**Sustainability 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, and Email)

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

**Bachelor of Science in Sustainability,** ExpectedGraduation month, year

Concentration: (*if applicable \*Environmental Conservation)*

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:**

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*(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 INTERNSHIP(s)/ RELEVANT EXPERIENCE:** *(use professional, relevant, eye-catching headings)*

**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 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:** (*Highlight any leadership roles or positions held)*

**Leadership Role**, Organization, dates involved

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

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

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

**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

**Sustainability Resume Example**

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**Steven Sontag**

**Contact Information** (Address, Phone, and Email)

**EDUCATION**

**Bachelor of Science in Sustainability,** ExpectedGraduation May 2021

Minor: *Economics*

Shippensburg University, Shippensburg, PA

QPA: 4.0

**PROFESSIONAL INTERNSHIPS:**

**Forest Fire Watcher*,*** May 2020 – August 2020

Mount Thorny, WV

* Traversed daily trails measuring plant growth.
* Observed wind speeds and humidity to determine chance of a fire.
* Reported to the West Virginia Department of State weekly.

**Volunteer**, Whitehall Camp, May 2019 – August 2019

Emlenton, PA

* Alongside staff members, instructed youth on biodiversity and other concepts.
* Advised the hiking of trails along the Allegheny River.
* Coordinated with camp managers.

**ADDITIONAL EXPERIENCE:**

**Waiter,** Olive Garden (December 2018 – Present)

Chambersburg, PA

* Serviced multiple tables at once while providing professional customer relation skills.
* Coordinated with host to equally balance seating arrangements.

**CAMPUS LEADERSHIP:**

**Vice President**, *Anime Club*, March 2019 – Present

* Responsible for collaborating with other universities to create yearly SHIP Anime-Con
* Recruited 3 new members each semester based on newly created drive strategy.

**Director of Public Relations**, *College Democrats*, May 2017 – May 2020

* Represented Club at all public events.
* Answered general questions relating to the Democratic Party and policies
* Attended statewide conferences each year

**REFERENCES AVAILIBLE UPON REQUEST**