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How to use the Activities Tool

The Benefits

✓Competency Confirmed

An easy template for recording solid examples of activities that underline your personal experience, abilities and accomplishments.

✓Clarity

A clear template as well as hints, tips and guidance.

✓Applications Enhanced

Explore the competencies used by employers in graduate recruitment and store an extensive range of material.

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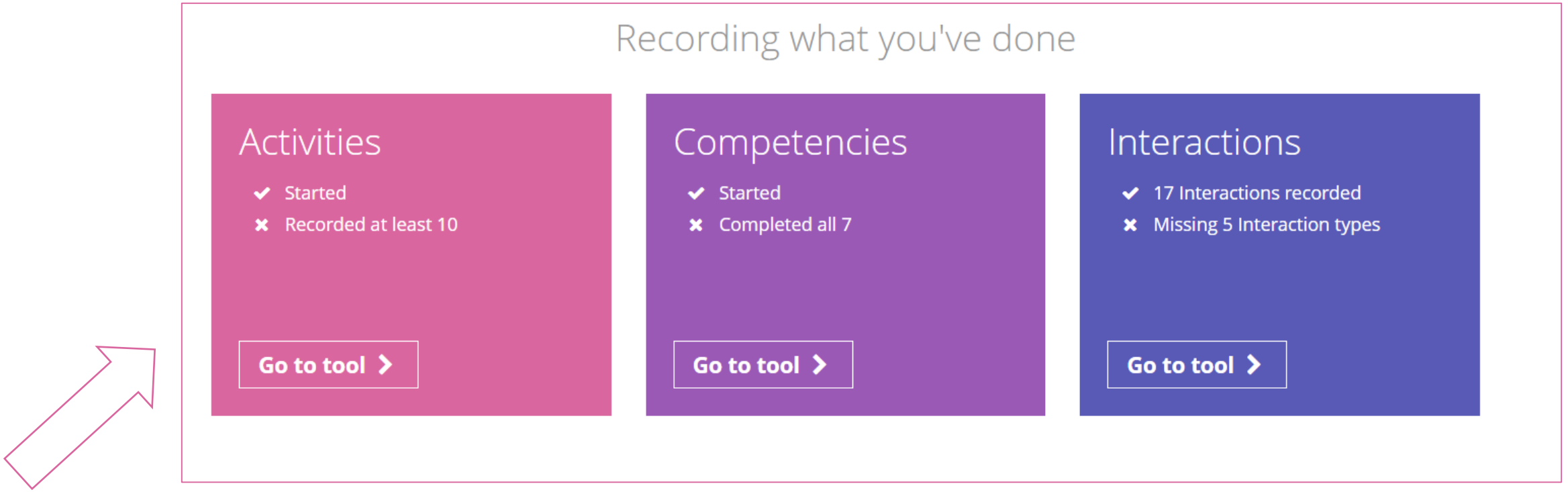

From the main dashboard, click Go to tool on the Activities box.

