



# 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.*

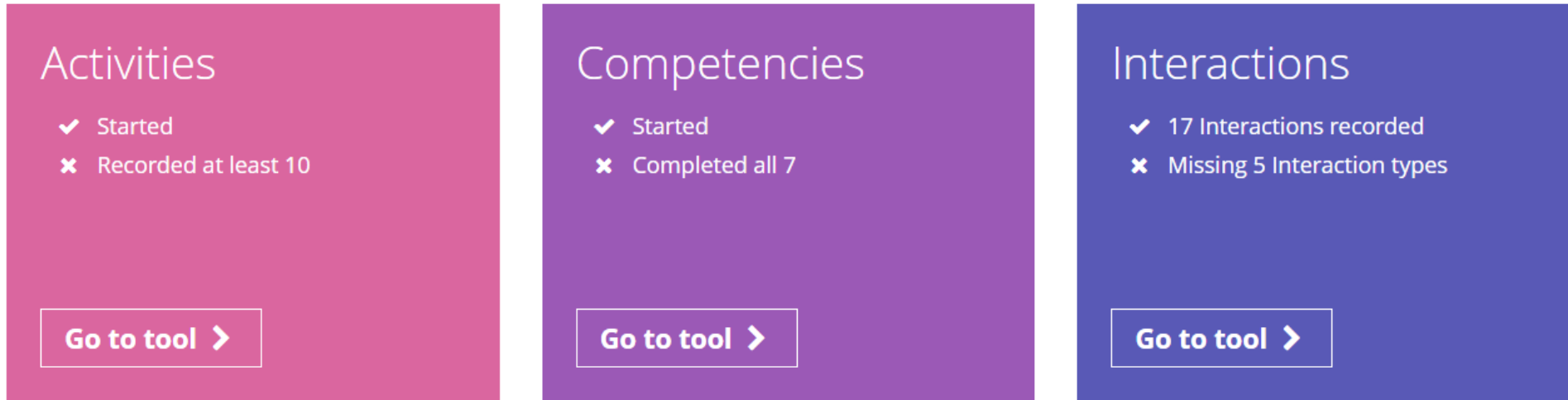
## ✓ Clarity

*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.*

## Recording what you've done



The image shows three dashboard cards arranged horizontally. Each card has a title, a list of status items, and a 'Go to tool' button with a right-pointing arrow. The first card is pink and titled 'Activities', with status items 'Started' (checked) and 'Recorded at least 10' (unchecked). The second card is purple and titled 'Competencies', with status items 'Started' (checked) and 'Completed all 7' (unchecked). The third card is blue and titled 'Interactions', with status items '17 Interactions recorded' (checked) and 'Missing 5 Interaction types' (unchecked). A white arrow with a pink outline points from the left towards the 'Go to tool' button in the Activities card.

Category	Status	Value/Count
Activities	Started	✓
	Recorded at least 10	✗
Competencies	Started	✓
	Completed all 7	✗
Interactions	17 Interactions recorded	✓
	Missing 5 Interaction types	✗

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

## Activities you've done

Record what you've done. Then use this material for your applications.



### 2 of 10 recommended minimum recorded so far

Almost anything can be considered an extracurricular activity - from having a job, to taking care of family members, to extreme soap carving.

[+ Add an activity](#)



### School Prefect

School responsibility (eg prefect)

September 2016

Responsible for supervising younger students at lunchtimes.

**Referee:** Mr Teacher

[Edit >](#)

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



## Add activity

Record what you've done.

\* Your role

0 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

### Description + achievements

Write like a boss by [following these 5 tips](#) ▾

\* Description

0 of 150 characters

\* Date started

\* Referee

Add activity

or [cancel changes](#)

**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.

**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

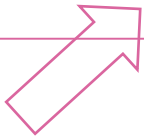
\* Referee

Mrs Kent

Add activity

or [cancel changes](#)

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



Email my activities to a teacher for feedback:

Send

Or email it to:

Email my activities

Or download it:

As a [PDF Document](#)

**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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