

What You Can Do With A Major In... Environmental Science & Policy

Provided by the USF St. Petersburg Career Center, Terrace 200, 727-873-4129, www.stpt.usf.edu/career

GARY A GRAVES
gag@aol.com

Campus Address
1520 Twelfth Avenue
St. Petersburg, FL 33401
727-555-2900

Permanent Address
595 First Avenue
Alabaster, AL 35007
205-555-3456

OBJECTIVE (Optional) An entry-level environmental specialist position with a major corporation

EDUCATION **Bachelors of Science,** August 20XX
University of South Florida St. Petersburg
Major: Environmental Science and Policy
Minor: Mathematics
GPA: 3.50/4.00

COMPUTER SKILLS Microsoft Windows, Excel, Word, Works, PowerPoint, Computer Mapping, Geographic Information Systems, Web-design Experience

ENVIRONMENTAL EXPERIENCE **Internship,** May 20XX-December 20XX
Pinellas County Soil and Water Conservation District, Clearwater, FL
Tested soil
Determined pond site probability
Performed pond site layout
Maintained the referral database
Assisted county engineer
TTL, Inc., Clearwater, FL

Soil Conservation Technician, January 20XX-May 20XX
Evaluated the use of waste lagoons
Designed earth-fill and excavated ponds
Addressed gully erosion problems
Created conservation plans and contracts

OTHER EXPERIENCE **Student Assistant,** May 20XX – January 20XX
University of South Florida St. Petersburg
Performed inter-campus deliveries
Answered multi-line phone system
Maintained filing system

ACTIVITIES Literary Council of Pinellas County, volunteer
Student Environmental Awareness Society, member

The Environmental Careers Organization (www.eco.org) breaks down environmental careers into broad categories: parks and outdoor recreation, air and water quality management, education and communication, hazardous waste management, land and water conservation, fishery and wildlife management, forestry, planning and solid waste management.

The University of South Florida St. Petersburg Program of Distinction in Environmental Science, Policy and Geography (ESPG) brings together faculty from Mathematics, Statistics, Physics, Environmental Policy, Geography, Geology, Chemistry and Biology to tackle problems in ground water modeling, pollutant assessment, environmental policy, and other areas.

The Program offers two majors: a B.S. in Environmental Science and Policy; and a B.A. in Geography. It also offers minors in Environmental Science and Policy, in Geography, and in Mathematics. Distinctive experiences include a summer course, Natural History of Southern Africa (with rotating trips to Madagascar, South Africa, Botswana, and Namibia).

See the undergraduate catalog and department website for additional information.

Skills:

Reading comprehension	Writing
Critical thinking	Active learning
Idea generation	Idea evaluation
Solution appraisal	Operations analysis
Visioning	Systems perception
Systems evaluation	Deductive reasoning
Inductive reasoning	Control precision
Mathematics	

Occupational Opportunities:

Fish and game Warden	Epidemiologist	Agronomist
Park naturalist	Forester	Park ranger
Aquatic ecologist	Bacteriologist	Geochemist
Physicist	Biologist	Geographer
Chemical technician	Air-conditioning engineer	
Horticulturist	Recreation leader	Safety inspector
Conservation officer	Landscape architect	Sanitation
Urban/city planner	Soil conservationist	Soil scientist
Wildlife agent	Fish farmer	Oceanographer
Zoo caretaker	Educator	Life scientist
Meteorologist	Mineralogist	Marine biologist
Entomologist		

Possible Employment Settings:

City or regional planning dept.	Land development
College or university	State or national parks
Landscaping companies	Cruise lines
Environmental activist org.	Mining operations
Farms/ranches	Environmental ed. programs
Paper mining companies	Public utilities
Wildlife preserves	Fisheries
Health department	Scientific firms
Consulting firms	Architecture firms
Government agencies	Dept. of transportation
Utility company	Private laboratories
Airports	General contractors

Internet Sites:

Career Information	www.collegegrad.com
O*NET Dictionary of Occupational Titles	http://online.onetcenter.org/
Occupational Outlook Handbook	www.bls.gov/oco/
Career Guide: Nature & The Environment	www.saludos.com/cguide/nguide.html
Environmental Career	www.environmental-jobs.com
Environmental Engineer	www.environmentalengineer.com
Environmental Jobs and Careers	www.ejobs.org
Environmental Career Opportunities	www.ecojobs.com
Environmental Careers Bulletin	www.eceajobs.com
Environmental Career Center	www.environmental-jobs.com/

Professional Organizations:

American Nuclear Society	www.ans.org
American Society of Landscape Architects	www.asla.org
Association for Women in Science	www.awis.org
Environmental Careers Organization	www.eco.org
Geological Society of America	www.geosociety.org
Marine Technology Society	www.mtsociety.org/
National Association for Environmental Management	www.naem.org
National Recreation and Park Association	www.nrpa.org
Tampa Bay Association of Environmental Policies	www.tbaep.org

For additional professional organization listings see:

[National Trade and Professional Associations of the United States](#)
[State and Regional Associations of the United States](#)

Visit USFSP Dept. of Environmental Science, Policy and Geography

<http://www.cas.usf.edu/esp/grigione.htm>

Visit USFSP Career Center www.stpt.usf.edu/career

COVER LETTER

A cover letter serves as an introduction; it gives you the opportunity to discuss your interest and qualifications for the position you are seeking.

Things to consider when creating your Cover Letter...

- ✓ Include with your resume, print on the same resume paper used for your resume
- ✓ Keep it concise
- ✓ Tailor to each employer, research the position in relation to how you may benefit the company in that
- ✓ Be specific and personal

Cover Letter Format

Your Name *(This section may match the heading on your resume)*
Address
City, State, Zip

Date

Employer Contact Name
Title
Organization
Address
City, State, Zip

Dear (Mr., Ms., Dr., Contact's Last Name):

Paragraph 1: State why you are writing and your interest in the position. If you are writing to apply for a certain position, state the title. Be sure to explain where you heard of this person, organization, or opening. When writing to inquire about possible openings, state the specific area you are interested in. Be enthusiastic here so they read on!

Paragraph 2 & 3: State the specific qualifications that make you a strong candidate for this opportunity. This is where you sell yourself. Relate your skills to the job description and responsibilities as well as the company's values and purpose (but NEVER lie about this information). Show that you have an interest in this particular job or organization rather than just a general interest in having any job. Remember that the employer is interested in how you can fill his or her needs, not just how the job will fill your needs. This information may be divided into 2 paragraphs to further relate specific qualifications you have or things you have done that are directly related to the requirements of this position.

Paragraph 3: State what next steps you will take. Express your desire for an interview and specify how and when you are going to contact the person to set one up. Provide your phone number for contact. Always thank the person and express your appreciation for their time.

Sincerely,

(Your signature)

Your Name Typed (as it is on your resume)