**Sample Vita**

**John J. Student**

**E00000000**

**Personal**

Date of Birth August 26, 1981

Place of Birth Johnson City, Tennessee

Home Address 1313 Mockingbird Lane

Johnson City, TN 37605

Phone (423) 439-5964

E-mail address student@goldmail.etsu.edu

[optional: campus address, business address, etc.]

**Education**

Bachelor of Arts. Criminal Justice & Criminology, East Tennessee State University. Anticipated date of graduation: May 2005. Overall GPA = 3.2. Area of emphasis: Corrections.

High School Diploma. Science Hill High School, Johnson City, TN, 2000. Graduated with Honors.

**Experience**

Cashier Joe’s Grill 2003 - Present

Johnson City, TN

Volunteer TN Dept. of Corrections 2003 - Present

Adult Probation

Johnson City, TN

Clerk Mike’s Shoe Shop 2001 - 2003

Johnson City, TN

**Honors and Memberships**

Dean’s List, ETSU, Fall 2003, Spring 2004.

ETSU Criminal Justice Society, 2003 - Present.

**Activities and Special Skills**

Enjoy water skiing, tennis, basketball. Skills include typing, operating computer word processor, statistics with SPSS.

**References:**[list 3 references with their phone numbers and addresses]