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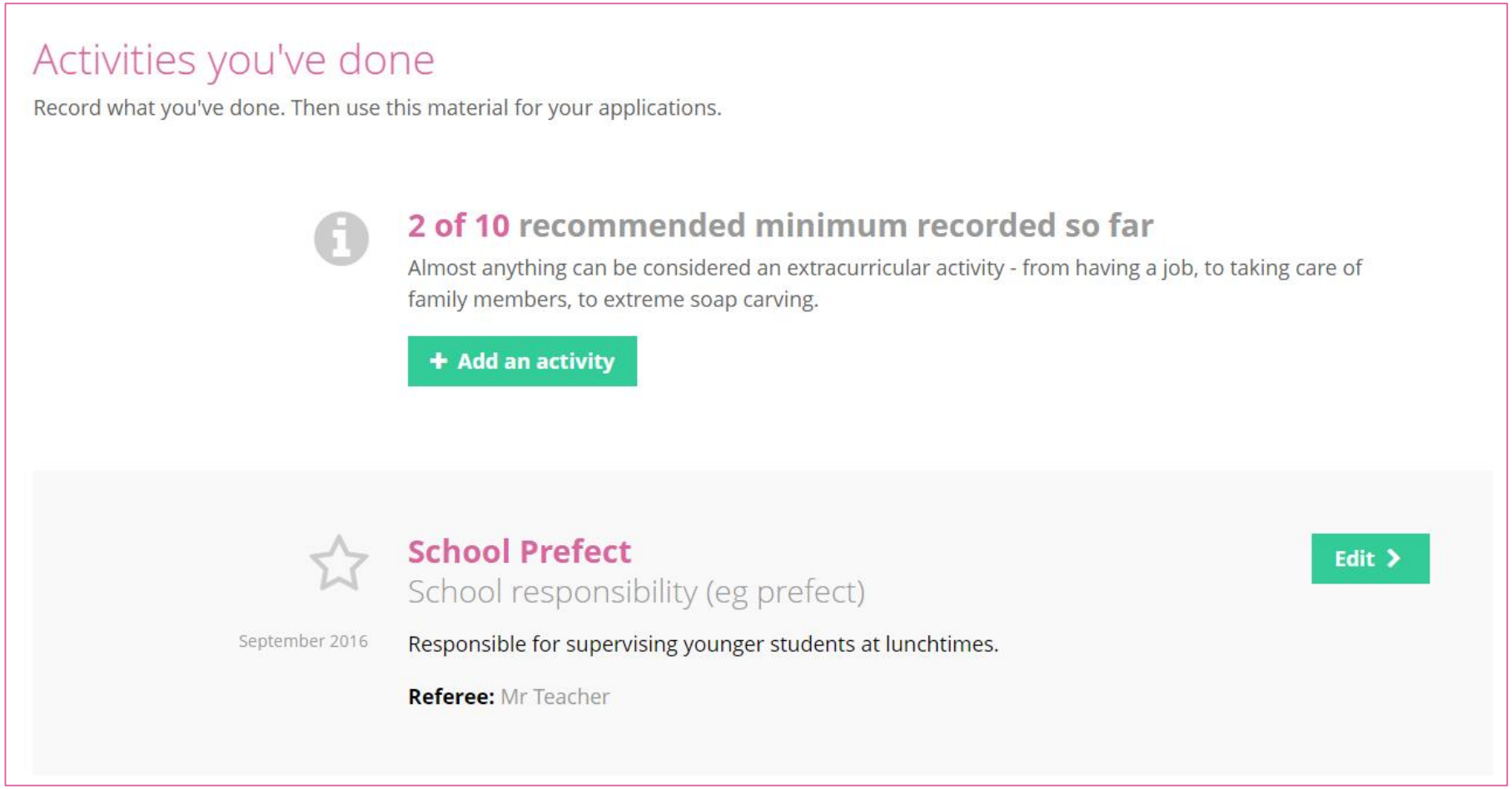
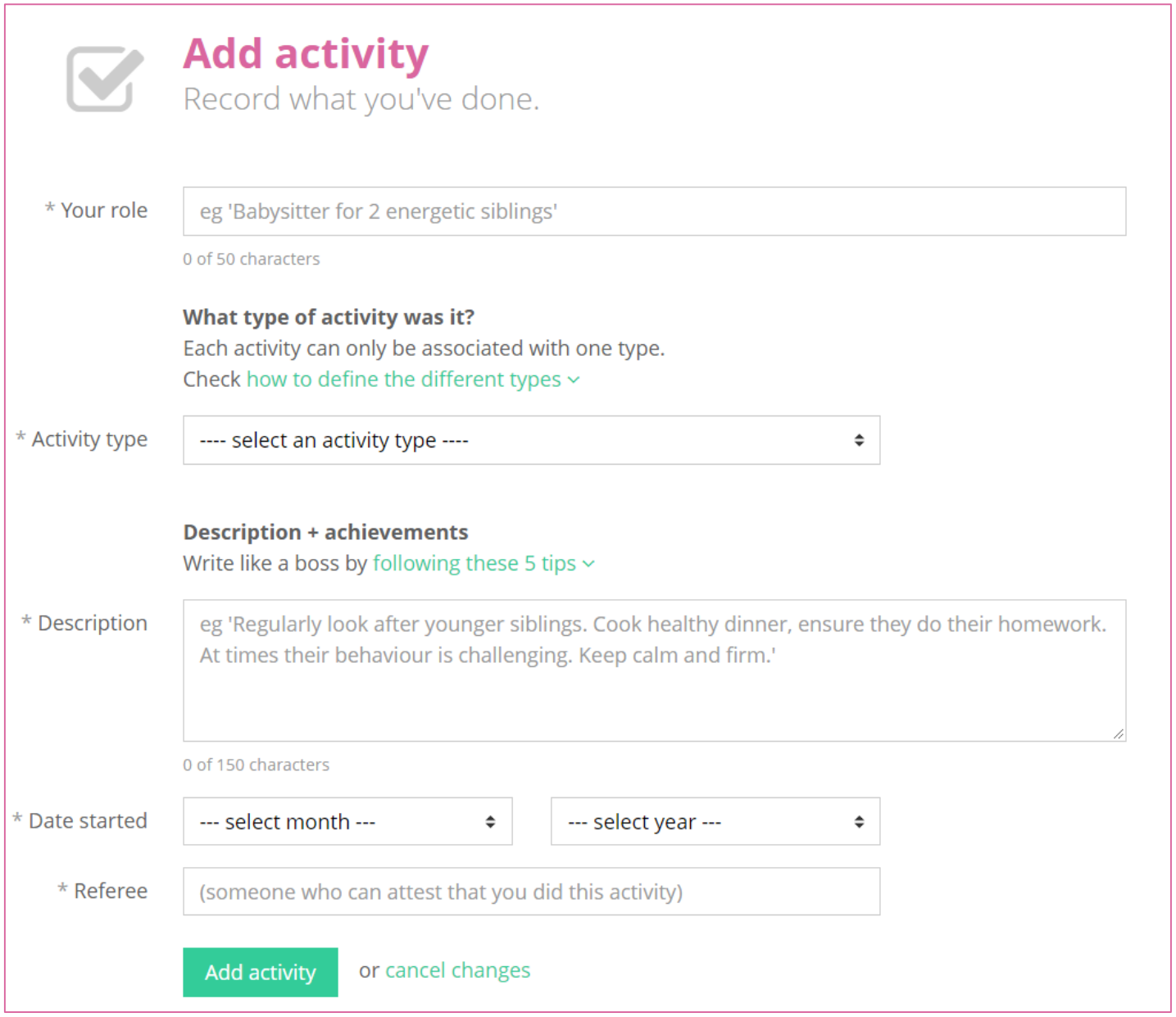


