

COLLEGE PLACEMENT CONSULTING

How To Write Your Common Application Activities List

- **State role and organization name in top box, so you don't waste characters in the lower, 150 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.
- **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).
- **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.
- **To fit in more info: use lists, don't use complete sentences, cut extra words.**
Instead of: I raised money to donate to a school in Ghana in Africa by selling t-shirts and bracelets.
Try: Arranged advertising events, organized fundraisers, and gave presentations at school meetings
- **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.

- **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.
- **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.
- **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?
Rather than: Tutored students.
Try: Provided support to fourth graders with particularly difficult math concepts.
- **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
- **Use bigger words.**
Instead of: "Come up with" (or) "told people about"
Try: Develop, brainstorm (or) advertised, marketed

100 + Powerful Verbs for Your Activity List, Resume and Essays

-
- Accompanied
- Acquainted me with
- Adapted to
- Adjusted
- Administered
- Advertised
- Altered
- Amended
- Announced
- Annunciated
- Appealed
- Appeared
- Arranged
- Associated myself with
- Attended
- Augmented
- Bettered
- Bolstered up
- Called upon
- Canvassed
- Caught
- Caused
- Championed
- Changed
- Chaperoned
- Circulated
- Coached
- Commanded
- Communicated
- Companioned
- Compelled
- Concentrated on
- Conducted
-
- Connected
- Connected myself with
- Contacted
- Contributed
- Corrected
- Corresponded with
- Counseled
- Crowdsourced
- Declared
- Devoted myself to
- Directed
- Disclosed
- Discovered
- Disseminated
- Distributed
- Divulged
- Doctored
- Excelled
- Educated
- Elaborated
- Elevated
- Enhanced
- Enlightened
- Enlisted
- Enriched
- Escorted
- Exceeded
- Explained
- Fixed
- Fixed up
- Followed
- Forced
- Forwarded
- Frequented
- Governed
- Guarded
- Guided
- Harmonized
- Headed
- Heard
- Helped
- Imparted
- Implored
- Induced
- Informed
- Initiated
- Inquired
- Instructed
- Interacted with
- Introduced
- Led
- Lent an ear
- Lifted
- Listened
- Listened up
- Looked after
- Looked on
- Managed
- Mastered
- Mended
- Mentored
- Minded
- Ministered to
- Mobilized
- Modernized
- Modified
- Motivated
- Moved
- Noted
- Noticed
- Nursed
- Observed
- Outdid
- Passed on
- Performed
- Persuaded
- Petitioned
- Picked up
- Piloted
- Piloted
- Pleaded
- Presided over
- Prevailed
- Proclaimed
- Produced
- Promoted
- Prompted
- Protected
- Published
- Publicized
- Raised
- Reached out
- Recruited

8133 Elliott Road, Suite 102 Easton, MD 21601

T: 410.822.4500 | E: info@teamcpc.com | www.collegeplacementconsulting.com

- Refined
- Reformed
- Regulated
- Rehabilitated
- Related to
- Relayed
- Remedied
- Remodeled
- Renovated
- Reorganized
- Repaired
- Reported
- Responsible For
- Reunited
- Revised
-
- Righted
- Sent
- Served
- Shepherd
- Showed
- Solicited
- Sought
- Spearheaded
- Sponsored
- Spread
- Steered
- Suggested
- Superintended
- Supervised
- Taught
- Telecasted
- Tended
- Took care of
- Trail-blazed
- Transcended
- Transmitted
- Tutored
- Upgraded
- Ushered
- Visited
- Waited upon
- Watched Over
- Worked for