

Resume Basics for STEM and Natural Resources Majors

Your resume is not a static document – it should be molded to highlight your qualifications to fit the requirements of each position or program you are applying for. The following sample is meant to present a single, possible style. Your resume should reflect your own interpretation, style, and experience. Consider the following when creating your resume:

ORGANIZATION & LAYOUT

- Your document should be visually balanced, effectively organized, and easy to quickly scan.
- Organize content according to what is required and relevant to the position or program.
- Use margins (½-1-inch), sections, or columns to balance and organize your content.
- Draw attention to content on the left-side by balancing your resume with content on the right-side (by using justification, spacing, or tab settings).
- List experiences in reverse-chronological order (present to past) with the most recent, relevant content listed first (near the top of each section).

FONTS & STYLE

- Use a font that is clear and easy to read at-a-glance.
- Adjust the size (10-12 pts, typically) based on the font.
- Incorporate elements like **bolding**, *italics*, CAPITALIZATION, and underlines to draw attention to the most important parts of your resume. Generally, each style should emphasize a single type of information.

SECTIONS & INFORMATION

- Create section titles that market your experiences.
- Be sure to edit your resume to match what an employer asks for in the job description (required education, experiences, and skills).
- Format your information to make it easily accessible to the reader. It is much easier to skim bullet points for information than paragraphs.
- Be thorough but concise.

SPECIAL CONSIDERATIONS FOR STEM & NATURAL RESOURCE RESUMES

Length:

- NRES resumes are 1-2 pages, depending on experience.
- References may be listed on a 3rd page with your full contact info.
- Consider creating a concise 1-page Career Fair/conference/networking resume

Style:

- Stick to a more conservative style – consider who will be reviewing your resumes
- Stand out for the content, not a unique resume format

Unique Sections:

- Your “*Experiences*” section (preferred to Employment/Work) can include:
 - Paid, unpaid, volunteer, undergraduate research, internships, student organization involvement...
 - You can separate this section into “*Related*” and “*Additional*”
 - If applying for graduate programs or research assistant positions, create a separate “*Research Experience*” section – include any grant funding you received, poster and oral presentations and publications.
- Make sure to include your “*Summer Field Experience*” (aka: Treehaven or Europe), if appropriate
- List relevant licenses and certifications, but only if they are current

OBJECTIVE

Highly motivated, organized and reliable graduate with exceptional research experience in water quality monitoring seeks an environmental public health position with an organization dedicated to preventing and improving the health and safety of the community.

EDUCATION

UNIVERSITY OF WISCONSIN-STEVENS POINT (UWSP)

Stevens Point, WI

Bachelor of Science – Soil and Waste Resources: Waste Management

May 2018

- Graduated Cum laude
- **Relevant coursework:** Water Chemistry & Analysis, Water and Wastewater Treatment I & II, Hazardous Waste Management, Solid Waste Management I & II, Environmental Microbiology, Environmental Biogeochemistry, On-site Wastewater Treatment, Fundamentals of GIS
 - UWSP Waste Management Club – President and Member (2014-18)
 - Student National Environmental Health Association – Member (2016-18)
 - Minnesota Environmental Health Association – Member (2018-present)

RELATED EXPERIENCE

MINNEAPOLIS METROPOLITAN SEWERAGE DISTRICT

Minneapolis, MN

Environmental Technician

June 2018 – present

- Ensure safety of residential drinking water by keeping wastewater treatment operations running properly
- Supervise and mentor 4-6 student interns throughout the year

PORTAGE COUNTY HEALTH DEPARTMENT

Stevens Point, WI

Environmental Public Health Intern

June 2017 – May 2018

- Maintained an organized sampling schedule in coordination with study participants and volunteer student samplers
- Educated the public about potential sources of groundwater contamination and answered questions about nitrate in drinking water
- Created detailed Excel database of study participants and sample results by township for the WI Department of Natural Resources
- Tested vapor intrusion risk identification toolkit and recommended modifications to the Department of Health Services

