

SAMPLE RESUME

Kelly Smith

99 Proctor Avenue
So. Burlington, VT 05403
(802) 862-6521

PERSONAL

D.O.B.: May 7, 1984
S.S. #: 008-72-7802
SAT 1: 510 (M), 490 (V) (May 2002)
ACT: 21 (Composite)
GPA/RIC: 87.00 52/139

FAMILY

Father: Matthew Smith, Teacher, Rice Memorial High School
B.A., St. Lawrence University, M.Ed. University of VT
Mother: Andrea Smith, Housewife
Siblings: Culver Smith, 21, Student, University of Vermont
Linda Smith, 24, Beautician

EDUCATION

1999 – Present Rice Memorial High School, So. Burlington, VT
CEEB Code 460-078
Andrea L. Torello, Counselor (802) 862-6521 ext. 210
1994-1999 Mater Christi, Burlington, VT

ACTIVITIES

1996 - Present Volunteer, St. John Vianney Church, So. Burlington, VT
1999 - Present Class Representative, Rice Memorial High School
1999 - Present Treasurer, Campus Ministry Council, Rice Memorial H.S.
1999 - Present Participant, Stunt Nite, Rice Memorial High School
1999 - Present Shortstop, Junior Varsity Softball, Rice Memorial H.S.
1998 - 2001 Orientation Leader for In-coming Freshmen, R.M.H.S.
1999 - 2000 Volunteer, Ronald McDonald House, Burlington, VT
2000 Volunteer, Red Cross, Burlington, VT
1999 Volunteer, Habitat for Humanity, West Virginia

AWARDS

2001 Rice Community Service Award, R.M.H.S.
2000 National Honor Roll, R.M.H.S.
1999 University of Vermont's Writing Contest

EMPLOYMENT

1999 - Present McDonald's Restaurant, So. Burlington, VT
1998-1999 Baby Sitting