

SCHOOL OF ENVIRONMENT AND NATURAL RESOURCES CAREER SERVICES NEWSLETTER

NOVEMBER 12th, 2014

Career Tips and Advice

Let's talk RESUMES

The "COUNTDOWN TO CAREER EXPO" series continues in this latest issue of the Career Services Newsletter. The [Environmental and Sustainability Career Expo](#) is January 22nd, 2015 and it's time to start getting prepared. Let's talk resumes.

Resumes are really changing these days. Gone are the hard and fast rules about resumes "must be one page" or "must have an objective" or formatted only one way.

You might be thinking, "I don't have anything to put on a resume". As an undergraduate student, your resume right now is really just a snap shot of where you are in school and what leadership and/or other technical skills you are working on to perfect. It's ok to not have a lot to share. That will change the further you get in your education. And when you get ready to graduate, your resume will take on a whole new shape. It's a constantly evolving document.

Here's where to start. Start with a basic foundation. I always tell students to "put it all out there". I don't care if you write down everything you can think of that might be included on your resume and it turns out to be 10 pages. Bring that 10 pages in to me or another trusted career advisor and let's use that to write your one, or maybe two page, resume.

[Yes, resumes can be two pages.](#) Almost across the board, in any industry. Two page resumes are acceptable. As long as they are solid and not full of fluff.

That long version - that foundational document is great because now you have recorded all of that information about the when, what, where. Keep that for your reference guide in your records.

For the purposes of the Career Expo, it might be best to work up a one page abbreviated resume. Think of it as a giant business card.

[I have a basic resume sample you will find useful right here](#). This is a basic chronological resume that is perfect for an undergraduate student. If you are getting ready to graduate, you will want to change this format up a bit and include things like a Summary of Qualifications. Graduating seniors, come see me and we can talk more about your professional post college resume.

You will also find a resume help module and many more career related topics at onpace.osu.edu. There's a lot of great information there.

Be sure to have your resume checked by an industry professional. [Adam Cahill](#) in the College office and myself work with our industry employers in environment and natural resources everyday and can offer you some excellent advice about formats and more so that you can tailor your resume for the agency, company, or job to make your application it's best.

I'll be sharing all about how to write resumes specifically for INTERNSHIPS at my upcoming [workshop on Monday, December 1st](#). Hope to see you there! Open to all majors so bring a friend.

Have you worked on your business card yet?

In this [previous newsletter](#), I talked about working on your LinkedIn account and creating a business card to include the URL of your account. If you haven't started, take advantage of the upcoming Thanksgiving break to work on this task so you are ready for future [Environmental Professionals Networking](#) events and the Career Expo.

Grow Your Network and Knowledge

Upcoming opportunities to network and learn

There are always amazing speakers and events going on in ENR and also across the university that involve environmental related topics. Bookmark [THIS spot](#) on the web to read about the latest events.

Resume Writing Workshop for Internship Seekers
5pm in Kottman Hall Room 460

Let's write a fantastic resume for your Summer 2015 internship. Now's the time because jobs are starting to roll in and many employers are done hiring by mid-February. Don't miss this workshop!

Environmental Professionals Network Breakfast
Tuesday, December 9th, 2014

Location: Nationwide & Ohio Farm Bureau 4-H Center Love the outdoors? Love recreating in the outdoors? You won't want to miss the [next EPN event](#). Especially Natural Resource Management students interested in outdoor recreation - this will be an excellent venue for networking. Come meet representatives from the OSU Outdoor Adventure Center, REI, Cabelas, North Face, Field and Stream and many more as they discuss partnerships among outdoor retailers, Ohio State and other organizations.

An excellent venue for networking with environmental professionals from all over Central Ohio and beyond, this monthly breakfast seminar series is open to all students and the general public. Students can volunteer to help at the event to receive free registration by contacting student assistant James Schwieterman at schwieterman.58@buckeyemail.osu.edu.

A "**Student to Professional Success Networking Session**" will be hosted from 7:10 – 7:30 before the main event. This session is by invitation only and limited to only a small number of students who will have the opportunity to speak one on one with some of the best industry leaders. To apply for one of these slots, please submit the attached application no later than December 1st.

HOT JOBS!

I have one HOT JOB secret to share with you...I had the pleasure of meeting with a local government agency this week to develop some exclusive internship opportunities in sustainability, environmental science, and public health for our students. There will be positions for both undergraduate and graduate students. I'm hopeful that as we finish up the job descriptions and projects, these positions will begin rolling out as early as January 2015 for Spring semester part time internships and into Summer for full time internships.

Stay tuned! These will most likely be posted for the application period by the next newsletter.

You can find more HOT JOBS on [HireaBuckeye](#).

Check out all of the resources available on our [Career Services](#) page.

To schedule an appointment to see the ENR Career Counselor, call us at 614-292-2265.

REMINDER >>-----> There will be no Career Services available this Friday, November 14th during Express Hours.
