Special Considerations for STEM and Natural Resources Majors

Length:

- STEM/CNR 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
    - In this example, page 1 can be used as a "Career Fair" 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*, if appropriate
- List relevant licenses and certifications, but only if they are current

RESUME BASICS

Your resume is not a static document. It may be used to apply for jobs/internships, scholarships, graduate/professional programs, or for networking. The key is to tailor your document to highlight your relevant qualifications for each situation. 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

- Organize content according to what is required and relevant to the position or program
- Use margins (.5 to 1-inch), sections, or columns to balance and organize your content
- Balance the content of your resume using left and right justification, spacing, and tab settings to draw attention to relevant information – remember consistency is key

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 style elements like **bold**, *italics*, CAPITALIZATION, and underline to draw attention to the most important parts of your resume
- Each style element should emphasize a single type of information

SECTIONS & INFORMATION

- Create section titles that market your experiences and align with what an employer or program is looking for
- Select what you choose to include (ex. education, certifications/licensure, experiences, knowledge, skills, community outreach, leadership, etc.) based on what is required and relevant within the job/program description
- List section information in reverse-chronological order with the most recent, relevant content first
- Format your content to make it easily accessible to the reader - it is much easier to skim bullet points for information than paragraphs
- Be concise but thorough – do not ramble or use irrelevant "filler" words

FIRST LAST

Phone| email@gmail.com
City, State

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 2023

- 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
- **Involvement**:
  - UWSP Waste Management Club – President and Member (2019-2023)
  - Student National Environmental Health Association – Member (2021-2023)
  - Minnesota Environmental Health Association – Member (2022-present)

RELATED EXPERIENCE

MINNEAPOLIS METROPOLITAN SEWERAGE DISTRICT — Minneapolis, MN

Environmental Technician — June 2023 –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 2020 – May 2021

- 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 2022 – August 2023

- 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 2023)

Frac Sand Mine Study — October 2020 – May 2021

- 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 2021) and Posters on the Rotunda (Madison, WI April 2021)

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

ADDITIONAL SKILLS

- Leadership skills developed through military service
- Certified ServSafe Food Manager
- Integrated Pest Management Certified (February 2023)
- American Red Cross Lifeguard, CPR/1st Aid/AED certified
- Extensive experience with budgeting and money handling
- Proficient in Microsoft Word, Excel, Outlook and PowerPoint
- Extensive customer service skills
- Excellent work ethic developed through successfully combining education, employment and military service

FIRST LAST

MILITARY EXPERIENCE

UNITED STATES MARINE CORPS RESERVE — Madison, WI
Infantry Squad Leader — March 2017 – 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 2020 – May 2023

- 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

MENARDS DISTRIBUTION CENTER — Plover, WI
Warehouse Team Member — August 2019 – April 2020

- 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 2018 – June 2019

- 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

NAME
Title
Employer
City, State
Phone
Email

NAME
Title
Employer
City, State
Phone
Email

NAME
Title
Employer
City, State
Phone
Email

NAME
Title
Employer
City, State
Phone
Email