

SAMPLE RESUME: Master of Environmental Management

First Last

(XXX) XXX-XXXX

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EDUCATION

Yale University, School of Forestry & Environmental Studies

New Haven, CT

Candidate for *Master of Environmental Management*, 20xx

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

University of Vermont

Burlington, VT

Bachelor of Arts in Biology, cum laude

- Ben and Jerry's Scholarship

RELEVANT EXPERIENCE

Environmental Advisory Board, Durham, NC

20xx-20xx

Volunteer

- Advised local town government on environmental issues related to planning and new town developments
- Served as Chair of the committee for one year and started local green-building initiative in collaboration with the Planning Board and town staff

Duke University Medical Center, Durham, NC

May 20xx-July 20xx

Research Technician II

- Conducted experiments in molecular biology and protein biochemistry
- Managed all laboratory accounts and records
- Responsible for ordering supplies, general laboratory maintenance and overseeing adherence to institutional guidelines for general, chemical and radioactive safety
- Developed basic knowledge of techniques such as Polymerase Chain Reaction, site-directed mutagenesis, cell tissue culture, DNA and SDS-PAGE gel electrophoresis, Western blotting, nucleic acid purification

North Carolina Sierra Club, Raleigh, NC

Summer 20xx

Legislative Intern

- Researched environmental issues coming before the North Carolina state legislature
- Prepared packets of information for legislators on environmental bills coming before the legislature
- Wrote Action Alerts for Sierra Club members and helped with telephone outreach efforts to encourage political action

SKILLS & INTERESTS

- **Skills:** Proficient in ESRI ArcGIS v. XX software; proficient in Microsoft Word, Excel, PowerPoint and Access; knowledge of Grant Manager™ v.XX
- **Interests:** Marathon running (New York in 20xx), Javanese Gamelan Music