

## **Brutus Buckeye**

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*Physical address info is optional. Just phone, email and LinkedIn URL are sufficient*

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### **Objective**

To obtain an environmental science related summer internship with the United States Environmental Protection Agency. Position #12345

*Objectives are considered OLD SCHOOL – meaning, they aren't really used anymore on resumes and have been replaced with the Professional Summary – which will be a section you will want to include the closer you get to graduation and can add more experiences.*

*Some large corporations still prefer them because they help them organize large amounts of applicants. In that case, your objective should be very specific as shown in the example above. Objectives can be hard to write. They aren't typically read or given much thought. This is valuable real estate space on your resume so unless you NEED to take up space to fill the page – in most cases, omit using the OBJECTIVE.*

### **Education**

**The Ohio State University**, Columbus, OH  
**School of Environment and Natural Resources**  
Major: Environment, Economy, Development and Sustainability  
Specialization: International Development

*Education is listed up top on the front page, especially for a student resume. Often, your program of study is a requirement for an internship so give them that info up front. It's also an excellent way to network with our large OSU alumni group.*

*IF you are within 6 months of graduating, then anywhere you submit your resume, you are submitting with the assumption that by the time you would arrive to their agency for employment, you will have your degree in hand. See below for how to list your degree*

**The Ohio State University**, Columbus, OH  
**Bachelor of Science in Environment and Natural Resources**, May 2017  
Major: Environmental Science  
Specialization: Environmental Molecular Science

*Do you have a year or more at another university? Here's how to list*

**Columbus State Community College**, Columbus, OH  
**Associate of Science**, June 2013

*Do you have specialized training? It can be listed here in the Education section IF it is relevant and required for the job. Only a few examples may apply. For instance:*

**Natural Resources Law Enforcement Academy**, Cleveland, OH  
**Ohio Basic Peace Officer Training Certificate**, June 2016

**Federal Level II Law Enforcement Certificate**, June 2017

**Columbus State Community College**, Columbus, OH  
**HAZ-WOPER Training**, June 2016

*Do NOT include high school information beyond 12 months post graduation from high school. It's ok as a college freshman to still reference some high school information, but be selective.*

*DO include study abroad – this can be under Education OR you can insert a section titled International Experience.*

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

**International Experience**

**Iceland**, May 2015, Studies focused on geography, geology, soils, and ecosystems rehabilitation.

**Relevant Coursework**

- Ecology and Conservation of Birds
- Watershed Hydrology
- Chemistry, 2 course sequence including laboratory work
- Soil Science with lab
- Forest Biometrics
- Assessing Sustainability: Project experience including...(special projects can be articulated in this section as well)

*This section is optional but recommended to be used on your resume up until the time you land your first “real job” post graduation.*

*Employers may question, what does an EEDS student study? This is an excellent way to give them a better glimpse into your preparation for the job.*

*Once you have graduated, delete the Relevant Coursework section. IF you do not have ANY related work experience POST graduation, you might continue to use this section and 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**

*Do you have related work experience and then other experiences, maybe working in retail or service? They are all valuable. Think about your transferrable skills and articulate not specifically your tasks, but how you contributed to the team.*

*If you want to break these out, you can list them as Related Work Experience and Other Experiences. These can include volunteer positions as well. Volunteer work should be something you participated in on a continuous basis for a period of time. Not one day events.*

### **U.S. National Park Service, Glacier National Park, MT Park Ranger – Road Patrol, June 2016 – Present**

- Patrol front country areas of this park encompassing one million acres and five hundred thousand park visitors each year.
- Issue citations, make arrests and conduct investigations.
- Lead search and rescue teams in emergency situations.

*The above example shows how to write your job experience by highlighting the agency*

### **Shift Manager, June 2012 – June 2013 Pizza Hut, Kalispell, MT**

*The above example shows how to write your job experience by highlighting your job title*

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

*But choose one style/ format. EITHER list the agency first and then job title. Be consistent in your style throughout, listing each job in the same format. Do not use a combination of the two on the same resume.*

*You may include paid, non-paid, part time, full time and internship experiences in this section. You may use a bulleted list or you may write in a paragraph form.*

**Special Skills**

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

**Laboratory Skills:** Experienced in preparing field soil samples.

*This section can be adapted for each internship, customizing and highlighting your relevant skills.*

**Training and Certifications**

**First Aid / CPR,** Red Cross, Expires June 2018

**River Rescue,** Ohio Department of Natural Resources Division of Watercraft, Certified August 2016.

**Project WET,** Facilitator Training, Franklin County Soil and Water Conservation District, February 2015.

*Use this section to highlight your skills and in particular, skills and qualifications the employer has mentioned in the job description that matches with your background. Be sure you are focusing your resume to answer the question about your abilities and accomplishments.*

**Community Activities OR**

**TerrAqua,** OSU Student Organization, Member 2015 – 2016, President, 2016-2017.

**Professional Affiliations**

**Habitat for Humanity,** OSU Team, 2015 – 2016, Built 3 homes in Mississippi over spring break.

*This section can also be called  
Community Activities OR  
Professional Affiliations OR  
Leadership Development.*

*Employers want people who show dedication and commitment 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 2015

**Udall Scholar,** Spring 2016

*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. By law, most HR are permitted to only answer your dates of employment and if 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. Your best bet of course, is to solicit for recommendations to be attached to your LinkedIn account where potential employers will see them when they are checking you out online.*

*This is your References page. It is a SEPARATE page, NOT directly ON the resume but ATTACHED to it. Staple references to your resume. Your cover letter will NOT be stapled to the resume.*

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### ***References***

Dr. Jeff Sharp, Director  
The Ohio State University  
School of Environment and Natural Resources  
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P: 614.292.2265  
E-mail: [director@senr.osu.edu](mailto:director@senr.osu.edu)

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