

Steven Senior

100 Woodbine Avenue, Philadelphia, PA 19131 | 123-456-7890 | Steven.Senior@sju.edu | www.linkedin.com/in/ssenior

EDUCATION

Saint Joseph's University, Philadelphia, PA
Bachelor of Science in Environmental Science, May 2021
Dean's List: Fall 2017-present

Birbeck College, University of London, London, England
January 2020-May 2020

INTERNSHIP EXPERIENCE

The River Project, New York, NY
Marine Science Education Intern, May 2020-August 2020

- Participated in environmental science research projects under the supervision of The River Project staff
- Collaborated with professional researchers who are recognized experts in the field of environmental science
- Assisted with field trip programs and educational activities
- Gained knowledge on relevant issues within the field of marine science and acquired skills to speak and educated others on those topics

Environmental and Energy Study Institute, Washington D.C.
Intern to the Executive Director, May 2019-August 2019

- Researched, wrote, and edited articles and web content on a broad range of energy, environment, and policy issues
- Explored creative ways to engage and expand EESI's network including updating social media policy
- Researched congressional information: bills, current issues, legislation, and policy
- Attended congressional hearings or other events and briefed staff on material covered

World Resources Institute, Washington D.C.
Sustainability Initiative Intern, May 2018-August 2018

- Provided knowledgeable and friendly product and account information to customers through daily communication and support to ensure high customer satisfaction
- Managed accounts for customers using the Encore system the load application process; maintained a 95% error-free rate

LEADERSHIP EXPERIENCE

Sustainability Club, Saint Joseph's University, Philadelphia, PA
President, May 2019-Present

- Plan bi-weekly meetings for a club of 30 students
- Implemented a new recruitment strategy which increased club membership by 50%
- Organize a fundraiser to support club's professional development committee resulting in the creation of two new programs
- Attend lectures on relevant topics in sustainability both on and off campus

Office of Resident Life, Saint Joseph's University, Philadelphia, PA
Resident Assistant, August 2018-Present

- Provide support to 60 first year students during their transition to college; retained 100% of students
- Use results of surveys and feedback sessions to plan relevant and interesting programs
- Collaborate with 2 other freshman RAs to provide larger scale programs for 120 freshman resulting in increased student attendance and participation
- Market events happening on campus to provide students with alternative programming

PROFESSIONAL MEMBERSHIPS

- National Association of Environmental Professionals, August 2018-Present

SKILLS

Language: Fluent in French

Formatting: Margins should be between .5-1" and font should be between 10-12 point.

Contact Information: Make sure your name is the most prominent piece of information on the document and that your e-mail address is professional. Consider using a non-SJU e-mail, since it will expire after graduation. Add your LinkedIn public profile link.

Education: High school information should no longer be included. Spell out "Saint"; list your degree ("Bachelor" not "Bachelors"); Unsure of your degree? Check DegreeWorks. Include your graduation date vs. dates attended; highlight study abroad experiences. List GPA if above a 3.0.

Headings: Include organization name, location (city, state), your title, and dates. Use months and years for dates as opposed to semesters and make sure each section is in reverse chronological order by end date (work backwards with current positions at the top of each section). Be consistent with all spacing and formatting.

When describing your experiences, highlight your **transferable** skills vs. limiting content to the daily tasks you completed.

Section headings should reflect the information in that section; tailor your sections to relate to the employer.

Quantify your responsibilities and accomplishments when possible.

Achievement statements: follow this formula: strong action verb + task + result. Use present tense verbs for current experiences and past tense verbs for past experiences.

A **skills** section is optional and should not include soft skills or personal traits/characteristics. This section should include technology or language skills qualified by your level of experience/knowledge.