

Chronological Format for Entry-Level Career Position

The resume below uses a chronological format. Your resume should represent you. Be sure to have your resume draft critiqued by an ICC peer advisor or career advisor.

1 You may choose to use an objective, a professional profile, or neither, depending on your personal style and purpose for the resume.

2 This is a sub-category of EDUCATION. The title should be bold, lower case, and indented.

3 If you have performed the protocol several times you may list your ability to perform procedures used in a lab as “adept at,” “proficient in” or other accurate terms.

Double majors indicate: “Double Major in ___ and ___” or state “Bachelor of Arts in ___, Bachelor of Science in ___.”

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- OBJECTIVE** Environmental Planner position with Zed Consulting 1
- EDUCATION** Bachelor of Science, **Environmental Policy Analysis and Planning**
Bachelor of Arts, **Communication**
University of California Davis expected June 2018 2
- Related Course Work:**
Environmental Impact Reporting using GIS, Urban Geography, Urban and Regional Planning, Environmental Law, Water Policy and Politics
- SKILLS**
- Familiar with CEQA, NEPA and CWA 3
 - Working knowledge of environmental impact assessments
 - Proficient in applications of Microsoft Office Suite, ERSI and ArcGIS
 - Excellent writing and editing skills
- EXPERIENCE** **Planning Intern**, Sacramento County Planning and Community Development Department, Sacramento, CA 10/17 - present
- Created database of employment and housing for Sacramento County.
 - Conducted jobs/housing balance study as directed by the General Plan.
 - Wrote memos and project update reports used to compile reports to county administrators.
- National Network of Environmental Management Studies Fellow**, U.S. Environmental Protection Agency, Philadelphia, PA 6/17 - 9/17
- Reviewed and provided comments on Environmental Impact statements.
 - Formulated plan to coordinate Geographic Information System data with six federal agencies.
 - Participated in significant public outreach efforts.
- Environmental Education Intern**, Student Landowner Education and Watershed Stewardship Program (SLEWS), Davis, CA 1/16 - 4/16
- Planned and led high school students in agricultural and stream corridor restoration projects.
 - Researched and taught students about native species interaction and local ecosystem sensitivity.
 - Designed, constructed and maintained composting piles for on-site teaching purposes.
- ACTIVITIES** Student Member, Association of Environmental Professionals, 2017 - present
Student Member, American Planning Association, 2016 - present
Climate Change Conference Volunteer, Focus the Nation, UC Davis, January 2016
Sustainability Volunteer, Whole Earth Festival, May 2015, 2016, 2017

View Audrey Kim’s cover letter on page 39 and her list of references on page 42.