

Trisha Teacher

123 Street Ave • Springfield, MO 65807 • 417-000-0000 • jjobseeker@email.com

CERTIFICATION	Missouri Teaching Certificate, Spanish (7–12)	
EDUCATION	Bachelor of Science in Education—Spanish Missouri State University Dean’s List 20xx–20xx Graduated <i>Cum Laude</i>	May 20xx Springfield, MO
TEACHING EXPERIENCE	Waylandia Summer Camp Camp Counselor <ul style="list-style-type: none">• Taught reading to children in grades 3 and 4• Taught introductory Spanish to grade levels 3 through 7• Supervised field trips to local historical sites	Rolling Hills, IN Summers 20xx–20xx
	Davis High School Student Teacher <ul style="list-style-type: none">• Eight-week, full-time supervised teaching experience for Spanish I, grades 9 through 11• Developed lesson plans and presented lessons on Spanish culture, including pop culture, history, art, and music• Managed classroom activities, including group work and individual presentations	St. Peters, MO Mar–May 20xx
	Harry S Truman Middle School Student Teacher <ul style="list-style-type: none">• Eight-week, full-time supervised teaching experience for Spanish I, grades 5 and 6• Assisted students with in class work, taught two class lessons, worked independently with students	Liberty, MO Jan–Mar 20xx
RELEVANT EXPERIENCE	Missouri State University SOAR Leader <ul style="list-style-type: none">• Assisted with the orientation, application, and registration process for incoming students at Missouri State University• Gave campus tours, participated in panel for parent and student question/ answer sessions, served as role model, and proctored math placement test	Springfield, MO May–Aug 20xx
	Retailers R Us Sales Associate <ul style="list-style-type: none">• Assisted customers with special ordering merchandise• Trained new associates on the store’s policies and procedures• Answered customers’ questions; provided troubleshooting to ensure customer satisfaction	Springfield, MO May 20xx–Jan 20xx
COMPUTER SKILLS	Proficient with Microsoft Word, Excel, and PowerPoint Proficient with Adobe InDesign and Photoshop Familiarity with Windows and Mac operating systems	

*As outlined in the Student Academic Integrity Policies and Procedures, the replication of all or part of this document is considered plagiarism and will be reported directly to the Academic Integrity Council.