

## RESUME WRITING

### Résumé Sample: Environmental Studies

## Marla Brown

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**Objective:** To obtain a position as an Environmental Field Coordinator where my knowledge of research, planning and evaluation processes coupled with my commitment to sustainable growth and responsible resource management will contribute to the development of innovative community environmental initiatives.

### Education

**Bachelor of Environmental Studies** 2017  
York University, Toronto  
Specialization: **Environmental Management: Policy, Resources and Conservation**

### *Awards*

**Unilever Undergraduate Entrance Award in Environmental Studies** 2013

- Based on an 80% GPA, and an essay judged by industry representatives as best presenting a vision of sustainability for the new millennium

### *Related Research*

**The Effects of On-Campus Construction on Stong Pond** 2016

- Evaluated the impact of recent, widespread construction at York University on a small pond by measuring and comparing water samples for clarity and contamination against data stored at the Toronto Regional Conservation Authority

### *Related Courses*

**Environmental Assessment (EA)** 2015

- Gained familiarity with the fundamentals of EA by exploring substantive and process oriented issues through case studies and practicing methods and techniques of assessment - final project in the top 2 percentile of a class of 60

### Related Experience

**Environmental Officer** Summer 2016  
Toronto and Region Conservation Authority, Toronto

- Collaborated with a team of consultants, scientists and students to test water quality of the Humber River measuring impact of precipitation levels on contamination
- Determined peak flood levels of the river over the next 50 years using the hydrology model and presented the results in statistical diagrams to supervisor, who commended me on the clarity with which the most significant trends were illustrated
- Liaised with community lobby groups and regional government officials to organize regular roundtable meetings and press releases

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## **Related Experience Continued**

**Research Assistant** (part-time) 2015 - 2016  
*Oak Ridges Moraine Initiative, Regional Municipality of York, Newmarket*

- Researched regulations regarding industrial waste seepage from residential development projects by accessing Ontario Archives and data from the Toronto Conservation Commission
- Proposed improvement strategies for pollution management which contributed to a final report presented by project manager to regional council
- Edited and proofread 247 page report and liaised with printers to arrange binding and delivery within set timelines

**Vice President** (volunteer) 2014 - 2015  
*Coalition for Clean Waterways, Toronto*

- Initiated proposal to unite with other organizations whose mandate was in alignment with ours to create a stronger lobby voice for influencing regional land use decisions
- Drafted a 250 page progress report on the state of waterways in north Toronto that was used to identify the organization's priorities over the next 3 years

## **Additional Experience**

**Adventure Quest Leader** (volunteer) Summer 2015  
*Outward Bound, Toronto*

- Fundraised, trained for and participated in a 21-day canoe trip in the Yukon with Outward Bound's program for youth at risk
- Developed my ability to exercise judgment and strong leadership skills in order to motivate a group of teenagers during a strenuous adventure to achieve one of the greatest challenges they had ever faced
- One participant wrote in his post trip journal that I "was the only person on the planet who could have got me to carry a 80 pound canoe over an insane portage – I swear I will never, ever do anything like that again, but thank you for helping me do it this once – it's the hardest thing I've ever done – you made me believe in myself!"

**Landscaper** Summers 2013, 2014  
*Green and Greener Landscaping, Toronto*

- Promoted to Team Lead in my second summer based on reliability, strong work ethic and excellent reputation among clients
- Incorporated eco-friendly techniques into landscaping practices such as natural and organic pesticides, native plants, "xeriscaping", drip irrigation, and composting