own website
Distance running				x	Ran two half marathons

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