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**Geoenviromental Studies Resume Template**

Career, Mentoring, and Professional Development Center

Shippensburg University of Pennsylvania

career@ship.edu ∙ www.ship.edu/career ∙ 717-477-1484

**Name**

**Contact Information** (Address, Phone, E-mail)

**EDUCATION/TRAINING** *(TRAINING is optional)*

**Bachelor of Science in Geoenviromental Studies**, Expected Graduation Month & Year

Minor: (*if applicable)*

Shippensburg University, Shippensburg, PA

QPA: (list if noteworthy; 3.0+)

**Possible subheadings under Education: \***Study Abroad; Honors; Relevant Coursework**\***

**LABORATORY EQUIPMENT/FIELD SKILLS:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(This is a great place to convey lab skills and field skills/equipment used for science majors and photography skills, technical equipment for art and communication/journalism majors)*

**Computer Skills:** *(List relevant applications, programming languages, or operating systems)*

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROFESSIONAL INTERNSHIPS**

**Title*,*** Organization(dates *involved*)

City, State

* Describe duties/responsibilities
* Be specific
* Use “buzz” words related to the field
* Begin each bullet with an action verb; No personal pronouns

**RELEVANT EXPERIENCE**

**Title** (*for Community Service, your Job Title may be “Volunteer”*), Organization, (dates)City, State

* Describe duties/responsibilities
* Be specific
* Use “buzz” words related to the field
* Begin each bullet with an action verb; No personal pronouns

**Relevant Projects/Research Projects:**

**Title of Project/Research**, dates conducted

* List duties/responsibilities; scope/size of the project; human subject approval (if relevant); funding/financial support of project; outcomes of research/project
* Was project submitted/approved for publication?
* Use past tense action verbs to begin each bulleted statement

**Campus Leadership/Involvement** (Highlight any leadership roles or positions held)

**Leadership Role,** Organization(dates)

* List duties/responsibilities of interest to employer; think relevance
* Begin bullets with past tense action verbs

**First Name, Last Name, Page 2 of 2** (Always best to keep resume to 1 page, however…)

**COMMUNITY SERVICE** (more passive involvement such as Blood drives, Relay for Life, marathons)

* Organization (dates); Organization (dates); Organization (dates); Organization (dates);
* Organization (dates); Organization (dates); Organization (dates); Organization (dates)

**PROFESSIONAL MEMBERSHIPS/AFFILIATIONS**

Title of Organization, Member since date

Title of Organization, Member since date

**Selected Professional Development/Conferences Attended**

Title of Conference/Seminar/Workshop, Sponsoring Organization/Location, date

Title of Conference/Seminar/Workshop, Sponsoring Organization/Location, date

Title of Conference/Seminar/Workshop, Sponsoring Organization/Location, date

**ADDITIONAL EXPERIENCE**

**Job title**, Company (dates)

**Job title**, Company (dates)

**OR:** Variety of full-time, part-time, and seasonal positions to finance further education

**Other Possible Headings to Incorporate In Resume**

Military History; Campus Leadership/Involvement; Certifications; Community Service; Languages; Professional Memberships/Affiliations; Business-Related Experience; Non-Profit Experience; Publications

**Geoenviromental Studies Resume Example**

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**Sally Jonson**

**Contact Information** (Address, Phone, E-mail)

**EDUCATION/TRAINING** *(TRAINING is optional)*

**Bachelor of Science in Geoenviromental Studies**, Expected Graduation May 2021

Minor: Biology

Shippensburg University, Shippensburg, PA

**PROFESSIONAL INTERNSHIPS**

**Soil Science Intern,**Geo-Technology Associates, Inc. May 2020 – August 2020

Quakertown, PA

* Soil tested for storm water management facilities and on-site wastewater treatment, septic and disposal systems.
* logged test pits, soil borings, and soil infiltration testing data for upper management
* Prepared data of soils maps, logs, and plan.

**Intern,** Longmire Ecological Services, May 2019 – August 2019

New Cityland, CA

* Gathered analyze and interpret site ecological data.
* Developed restoration plans to address concerns for local species and habitats.
* Took photos survey locations and collect site data.
* Visited local schools and companies to educate public on ecological concerns.

**Relevant Projects**

**Erosion in Western Pennsylvania**, Fall 2019

* Supported by faculty in studying erosion within the Allegheny River Valley.
* Compared rates of erosion with types of soil and minerals present at 3 locations across the river’s length.
* Presented at Minds@Work Conference at Shippensburg University

**Campus Leadership/Involvement**

**Resident Assistant,** SU Office of Housing and Residence Life, August 2019 - Present

* Fostered the development of relationships among 55 residents
* Planned and implemented programs to assist international and transfer students in transitioning to campus
* Received programming award for creating and supervising a sheltered teen volunteer project
* Counseled and advised first year students on academic and personal questions and concerns

**Orientation Leader**, Shippensburg University, June 2020 – Present

* Worked alongside 10 other teammates to facilitate program.
* Throughout a 10-day excursion, supported and introduced Shippensburg to over 2500 students
* Maintained a professional composure and role modeled the Raider Way while answering questions from students and family members.
* Solved complex-problems such as technical mishaps during crisis situations.