

# IMA STUDENT

**Present Address:**  
221 College Street  
Maryville, MO 64468  
(555)555-5555

ima@nwmissouri.edu

**Permanent Address:**  
100 Grand Avenue  
Snickers, NE 20130  
(222)222-2222

## OBJECTIVE

Grades 7-12 Business Education Teacher

## EDUCATION

Bachelor of Science, Secondary Education May 20XX  
Northwest Missouri State University (NWMSU), Maryville, MO  
Major: Business Education  
Area of Specialization: Middle School

Associates of Arts May 20XX  
North Central Missouri State College, Trenton, MO

## CERTIFICATION

State of Missouri, Business Education, Grades 9-12 June 20XX

## RELATED EXPERIENCE

Student Teacher, Maryville High School, Maryville, MO Spring 20XX

Taught courses in accounting, database applications, personal computer applications, and keyboarding. Assisted district chapter of FBLA tutoring seven students for regional contest. Sponsored a community fundraiser that netted \$850. Provided guidance and support for a team of eight students responsible for updating and maintaining the district's website. Participated in a five-member multidisciplinary team using the mastery teaching approach.

Tutor, NWMSU, Maryville, MO Fall 20XX- Spring 20XX

Developed and maintained student progress reports, and reported regularly to the students' advisors and faculty. Tutored approximately ten Accounting I and fifteen Word Processing students per week, including international students from over twenty different countries.

Practicum Student, North Nodaway R-VI, Hopkins, MO Spring 20XX

Observed and assisted eighteen students in ninth grade keyboarding and ten students in twelfth grade business law.

## ACTIVITIES

Kappa Delta Pi, Secretary Fall 20XX - Fall 20XX  
Phi Eta Sigma Freshman Honor Society Spring 20XX - Present

# IMA STUDENT

**Present Address:**  
221 College Street  
Maryville, MO 64468  
(555)555-5555

ima@nwmissouri.edu

**Permanent Address:**  
100 Grand Avenue  
Snickers, NE 20130  
(222)222-2222

## REFERENCES

Kevin John  
Business Instructor  
Maryville R-II Schools  
1520 South Street  
Maryville, MO 64468  
(555) 555-5555  
email: kjohn@mrii.k12.mo.us

Brenda Jokes  
Director, Writing Center  
Northwest Missouri State University  
800 University Drive  
Maryville, MO 64468  
(555) 555-5555  
email: bjokes@nwmissouri.edu

Lucy Barkalot  
Business Education Professor  
Northwest Missouri State University  
800 University Drive  
Maryville, MO 64468  
(555) 555-5555  
email: lucyb@nwmissouri.edu