To begin, click on Add an activity to take you to the template for recording your example.



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To complete an Activity state your role and select an activity type from the drop down menu.

If you need help on how to define the type of activity, use the guide defining different types.

Description + achievements
Write like a boss by following these 5 tips ^

1 Emphasise tangible, measurable impact

Who 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 75 uniforms and 3 scholarships for students attending the Waweru School in Kenya.

2 Be specific

Use detailed examples of things you've done

Instead of:	Worked at a clinic doing a wide range of activities.
Try:	Organized patient diagnosis notes, sterilized tools for surgeries, assisted with x-ray analysis.

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

The present tense is normally more engaging

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.

4 For each activity include any responsibilities you had

This lets you demonstrate your leadership skills

Instead of:	I swim on the swim team.
Try:	Responsible for leading swim practices, planning fundraising events, assisting in recruitment process.

5 Explain the significance of the activity

Especially useful if there isn't much to say, or if it was a one-time event

Instead of:	Tutored students.
Try:	Supported students revising for a maths exam with concepts they found particularly difficult, such as simultaneous equations. Helped stop them falling behind at critical point in their studies.

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Then you need to write the description.

If you need them, there are tips on how to describe your examples expertly.

Do not try to use these as templates; the entries need to be personal to you.

Add activity

Record what you've done.

* Your role: Head of Debate Club

19 of 50 characters

What type of activity was it?

Each activity can only be associated with one type.

Check how to define the different types

* Activity type: Debate / Speech

Description + achievements

Write like a boss by following these 5 tips

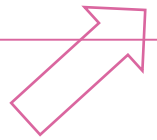
* Description: In charge of successful debate club at my school. Regularly ran competitions for the younger years as well as going to tournaments which we often won!

