

SCHOOL OF ENVIRONMENT AND NATURAL RESOURCES CAREER SERVICES NEWSLETTER

DECEMBER 10th, 2014

I MISSED THE WORKSHOP.

I've heard that more than once in the last week. Did you miss our [Resume Workshop](#) focusing on internships? I'm attaching the resume sample used to help get you started.

You will want to get your resume polished and ready to go ASAP because we are starting to see internship postings roll in on a regular basis. Under HOT JOBS in this edition, you will see we have some great ones for you to check out.

Career Tips and Advice

Here are a few more tips on your resume:

First, IF you are a freshman, it's ok to include high school leadership and other activities. Those are experiences that were just a few months to a short year ago so it's ok to talk about them as you apply for an internship for Summer 2015.

Second, it's OK if you don't have a lot or really any experience at all. That's what internships are all about. Practicing what you are learning in the classroom. Don't be afraid to apply for an internship because you think you are not qualified. You'll never know unless you try.

Third, don't exaggerate your experiences just to have something to write on your resume. If you mowed a couple of lawns for your neighbors once in awhile in high school, don't make it out to sound like you were the crew chief of a big landscaping company. See tip #2. It really is ok to not have a lot of experiences.

Use the attached resume sample to get you started and then come see me to have it reviewed. [Call our office](#) to schedule a personal appointment or attend the **RESUME REVIEW WALK -INS on December 15th from 12:30 - 5pm in 210 KH.** Just bring a draft your resume and I'll give it quick review to help you polish it up.

Grow Your Network and Knowledge

I'm not sure if you've heard me mention this yet or not, but the [Environmental and Sustainability Career Expo](#) is January 22, 2015.

You should review our previous [Career Services Newsletters](#) if you've missed any to learn more about how to prepare for the expo. You can get a head start on a few more tips for expo I'll be sharing in the January newsletter [right HERE](#).

NETWORKING HOMEWORK

Yes, I'm assigning you all a bit of homework for your winter break. Your homework is to find at least 2 companies, offices, or agencies that you would like to work for in your hometown and make a personal visit.

You could start with an email or a phone call and see if there is anyone who might be available to meet with you for 5 minutes to share about what internship opportunities that might have for summer.

If acceptable, maybe just show up at their offices and introduce yourself. This works well with some of the field offices related to NRM, Environmental Science, and FFW majors.

Be sure you are dressed up a bit. Not too fancy but look casual and professionally presentable.

If you meet with someone who was nice enough to give you a bit of their time, maybe invite to take them to coffee sometime over break to learn about their career story. How did they get where they are? Build that networking relationship.

If you complete this task, EMAIL ME at senr@osu.edu. Tell me about how it went. The first 3 students do complete this homework assignment will receive a special career related gift from our office!

HOT JOBS!

ARE YOU READY? THESE ARE SOME GREAT JOBS TO APPLY FOR TODAY!

As promised in an earlier newsletter, we have been working with [Columbus Public Health](#) to develop a few brand new EXCLUSIVE TO ENR STUDENTS internship opportunities for part time work during Spring semester and continuing into Summer potentially. I'm excited to announce this great new partnership.

Here they are:

The Columbus Public Health Department is seeking qualified students to assist with the development of programming for its Environmental Protection and Sustainability section. Graduate students are preferred; *however exceptional undergraduate students will also be considered*. Positions are unpaid, but approved for class credit through The Ohio State University School of Environment and Natural Resources. Potential projects will include:

- Creation of environmental education modules for department staff
- Development of an employee ride-share pilot
- Establishment of a pharmaceutical turn-in program
- Creation of a city lawn-mower exchange program
- Presentation of climate change information to community organizations
- Assistance with a community air quality campaign

Responsibilities will include 1) assisting in development of program goals, objectives, and initiative timelines, 2) completion of project tasks, and 3) development of project recommendations. Students may be asked to work independently or as part of a team.

Selected students should have skills and abilities in some or all of the following areas: research and information gathering, writing, public speaking, materials development and project planning. Experience with Microsoft Office software (Excel, Word, Presentations) is required.

Interested students should submit a resume and letter of interest to Richard Hicks, Program Manager, Environmental Protection and Sustainability at rickh@Columbus.gov, subject line: STUDENT INTERN. Selected students are anticipated to begin work during the week of January 19.

USDA Natural Resources Conservation Service Student Trainee Internships [have been posted](#). This one has a quick deadline of December 16th.

<https://www.usajobs.gov/GetJob/ViewDetails/388720300>

All interested students must APPLY ON-LINE.

5 positions in each area: Fremont, Mansfield, Newark, Urbana, Hillsboro OHIO. Opened DEC 9th and CLOSES DEC 16th.

You will find additional NRCS student trainee positions for the Indiana area [posted HERE](#) with a deadline of December 12th.

The Columbus Foundation has openings in their [fellowship program](#). Specifically, seeking highly qualified candidates with interest and skills in:

- Information Technology
- Environment & Conservation
- Fundraising & Development
- Volunteer Management
- Arts & Creative Production

[Clean Fuels Ohio](#) has been selected as a host site for a 2015 Summer Fellowship through the Columbus Foundation. This paid fellowship position will run from June 1st to August 7th, 2015. Fellow will support the Ohio Green Fleets program through outreach, education, and certification—aiming to reduce the emissions, petroleum, and overall fuel use of government and business vehicle fleets.

Interested undergraduate junior, senior, and graduate students must apply through the Columbus Foundation website by Friday, January 16, 2015.. Read more about these fellowships [HERE](#).

The Ohio State University Office of Energy Services and Sustainability is hiring a student worker. Log into your [HireaBuckeye](#) account and search for job ID # 2527732. The student will work 8-12 hours per week during the school year, and 38 hours per week during the summer. The posting will be up until December 19 with a start date in mid to late January. Applications accepted online at HireaBuckeye.

[The Ohio Department of Rehabilitation and Correction](#) is looking for a qualified intern to join their **Energy Conservation and Sustainability team**. This department is responsible for energy, natural gas, and water conservation and tracking for 26 state-run institutions, as well as recycling and other sustainability-related programming for offenders. This position will provide direct experience with agency-wide sustainability initiatives. See the attached "Sustainability Intern Description".

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

Check out all of the resources available on our [Career Services](#) page - you'll find more job links on the Career Related Links page.

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