

What You Can Do With A Major In... Geography

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OBJECTIVE (Optional)	To obtain an entry-level position in an Urban Planning program
EDUCATION	Bachelor of Arts, May 20XX University of South Florida St. Petersburg Major: Geography Minor: History Major GPA: 3.38/4.00
COMPUTER SKILLS	Arc/Info, Map Info, Free Hand, Microsoft Office, Microsoft Works WordPerfect
EXPERIENCE	Student Equipment Manager, August 20XX - present Athletic Department, University of South Florida St. Petersburg Inventory, maintain, and issue sports equipment Assist in event management Coordinate daily laundry duties Forecast future needs Lifeguard, Summer 20XX Aquatic Center, University of South Florida St. Petersburg Monitored and supervised front desk, weight room and various swimming activities Logged data Concession Worker, Spring 20XX Clearwater Parks and Recreation, Clearwater, FL Operated cash register and handled cooking duties Veterinarian Technician, Summer 20XX Galleria Animal Hospital, Largo, FL Assisted the doctor during appointments and surgeries Maintained routine of all animals in a team environment Bathed and groomed animals as necessary
HONORS	William Thornton Scholarship recipient
ACTIVITIES	Youth Softball Umpire, Volunteer

The surface of the earth is covered by both human and physical features as a result of different natural and human processes. Geography examines the locations, patterns, and distributions of these features as they interact to create the earth's physical and human landscape. Geography is therefore both a natural and social science. In recent years people have discovered that large numbers of societal problems have geographic dimensions and that education in geography provides essential skills for real-world problem solving. While a physical geographer might focus upon climate, water resources, land forms and environmental quality, a human geographer might emphasize the safety and quality of a transportation system, the spatial attributes of an economic system, or the geographical structure of a political system. Geography graduates bring an awareness of global issues, sensitivity to cultural differences, and a broad understanding of the complexity of environmental systems.

The Program at University of South Florida, St. Petersburg 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). The Department also administers the University's Environmental Science & Policy degree program. See the online catalog and department website for more information.

Skills:

Ability to operate and use information derived from computers
Ability to understand and interpret maps, graphs, and charts
Acute spatial and form perception
Good vision and finger dexterity
Thorough understanding of geographical principles and statistical techniques
Proficiency in reading, writing, and speaking
Ability to analyze, make appropriate decisions and solve quantitative problems
Ability to conduct and clearly explain scientific research
Aptitude for accurate details
Intellectual capacity to perform well in most undergraduate and graduate college curriculums

Typical Work Activities:

Conduct field research
Map and present data on maps
Analyze data sets with qualitative and quantitative methods
Analyze multiple development options to determine the optimal selection for both people and the environment
Use remotely sensed data
Use geographic information system for the analysis of spatial data
Writing and illustration articles, reports, and books

Specializations:

Climatology, meteorology, hydrology, biogeography, natural hazards, cartography, political geography, population and economic geography, remote sensing, environmental conservation, urban studies, regional studies, geographic information systems, geomorphology.

Possible Employment Settings:

Agricultural organizations	Forestry
Architectural firms	Government
Bureau of Census	Manufacturing firms
Central Intelligence Agency	Mining
Colleges and universities	Planning Agencies
Construction	Publishers (textbooks and maps)
Consulting firms	Real estate developers
Defense Mapping Agency	US. Geological Survey

Internet Sites:

Career Information	www.collegegrad.com/careers www.geographers.com www.careerbuilder.com
Occupational Outlook Handbook	www.bls.gov/oco http://stats.bls.gov/
O*NET Dictionary of Occupational Titles	http://online.onetcenter.org/
U.S. Geological Survey	www.usgs.gov

Professional Organizations:

Association of American Geographers (AAG)	www.aag.org
American Geographical Society	www.amergeog.org
American Congress on Surveying & Mapping	www.survmap.org
Society of Women Geographers	www.iswg.org/

Visit USFSP Department of Environmental Science, Policy, and Geography
www.stpt.usf.edu/coas/espq

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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)*