

Brutus Buckeye

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Objective

To obtain an environmental science related summer internship with the United States Environmental Protection Agency.

Objectives can be hard to write and may put you into a “box”. Leave yourself open for other opportunities and possibilities within a company by not defining and excluding yourself too narrowly. If you want to use an objective, consider being specific such as in the example above.}

Education

The Ohio State University, Columbus, OH

School of Environment and Natural Resources

Major: Environment, Economy, Development and Sustainability

Specialization: International Development

OR if you are within 6 months of graduating, list degree pending...

The Ohio State University, Columbus, OH

Bachelor of Science in Environment and Natural Resources, June 2015

Major: Environmental Science

Specialization: Environmental Molecular Science

Columbus State Community College, Columbus, OH

Associate of Science, June 2013

Natural Resources Law Enforcement Academy, Cleveland, OH

Ohio Basic Peace Officer Training Certificate, June 2013

Federal Level II Law Enforcement Certificate, June 2013

Columbus State Community College, Columbus, OH

HAZ-WOPER Training, June 2014

Training listed here can also fall under a different category: Training and Certifications

Education is what is usually the first thing an employer will look at and evaluate a candidate on their qualifications plus an opportunity to “network” with other Buckeyes. List it under your objective statement or in the absence of an objective statement, list education first.

List your degrees in chronological order indicating the institution where it was received, the location, the degree, your major and your minor and/or specialization.

Do NOT include high school information much more beyond 12 months post graduation from high school. DO include study abroad, additional long term training such as law enforcement academy, wildland firefighting, etc.

You may also want to include a statement if you are supporting yourself through school. ie 100% Self – supported through college.

**Relevant
Coursework**

- Introduction to Environmental Science
- Society and Natural Resources
- Chemistry, 2 course sequence including laboratory work
- Soil Science

This section is optional but recommended to be used on your resume up until the time you land your first “real job” post graduation. After that first experience post graduation, delete this section. IF you do not have ANY related work experience POST graduation, you might expand this section to include course titles and a short sentence describing each course from the course bulletin.. ie :

- **Survey of Park and Policy Careers:** The identification, development, and curriculum planning for majors and exploring students.
- **Research in Avian Ecology:** Introduction to the scientific process and research methods as commonly applied to studies of avian ecology and conservation.

**Work
Experience**

Choose a format. Either list the agency first and then job title or visa versa. Then be consistent in your style throughout, listing each job in the same format. But do not do a combination of the two on the same resume. Highlighting the agency...

NC Sustainable Energy Association, Raleigh, NC

Economic Analyst, May - August 2012

- Utilized NC Department of Transportation road networks and ArcInfo to build an address locator and map geographic site data.
- Conducted an economic an

Highlighting your job title...

Shift Manager, June 2012 – June 2013

Pizza Hut, Kalispell, MT

Consider which looks more impressive...the fact that you worked at Pizza Hut or that you were a shift manager at Pizza Hut. In that instance, list shift manager first and in bold typeface.

Employment CAN include volunteer positions if they were for a significant period of time. If you worked a one day event, don't include it on your resume. You may include paid, non-paid, part time, full time and internship experiences in this section. You might consider two sections: 1) Relevant Experience and 2) Other Experience

You may use a bulleted list or you may write in a paragraph form. Bulleted list tend to be easier to read and more effective. Use action words, show what you did and what you accomplished.

Special Skills

Computer Skills: Proficient in the use of MS Word applications including Excel and PowerPoint.

Laboratory Skills: Experienced in preparing field soil samples.

AND/OR

Training and Certifications

First Aid / CPR, Red Cross, Expires June 2015

River Rescue, Ohio Department of Natural Resources Division of Watercraft, Certified August 2012.

Project WET, Facilitator Training, Franklin County Soil and Water Conservation District, February 2012.

Use this section to highlight your skills and in particular, skills and qualifications the employer is seeking that you possess. Be sure you are focusing your resume to answer the question about your abilities and accomplishments.}

Community Activities OR

TerrAqua, OSU Student Organization, Member 2012 – 2014, President, 2012-2013, Treasurer, 2013-2014.

Professional Affiliations

Habitat for Humanity, OSU Team, 2011 – 2012, Built 3 homes in Mississippi over spring break.

Employers WANT people who show dedication to their career field and who are active in the community. Student organization and professional societies are a MUST DO! Schedule your involvement time with these organizations as if they were a class.

Honors and Awards

Presidential Scholar, Autumn 2011

Udall Scholar, Spring 2012

You can list this section under education or later in your resume as shown here.

References

Give Statement that says:

See Attached OR Furnished Upon Request

References are meant to check your work history. Employers can say whatever they want to about you so long as it is truthful and factual. Yes, they can say you were fired and why. HOWEVER, because of lawsuit concerns, most employers will only confirm your dates of employment and whether or not you are eligible for rehire (meaning, were you fired).

If you want an employer to sing your praises, it's a good idea to ask them to write you a letter of recommendation, make a phone call on your behalf to a hiring authority, etc. rather to rely on the reference checks.

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References

Dr. Ron Hendrick, Director
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E-mail: director@senr.osu.edu
F: 614.292.7432

Continue to list 3-5 References

These can be previous supervisors or academic related

Exclude personal references like family friends, etc.

but you can include personal references from people like coaches, youth group leaders, etc
who may be able to speak to your work ethic and dedication unbiased.

Provide:

Name, Job title
Agency they work for
Mailing address
Phone number
Email address
Fax number