

# Extracurricular Activities & Awards

Colleges want well-rounded students in and out of the classroom. You have to market both your academics and extracurricular activities!



## Coursework Other than A-G

**Examples:** Yearbook, Peer Counseling, Leadership, Computers, ROP Courses, Catechism, Technical Training, CPR & First Response Training etc.

**Title of Course**    **Description:** (Leadership Position (if any)), description of duties, training received, programs used, achievements etc.

**Sample:** Computer Graphics & Design - Trained in Adobe Photoshop, Adobe Illustrator, Flash Animation. Developed graphic imaging editing skills using industry software. Achieved Adobe Certification.

### Word Bank:

Trained in..., responsible for ..., in charge of ..., selected to or for... selected among # of students ..., organized ... planned, assisted ... participated in ... structured ..., prepared..., worked on ..., developed ..., contributed to..., joined ..., took part ..., involved ..., shared responsibility for ..., founded ..., co-founded..., created ..., established ..., directed ..., produced..., gained

## Educational Preparation Programs

**Examples:** EAOP, Talent Search, TRIO, ETS, TELACU, Avid, MESA, Upward Bound, STARS, College Match, ETS, SAT Prep. AP Readiness, AP Boost, ARC, COSMOS, Internships etc.

**Title:** Program    **Description:** (Leadership Position (if any)), services received, experiences gained, events you participated in.

**Sample:** Early Academic Outreach Program (EAOP) – Received academic advising, participated in college, financial aid and SAT prep, gained knowledge college resources, motivated to pursue higher ed.

Common Services include: academic advising, college and financial aid workshops, family workshops, college fieldtrips, tutoring, summer programs, exam preparation etc.

DO NOT describe the program objective, make it personal.

### Word Bank:

Received training in..., selected to or for... selected among # of students ..., assisted with ..., participated in ..., prepared for..., worked on ..., developed ..., took part in ..., involved ..., gained understanding of..., acquired skills in..., motivated to..., was mentored ..., attended workshop about ..., was guided in ..., etc.

## Volunteer & Community Service

**Examples:** Volunteer Clubs, Church, School (fundraisers, food drives, events, tutoring, clean-up,) Community (hospital, library, shelters, events, family responsibilities (caretaker, tutor)

**Title:** Program/Club/ Organization    **Description:** (Leadership Position (if any) description of extent of involvement and initiatives taken and if possible give statistics (numbers, amounts, etc). Use action verbs.

**Sample:** Academic Tutor    **Description:** Instructed 15+ students in mathematics up to pre-calc level; aided with homework, problem solving, and concept mastery. Resulted in proficient benchmark scores for all.

### Word Bank:

Tutored ..., assisted..., helped..., provided..., serviced..., created..., coordinated..., oversaw..., directed..., raised (amount #)..., worked..., supervised..., cooked..., fed..., organized..., collaborated with..., participated in..., planned, staffed events such as ... etc.

## Work Experience

**Examples:** Paid work or Paid internships

**Title:** Name of Business/Program/ Organization    **Description:** (Position) description of responsibilities, roles, and promotions

**Sample:** Sales Associate/Cashier – Oversaw sales and transactions, received & recorded inventory, responsible for training new employees, gained exceptional customer service skills.

### Word Bank:

provided..., coordinated..., oversaw..., directed..., supervised..., organized..., collaborated with..., assisted with, filed ..., responsible for ..., in charge of ..., managed ..., promoted to..., trained others in..., supervised .... etc.

Use of Earnings? Answer choices

- I used earnings to contribute to household bills.
- I used earnings to alleviate financial burden on parents.
- As a single parent (or single income) household, I used earnings to supplement household income.

## Awards & Honors

**Examples:** School (academic, classroom, departmental, sports, program involvement, service, science fair, competitions etc), Church (Confirmation, accomplishment & contribution acknowledgements), Community (contest, accomplishment & contribution awards) State and National rankings, selected for scholarship or programs

Academic Excellence, Perfect Attendance, Department (English, Math, History, Science, Foreign Language etc) Award, AP Scholar, MVP, 1<sup>st</sup>, 2<sup>nd</sup> 3<sup>rd</sup> Place, Semifinalist, Finalist, Scholarship, Leadership Position (Captain, President, VP, Treasurer etc)

**Title:** Award or Program Name    **Description:** Description of selection criteria and if possible ranking (national, state, city, district, school, academy) and or statistics (1 of only # of students selected or 1 of # selected from a # of applicant pool).

**Sample:** Youth LULAC Scholarship – Awarded \$10K Rigorous selection process: nomination, interview, and present community project demonstrating passionate commitment. 1 of 5 students statewide

### Word Bank:

Recognized for..., selected from among..., top student..., #place, competed..., awarded, honored for -- commitment, academic excellence, demonstrating leadership, developing, achieving a ..., etc

## Extracurricular Activities

**Examples:** School (Sports, Clubs, Leadership, Journalism, ARC, Band, ROTC, Decathlon, Debate) Church (Catechism, Confirmation, youth groups, alter boy/girl, choir) Community (club sports, involvement in organizations) and other (private music lessons), etc

**Title:** Program/Club/Organization    **Description:** (Leadership Position (if any) description of extent of involvement and initiatives taken and if possible give statistics (numbers, amounts, etc) and results.

**Sample:** Key Club – (Treasurer) Allocate funds, gained school administrative approval. Raised over \$500. Participate in general club activities: clean-ups, food drive, community events

### Word Bank:

responsible for ..., in charge of ..., selected to or for... selected among # of students ..., organized ... planned, assisted ... participated in ... structured ..., prepared..., worked on ..., developed ..., contributed to..., joined ..., took part ..., involved ..., shared responsibility for ..., founded ..., co-founded..., created ..., established ..., directed ..., produced..., gained understanding of..., acquired skills in..., promoted..., designed..., learned..., etc.

Take the time to MARKET YOURSELF now and get that ACCEPTANCE LETTER, SCHOLARSHIP, OR INTERNSHIP!

\*Be consistent

# UCLA EAOP

H/awards include:

Internships, church related activities, Eagle Scouts, science fairs, Journalism, yearbook etc. etc.