

Eric Mills
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Dear Hiring Manager,

I am writing in regard to the ESL teaching position and am available to start as of January 2011. I am an excellent fit for this position because of my exceptional communication abilities, passion for education, and previous success as a classroom leader.

Whether working with students in a classroom setting or on an individual basis, I am comfortable delivering energetic and engaging lessons. I have professional public speaking experience in a variety of different settings and am extremely comfortable working with groups of any size. As a university student, I filled in for my Marketing professor to teach two classes in his absence. In addition, I have made formal business presentations to the Azusa Pacific University President and members from the University Board of Directors. During my work as a classroom leader for Junior Achievement of Southern California, I planned and delivered lessons to a 6th grade class. I presented complex financial and economic ideas in a simple and engaging format tailored specifically for 6th grade students. My past communication experience demonstrates my success in presenting materials in professional settings, in the classroom, and to individuals.

During my 100 hour TESOL training course with Language and Culture Coaching, I received specialized training on teaching business English, teaching young learners, and tutoring for the TOEFL test. I employ a teaching style that integrates kinesthetic, tactile, audio, and visual materials so that students of any learning style can be taught in ways that best suit them. I have an especially strong interest in economics, business, and finance, and I received my Bachelor of Science in Business Economics. My background and interests have prepared me to teach business English, and have also trained me to accurately simplify complex ideas in all areas of ESL teaching.

I look forward to being in contact with you in order to schedule an interview. If you have any questions or wish to further discuss my qualifications for the position, you can contact me by phone at +001.206.947.5093 or email at mills.edm@gmail.com. Thank you for your consideration.

Sincerely,

Eric Mills

CURRICULUM VITAE

Eric D. Mills

CONTACT

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CITIZENSHIP

United States
Canada

MARITAL STATUS

Single

EDUCATION	B.S. in Business Economics , <i>Summa Cum Laude</i> Azusa Pacific University, Azusa, CA GPA: 3.93	2006–2010
	Oxford University Christ Church College, Oxford, UK	Sept.–Dec. 2008
	TESOL/TEFL Certification (100 hours) Language and Culture Coaching, Seattle, WA <u>Focused on:</u> <i>lesson planning, teaching multi-level classes, grammar, pronunciation, business English, TOEFL preparation, teaching young learners, and solo lesson delivery</i>	Aug.–Sept. 2010
EMPLOYMENT	Microsoft (VMC) , Redmond, WA <i>Software and Hardware Tester</i> <ul style="list-style-type: none">• Systematically organized and quantified gameplay feedback• Tested Xbox360 console for loading errors, audio glitches, disruptive gameplay patterns, and hard locks	Aug. 2010–Present
	Ameriprise Financial , Seattle, WA <i>Summer Intern</i> <ul style="list-style-type: none">• Corresponded with clients about upcoming financial seminars• Created legal contracts to facilitate account transfers	June–Aug. 2009
	Space Needle , Seattle, WA <i>Marketing Street Team</i> <ul style="list-style-type: none">• Helped generate over \$50,000 in sales revenue• Achieved 998 customer conversions, 894 CityPass sales and 2,395 redeemed coupons	June–Aug. 2009
	Carnival Cruise Lines , East Caribbean, West Caribbean, Alaska <i>Showband Musician</i> <ul style="list-style-type: none">• Bassist in a 10-piece showband on three different cruise ships• Responsible for port manning, safety training, crowd control, and boat safety drills	May–Aug. 2007 & 2008
TEACHING EXPERIENCE	Junior Achievement of Southern California , Azusa, CA <i>Classroom Leader</i> <ul style="list-style-type: none">• Prepared experiential, hands-on lessons• Taught students about business, economics, workforce readiness, entrepreneurship and financial literacy	Jan.–Apr. 2009

	Presented 2 substitute lectures for the course <i>Principles of Marketing BUSI360</i> at Azusa Pacific University in the professor's absence	March 2009
	Private Bass Instructor , Seattle, WA, Azusa, CA	2004–2010
	<ul style="list-style-type: none"> • Instructed students ages 12-52 in electric and acoustic bass • Focused on short and long term goal achievement 	
HONORS AND AWARDS	Distinguished Student of the Year in Economics	2010
	President's Scholarship for Academic Achievement	2006–2010
	Dean's Academic List of Distinguished Students	2006–2010
CONFERENCES	<i>Super-Regional Convention</i> , Alpha Chi National Honor Society, Little Rock, AK Presented paper, "OPEC and Their Influence on the World Oil Market"	June 2010
	<i>Applying Liberty</i> , Foundation for Economic Education, Atlanta, GA	March 2010
MEMBERSHIPS	Alpha Chi National Honor Society	
	Pew College Honor Society	
	Who's Who Among Students in American Universities and Colleges	
RESEARCH EXPERIENCE	Economics Research Assistant , Azusa Pacific University, Azusa, CA Edited, provided feedback, and conducted a literature review for the paper, "Long-run Growth and Welfare Effects of Rising US Public Health Expenditure"	Feb.–Apr. 2010
GRE SCORES	Quantitative Section 780/800 89 th percentile Verbal Section 590/800 84 th percentile Analytical Writing Section 5.5/6.0 94 th percentile	
COMPUTER PROFICIENCY	MS Word, PowerPoint, Excel, L ^A T _E X, SPSS, Mathematica	
LANGUAGES	English (native) Spanish (basic)	
REFERENCES	Dave Mandapat Marketing Manager Space Needle davidm@spaceneedle.com +001.206.905.2164 Bryant Mathews Professor Azusa Pacific University bmathews@apu.edu +001.626.815.6000 Ext. 6536	Roger Conover Economics Department Chair Azusa Pacific University rconover@apu.edu +001.626.815.3823 Tom Hynes Professor Azusa Pacific University thynes@apu.edu +001.626.562.883.2873