



ACTIVITIES & HONORS

The Honors and Activities section highlights your personal accomplishments and activities beyond employment and internships to prospective employers.

Honors can include scholarships received and distinguished awards. Freshmen *may* choose to include high school academic awards, but these should be eliminated by the end of freshman year. Sophomores and above may have an honors section that includes college scholarships or awards such as, Dean's List, Beta Gamma Sigma – Honors Business Society, Ignatius Scholarship, etc.

Activities may include extra-curricular activities, volunteerism and/or involvement with professional organizations. Similar to a job or internship description, activities should be described with your role, the organization or club name and (often) the dates of your involvement. For example:

President, DELTA XI PHI SORORITY	April 2013-present
• Oversee activities, membership, officers, and \$20,000 operating budget.	
• Served as Social Chair (April 2012-March 2013) and member (October 2011-present)	
Leader, HUNGER CLEANUP	April 2012, 2013
Volunteer, COUNCIL FOR THE SPANISH SPEAKING	October 2012-May 2012

Providing Detail about Honors and Activities

When an activity helps to develop skills, outcomes or experiences that will have particular relevance to a role you are targeting, providing descriptions of your activities can be strategic. Going beyond listing an activity is most relevant when your participation exceeds/exceeded basic membership functions. Bullet points that describe responsibilities or outcomes especially applicable to a role you are targeting or may not be immediately understood are helpful and appropriate.

Lead Referee , Intramural Basketball, Marquette University	September 2012 – Present
• Coordinate schedules for 16 referees and 42 intramural 3-on-3 teams.	
• Train 5-10 new referees each semester.	
• Calmly manage player disputes and support positive sportsmanship.	
• Previously served as Intramural Referee, September 2012 – May 2013.	

This student does an excellent job of communicating the scope of his/her responsibilities as Lead Referee. In addition to calling games (which could be assumed) these bullet points communicate his/her management, training and communication skills.

Including Activities within the Experience Section

Most campus involvement is appropriate for an activities section. However, when an activity involves or develops skills and experiences with direct relevance to the job or internship for which you are applying, activities may be selectively included within the experience section. For example, an Accounting student who also serves as the SGA Controller could certainly consider listing this "activity" within the experience section. This role involves responsibilities similar to an accounting position and demonstrates campus leadership.