

Sample Resume 1

Jane B. Everybody

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Objective

To find employment and gain experience as a project environmental specialist with a leading energy services organization.

Summary of Qualifications and Skills:

Communication:

- Strong technical writing skills
- Proven report-writing abilities
- Proficient in Microsoft Office suite, GeoScout and GeoOffice products
- Fluent in English and French

Environmental Problem-Solving:

- Proven scientific analysis skills
- Clear understanding of Environmental Standards and Issues
- In-depth knowledge of emissions analysis through senior year research project

Education:

Your City University, Your City, AB September 1996 – June 2000

- *Bachelor of Science; Double Major – Geology and Chemistry*
- *Graduated with Honors*

Your City College, Your City, AB September 1994 – June 1996

- *Diploma, Environmental Studies*

Your City High School, Your City, AB September 1991 – June 1994

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Key Professional Experience:

Assistant Field Analyst May 2000 – August 2000
Your City University Geoscience Dept.
Your City, AB

- Assisted in summer field studies planning, data analysis, and report writing with YCU's Environmental Studies Program.

Lab Assistant September 1997 – May 2000
Your City University Geoscience Dept.
Your City, AB

- Volunteered 6 hours a week providing laboratory supervision and support to 1st and 2nd year Chemistry students.

APEGGA Student OUTREACH January 1998 - present
Volunteer
Your City, AB

- Made classroom presentations about "Earth and Environment" to grades 3 – 6 students in Your City schools.

References Available Upon Request