RESEARCH EXPERIENCE

SOIL AND WASTE RESOURCES DEPARTMENT, UWSP

Source Investigations of Contamination for Private Wells in Portage County

January 2017 – August 2018

- Received a \$1500 OSCAR grant to investigate nitrate contamination for private wells in Portage County
- Conducted well water sampling and testing to identify indicators of agricultural and human contamination of water
- Administered questionnaires surveying potential contamination sources to homeowners
- Presented research poster at UWSP College of Natural Resources Undergraduate Research Symposium (April 2018)

Frac Sand Mine Study

October 2016 – May 2017

- Evaluated the economics of a frac sand mine in a community and the potential of harmful air quality levels
- Presented research poster at UWSP College of Natural Resources Undergraduate Research Symposium (April 2017) and Posters on the Rotunda (Madison, WI April 2017)

SKILLS

LABORATORY SKILLS

- Efficient in water sampling with Colilert, chlorine, alkalinity, pH test kit
- Experience with plating, incubating & identifying bacterial pathogens
- Extensive experience with microscopy
- Knowledge of titration procedures for water/wastewater chemistry
- Proficient in the use of gas chromatography and infrared spectroscopy
- Detailed oriented in laboratory and field settings
- Able to work independently with minimal supervision or as an integral part of a diverse team
- Knowledge of state and federal environmental regulations

ADDITIONAL SKILLS

- Leadership skills developed through military service
- Certified ServSafe Food Manager
- Integrated Pest Management Certified (February 2018)
- American Red Cross Lifeguard, CPR/1st Aid/AED certified
- Proficient in Microsoft Word, Excel, Outlook and PowerPoint
- Extensive experience with budgeting and money handling
- Extensive customer service skills
- Excellent work ethic developed through successfully combining education, employment and military service

MILITARY EXPERIENCE

UNITED STATES MARINE CORPS RESERVE

Madison, WI

Infantry Squad Leader

March 2014 – Present

- Exercise skills in leadership, communication and conflict management
- Supervise, train and mentor twelve marines on live fire ranges and in their civilian lives
- Effectively collaborated and communicated with Republic of Korea Marines on a training exercise in Pohang, South Korea
- Assist leadership with administrative tasks and schedule duty rosters daily for 35 marines while serving as platoon scribe
- Deployed to South Korea for 6 months of active duty
- Successfully balance time commitment of the Reserves with education and employment

ADDITIONAL EXPERIENCE

WILDERNESS RESORT

Wisconsin Dells, WI

Bartender, Server, Lifeguard

May 2016 – Present

- Provide high quality service to achieve customer satisfaction
- Train and develop new employees
- Supervise patrons in waterpark and recognize, respond and provide proper care
- Worked 20 hours/week while a fulltime student/ fulltime employee since graduation due to Marine Corps Reserve commitment

MENARDS DISTRIBUTION CENTER

Plover, WI

Warehouse Team Member

August 2015 – April 2016

- Communicated effectively to ensure safety while operating machinery
- Delivered products quickly and efficiently in a fast-paced environment
- Worked 20+ hours/week while a fulltime student

DOWNTOWN NITTY GRITTY

Madison, WI

Line Cook

August 2014 – June 2015

- Maintained clean and sanitary kitchen and work areas in compliance with local, state and federal laws
- Developed a positive working relationship with fellow staff and management
- Worked 20+ hours/week while a fulltime student

REFERENCES

JANE DOE

Stevens Point, WI

Project Manager

Stevens Point City-County Health Department

(715) 342-xxxx | jdxxxxx@WI.us

DR. BOB FARMER

Stevens Point, WI

Professor of Soil and Waste Resources

University of Wisconsin-Stevens Point

(715) 346-xxxx | rfxxxxx@uwsp.edu

JON SMITH

Wisconsin Dells, WI

General Manager

Wilderness Resort

(888) 974-xxx | jsxx@metropolisresort.com

LT. DAN JONES

Madison, WI

Platoon Leader

United States Marine Corps

(608) 213-xxx | danxxxx@mil.gov