

# ACTIVITIES RESUME

**Create an Activities Resume to be used to provide information about you and your involvement in both school and community activities as well as awards and honors you've received.**

**This resume will be part of your portfolio so you have documentation of this information accessible when filling out important forms such as college or job applications. Additionally, you can make copies of this to hand to people you would like to write letters of recommendation for you (after you've asked them, of course), such as teachers, coaches, pastors or bosses. It's also important to keep it updated.**

**Use your transcript to help you fill in the editable resume provided for you. This is a time to "brag up" your accomplishments so, don't be shy. Remember to be concise in your descriptions and use action words.**

