

# **PLANNING GUIDE III**

## **WORK EXPERIENCE, ACADEMIC HONORS AND EXTRACURRICULAR ACTIVITIES**

### **I. WORK EXPERIENCE**

Work experience is a rather useful tool that colleges help to understand the applicant's skills and abilities in a certain subject field. However, more than an improved perception of your expertise, work experience is crucial in determining if a field is really fit for you or not. We will strongly recommend you to make the most out of different job/ internship opportunities: work in a lab, intern with a theater company, help a lawyer over a summer, teach children living in slums in a local village. Do things that interest you, in order to truly enrich your college experience. The wider your experience is, the better knowledge you will have of what field you want to pursue. This will ensure that your application is strong and convincing. (See Internship Section on [www.cforcollege.com](http://www.cforcollege.com) for more information)

List any work or internship experience (including summer employment) you have held during the past four years (Always start with most relevant and recent):

1. Internship 1:
  1. Name of Employer, e.g. The Times of India:  
\_\_\_\_\_
  2. Specific Nature of work, e.g. Assistant Photographer:  
\_\_\_\_\_
  3. Dates of Employment (MM/YY – MM / YY): \_\_\_\_\_
  4. Hours / week: \_\_\_\_\_
2. Internship 2:
  1. Name of Employer, e.g. The Times of India:  
\_\_\_\_\_
  2. Specific Nature of work, e.g. Assistant Photographer:  
\_\_\_\_\_
  3. Dates of Employment (MM/YY – MM / YY): \_\_\_\_\_
  4. Hours / week: \_\_\_\_\_
3. Internship 3:
  1. Name of Employer, e.g. The Times of India:  
\_\_\_\_\_
  2. Specific Nature of work, e.g. Assistant Photographer:  
\_\_\_\_\_
  3. Dates of Employment (MM/YY – MM / YY): \_\_\_\_\_
  4. Hours / week: \_\_\_\_\_

### **II. ACADEMIC AWARDS, HONORS & ACHIEVEMENTS**

One of the most significant components of your application would be academic performance. Academic honors, awards and achievements are crucial in order to testify to your performance as a strong student. Recognize that a litany of academic

honors is not crucial, but rather the academic awards that you mention must be of significance and value.

List all scholastic distinctions, honors, subject prizes, certificates and academic awards that you have won beginning with 9th grade both in school as well as outside school (start with the most recent, valuable and relevant)

1. Academic Award 1:

1. Name of Award / Achievement (e.g. First Prize, Intel Science Fair):

2. Description of Award (e.g. Highest score in Economics):

3. Level of Recognition (e.g. National / State/ District / School):

4. Year:

2. Academic Award 2:

1. Name of Award / Achievement (e.g. First Prize, Intel Science Fair):

2. Description of Award (e.g. Highest score in Economics):

3. Level of Recognition (e.g. National / State/ District / School):

4. Year:

3. Academic Award 3:

1. Name of Award / Achievement (e.g. First Prize, Intel Science Fair):

2. Description of Award (e.g. Highest score in Economics):

3. Level of Recognition (e.g. National / State/ District / School):

4. Year:

4. Academic Award 4:

1. Name of Award / Achievement (e.g. First Prize, Intel Science Fair):

2. Description of Award (e.g. Highest score in Economics):

3. Level of Recognition (e.g. National / State/ District / School):

4. Year:

5. Academic Award 5:

1. Name of Award / Achievement (e.g. First Prize, Intel Science Fair):

2. Description of Award (e.g. Highest score in Economics):

3. Level of Recognition (e.g. National / State/ District / School):

4. Year:

## EXTRACURRICULAR ACTIVITIES

Extracurricular activities are key in portraying to the admissions official what your passions and strengths are. Do not pursue extracurricular activities merely for an application. Do something that you truly enjoy, improve your skills and abilities in it, gain leadership positions in possible, do something interesting with it, e.g. start a club relating to the activity, and show that you love to spend your time pursuing it!

List all community service, sporting, academic clubs, technology, speech and debate, writing, foreign language, artistic, cultural, leadership, family responsibilities, religious, environmental and any other extracurricular activities you have pursued in the last 4 years. List them in order of decreasing preference and importance (we have provided a preference tab in case you want to swap any activities around). This is very similar to the extracurricular page on the Common Application, so make sure you fill it with thought!

1. Activity 1:
  1. Preference (e.g. 1): \_\_\_\_\_
  2. Field (e.g. Art): \_\_\_\_\_
  3. Description of the Activity e.g. Worked with Mehli Mehta Music Foundation on classical music for teenagers:  
\_\_\_\_\_
  4. Accomplishments / Positions held (e.g. President of the Marketing Committee): \_\_\_\_\_
  5. Grades you participated in (e.g. 10, 11): \_\_\_\_\_
  6. Hours / week : \_\_\_\_\_
  7. Weeks / Year: \_\_\_\_\_
  8. What is the most interesting experience you have had with this activity (While not asked, this can be especially helpful while writing your short essay for Common App):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  9. Did you participate in school year / summer / both? Check option that applies.
  10. Do you want to continue it at college? Yes / No - Check option that applies (We strongly recommend that you only put in the activities that you intend to participate in college: admissions officers want to ensure that you have long-term commitment towards your passions!)
2. Activity 2:
  1. Preference (e.g. 1): \_\_\_\_\_
  2. Field (e.g. Art): \_\_\_\_\_
  3. Description of the Activity e.g. Worked with Mehli Mehta Music Foundation on classical music for teenagers:  
\_\_\_\_\_
  4. Accomplishments / Positions held (e.g. President of the Marketing

Committee): \_\_\_\_\_

5. Grades you participated in (e.g. 10, 11): \_\_\_\_\_

6. Hours / week : \_\_\_\_\_

7. Weeks / Year: \_\_\_\_\_

8. What is the most interesting experience you have had with this activity (While not asked, this can be especially helpful while writing you short essay for Common App):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Did you participate in school year / summer / both? Check option that applies.