150 of 150 characters

* Date started: September 2016

* Referee: Mrs Kent

Add activity or cancel changes



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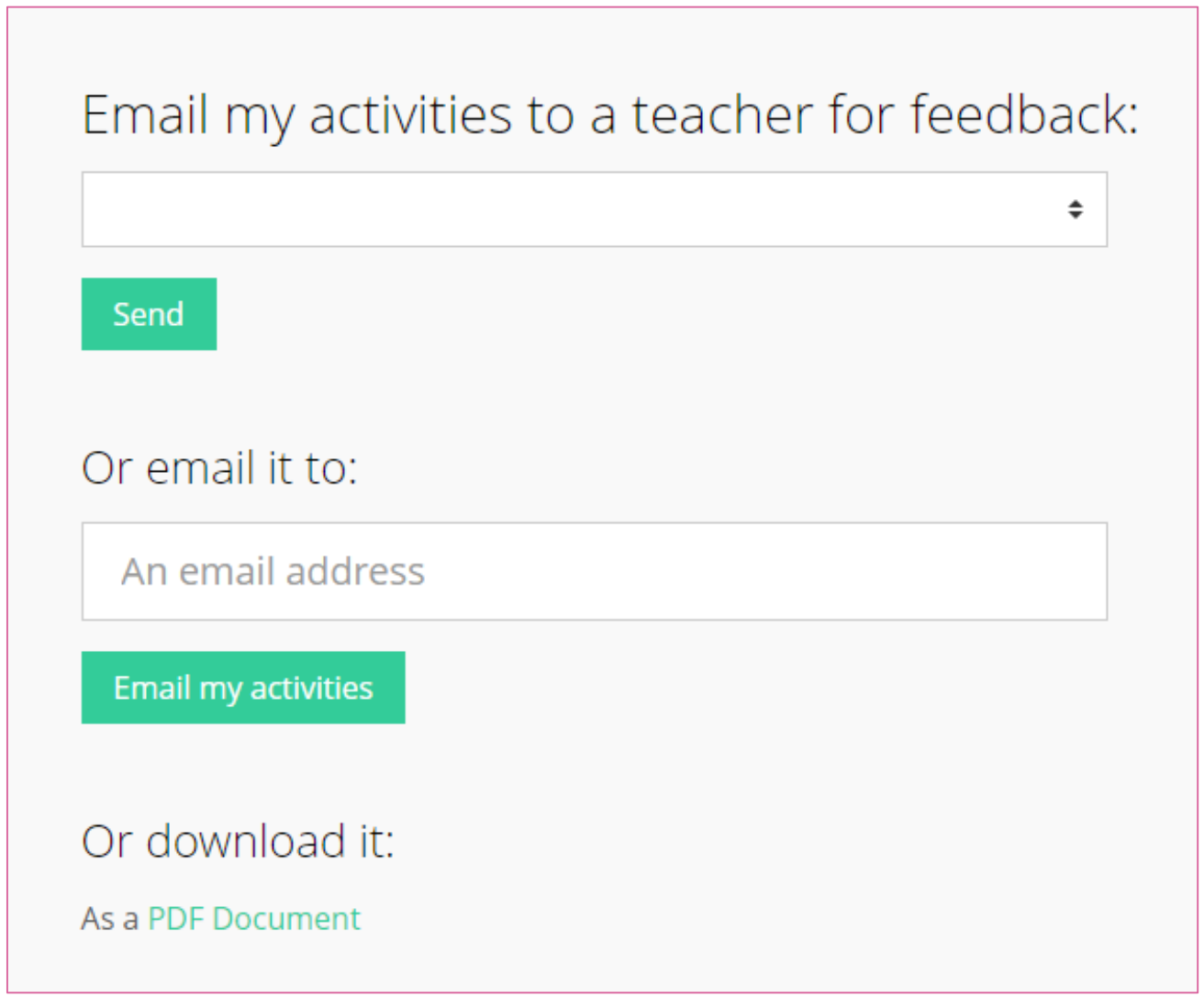
Once completed, click on Add activity at the bottom of the page.



If you would like to share what you have written you can email it straight to a teacher by selecting them from the drop down list.

...or anyone else by typing in their email address.

You can also download what you have written.

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