

How to Write Your UC Activities List

First, why is the UC Activities List important? While your personal statement shows who you are, your Activities List shows what you've done. Keywords: leadership, responsibility, impact.

The UC application will ask you to split your activities into...

- Educational Prep Programs
- Volunteer & Community Service
- Work Experience
- Awards & Honors
- Extracurricular Activities

1.State role and organization name in top box, so you don't waste characters in the lower, 160 character box.

Instead of: (top box) School newspaper
(description box) I am the editor for the school newspaper (**And don't repeat words!**)

Try: (top box) Editor of International Column, School Newspaper
(description box) Responsible for brainstorming, revising, and supervising articles by other writers for my column.

2. Emphasize tangible, measurable impact.

Whom did your activity help? How many people? How much money did you raise?

Instead of: Raised money for children in Africa.

Try: Raised \$3,000 to provide three uniforms and scholarships for students attending the Joseph Waweru Home School in Kenya: http://www.exop.org/home_school.html

3. Use active verbs to explain what you actually did (list your tasks).

Instead of: Worked at a clinic doing different things.

Try: Organized patient diagnosis notes, sterilized tools for surgeries, assisted with x-ray analysis.

4. Use the present tense if it's something you still do.

Instead of: I helped tour visitors around the campus and presented some information on school history and student life.

Try: I give campus tours, providing info on school history, student activities, boarding life.

5. Aim for variety in your list, making sure your verbs aren't redundant.

Instead of: Instructing, helping, teaching children tennis (how are these three different?)

Try: Instructing in proper technique, while imparting lessons in sportsmanship, health and integrity.

6. Include any responsibilities you had to demonstrate leadership skills.

Instead of: I swim on the swim team.

Try: Responsible for leading swim practices, planning fundraising events; assisting in recruiting process.

7. What if there isn't much to say, or it was a one-time event?

Explain the significance of the activity: who did the event matter to and why?

Instead of: Tutored students.

Try: Provided support to fourth graders with particularly difficult math concepts.

8. Avoid extreme language.

Instead of: to help all those in need (or) to end poverty in the world

Try: to help those in need (or) to aid in the fight against global poverty

9. Use bigger words.

Instead of: "Come up with" (or) "told people about"

Try: Develop, brainstorm (or) advertised, marketed

10. Abbreviate to save space

It's ok to use abbreviations as long as they are common ones. Remember: not everyone is going to know what SAVE, WTTF, GAPS, etc. means. It's also ok to use incomplete sentences if necessary.