

Sample Resume: Master of Environmental Management

First Name Last Name

(XXX) XXX-XXXX

mailing address, New Haven, CT 06511

firstname.lastname@yale.edu

EDUCATION

Yale School of the Environment New Haven, CT

Candidate for *Master of Environmental Management*, 20XX

- **Specialization:** Ecosystem Management and Conservation
- **Relevant Coursework:** Landscape Ecology, Modeling Geographic Objects (GIS), Sustainable Design, Cities and Sustainability in the Developing World, Community Planning Workshop
- **Leadership:** Co-chair of LUUCY, Land Use and Urban Coalition at Yale

University of Vermont

Bachelor of Arts, Evolutionary Biology, 20XX

- Ben and Jerry's Scholarship, \$50,000

Burlington, VT

Relevant experiences do not have to be paid experiences -- consider volunteer and client projects that are relevant to the role

RELEVANT EXPERIENCE

Environmental Advisory Board Durham, NC

Volunteer Planning Advisor

20XX – present

- Advised Durham town government on environmental issues related to planning and new town development
- Served as chair of the committee for one year and started a local green-building initiative in collaboration with the Planning Board and 7 town staff members

Catalyst Companies, LLC

Research Analyst II

Burlington, VT

June 20XX – September 20XX

- Employed QGIS, Excel, and R map and analyzed wetland and stream mitigation credit markets pursuant to Section 404 of the Clean Water Act across 6 U.S. states and over 50 watershed boundaries
- Translated analyses into investment reports to highlight market trends and opportunities
- Screened projects for \$70,000 grant to integrate data-driven management principles into water networks

Lead with action verbs

Smart Water Networks

Research Intern

Durham, NC

Summer 20XX

- Supported hub for data-driven water management by maintaining relations with member 170 representatives
- Represented the network through social media (5+ posts a day), conference attendance (4 global conferences), website management and invoicing requests

North Carolina Sierra Club

Legislative Intern

Raleigh, NC

Summer 20XX

- Researched environmental issues coming before the North Carolina state legislature
- Prepared 15 packets of information for legislators on different environmental bills coming before the legislature
- Wrote Action Alerts and helped with telephone outreach efforts (100+ calls) to encourage political action

SKILLS & INTERESTS

- **Skills:** ESRI ArcGIS, QGIS, Microsoft Office Suite, Grant Manager, Salesforce, R, and data analysis
- **Interests:** Marathon running (New York in 20XX), Javanese Gamelan Music

Including interests can make you stand out against similar applicants -- it can also create a connection