10. Do you want to continue it at college? Yes / No - Check option that applies (We strongly recommend that you only put in the activities that you intend to participate in college: admissions officers want to ensure that you have long-term commitment towards your passions!)

3. Activity 3:

1. Preference (e.g. 1): \_\_\_\_\_

2. Field (e.g. Art): \_\_\_\_\_

3. Description of the Activity e.g. Worked with Mehli Mehta Music Foundation on classical music for teenagers:

4. Accomplishments / Positions held (e.g. President of the Marketing Committee): \_\_\_\_\_

5. Grades you participated in (e.g. 10, 11): \_\_\_\_\_

6. Hours / week : \_\_\_\_\_

7. Weeks / Year: \_\_\_\_\_

8. What is the most interesting experience you have had with this activity (While not asked, this can be especially helpful while writing you short essay for Common App):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Did you participate in school year / summer / both? Check option that applies.

10. Do you want to continue it at college? Yes / No - Check option that applies (We strongly recommend that you only put in the activities that you intend to participate in college: admissions officers want to ensure that you have long-term commitment towards your passions!)

4. Activity 4:

1. Preference (e.g. 1): \_\_\_\_\_

2. Field (e.g. Art): \_\_\_\_\_

3. Description of the Activity e.g. Worked with Mehli Mehta Music Foundation on classical music for teenagers:

4. Accomplishments / Positions held (e.g. President of the Marketing

5. Grades you participated in (e.g. 10, 11): \_\_\_\_\_
6. Hours / week : \_\_\_\_\_
7. Weeks / Year: \_\_\_\_\_
8. What is the most interesting experience you have had with this activity (While not asked, this can be especially helpful while writing you short essay for Common App):
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
9. Did you participate in school year / summer / both? Check option that applies.
10. Do you want to continue it at college? Yes / No - Check option that applies (We strongly recommend that you only put in the activities that you intend to participate in college: admissions officers want to ensure that you have long-term commitment towards your passions!)
5. Activity 5:
1. Preference (e.g. 1): \_\_\_\_\_
2. Field (e.g. Art): \_\_\_\_\_
3. Description of the Activity e.g. Worked with Mehli Mehta Music Foundation on classical music for teenagers:
- \_\_\_\_\_
4. Accomplishments / Positions held (e.g. President of the Marketing Committee): \_\_\_\_\_
5. Grades you participated in (e.g. 10, 11): \_\_\_\_\_
6. Hours / week : \_\_\_\_\_
7. Weeks / Year: \_\_\_\_\_
8. What is the most interesting experience you have had with this activity (While not asked, this can be especially helpful while writing you short essay for Common App):
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
9. Did you participate in school year / summer / both? Check option that applies.
10. Do you want to continue it at college? Yes / No - Check option that applies (We strongly recommend that you only put in the activities that you intend to participate in college: admissions officers want to ensure that you have long-term commitment towards your passions!)
6. Activity 6:
1. Preference (e.g. 1): \_\_\_\_\_
2. Field (e.g. Art): \_\_\_\_\_
3. Description of the Activity e.g. Worked with Mehli Mehta Music Foundation on classical music for teenagers:
- \_\_\_\_\_
4. Accomplishments / Positions held (e.g. President of the Marketing

- 
5. Grades you participated in (e.g. 10, 11): \_\_\_\_\_
  6. Hours / week : \_\_\_\_\_
  7. Weeks / Year: \_\_\_\_\_
  8. What is the most interesting experience you have had with this activity (While not asked, this can be especially helpful while writing you short essay for Common App):

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9. Did you participate in school year / summer / both? Check option that applies.
10. Do you want to continue it at college? Yes / No - Check option that applies  
(We strongly recommend that you only put in the activities that you intend to participate in college: admissions officers want to ensure that you have long-term commitment towards your passions!)

7. Activity 7:

1. Preference (e.g. 1): \_\_\_\_\_
2. Field (e.g. Art): \_\_\_\_\_
3. Description of the Activity e.g. Worked with Mehli Mehta Music Foundation on classical music for teenagers:

- 
4. Accomplishments / Positions held (e.g. President of the Marketing Committee): \_\_\_\_\_
  5. Grades you participated in (e.g. 10, 11): \_\_\_\_\_
  6. Hours / week : \_\_\_\_\_
  7. Weeks / Year: \_\_\_\_\_
  8. What is the most interesting experience you have had with this activity (While not asked, this can be especially helpful while writing you short essay for Common App):

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9. Did you participate in school year / summer / both? Check option that applies.
10. Do you want to continue it at college? Yes / No - Check option that applies.  
(We strongly recommend that you only put in the activities that you intend to participate in college: admissions officers want to ensure that you have long-term commitment towards your passions!)

