

2017 AEP State Conference

Resume Writing

Crafting a Standout Resume That Will
Get Noticed By Environmental
Professionals

Panelists

- Nisha Chauhan - *Environmental Planner, Nisha Chauhan Environmental Planning*
- Matthew Gerken - *Senior Urban and Environmental Planner, AECOM*
- Christina Hirt - *Environmental Planner, WRA, Inc., SF AEP Student Outreach Director*
- Reema Mahamood - *Environmental Planner, City of San Jose, SF AEP Secretary*
- Alisa Moore - *Director, Bay Area Water Business Group, ESA*
- Kieulan Pham - *Urban Planner, City of San Jose*

Workshop Overview

1. Powerpoint Presentation
 - a. Resume Importance
 - b. Formatting
 - c. Tailoring
 - d. Industry Specific Winners
 - e. What NOT To Do
 - f. Cover Letters
 - g. LinkedIn
2. Resume Review Session
 - a. One on one review with panelists
 - b. Peer review

First Impressions Are Everything

So how long do you have to make one?

- A. 10 minutes
- B. 1-2 minutes
- C. 10 seconds

More than just a piece of paper...

We'd love to hire you, but your spelling mistakes and poor grammar show you're not as "detail-oriented" as you claim.

Sorry.

someecards
user card



The Basics

1. Name & Contact Information

phone number & email

2. Education

Institution, years attended, expected graduation date, major, GPA

3. Work Experience

company/organization, title, dates of employment, location

4. Additional sections

volunteer work (if separate from experience), honors, awards, scholarships, professional organization, etc.

Formatting

- Increase legibility by:
 - Using a 11- or 12-pt serif font (e.g., Times New Roman, Cambria) for text
 - Using a sans serif font (e.g., Arial, Calibri) and **bold** text for headings
 - Using bullets
 - Balancing white space with filled space
- Keep resumes to one-page
- Provide project lists, publications and conference presentations in an attachment

Tailoring



Public Sector

- Computer application:
 - Cascade Hiring
 - Point System
 - Key words
- Notes for the interview
 - Tell your story



- Area of Expertise** →
- Leadership** →
- Plans, organizes, direct** →
- Technical research and analysis** →
- Develops and oversees** →

TYPICAL DUTIES: (Any one position may not include all the duties listed)
Acts as a primary resource, team or project lead, and/or City/departmental representative in a designated area of expertise in such environmental services as integrated waste management, resource conservation, permitting and compliance, legislative advocacy, resource development and planning, and/or enforcement. Assists in the development and implementation of departmental goals, objectives, policies and procedures by providing leadership and cooperative participation on programmatic work teams; contributing input and expertise in highly complex and technical program area(s) as necessary and upon request. Plans, organizes and directs assigned program and/or project activities including such functions as contract management, monitoring, and compliance; legislative advocacy and tracking; policy planning and development; technical and specialized research and analysis; and program design and development. Participates as a knowledgeable, cooperative, and supportive member of assigned programmatic and administrative teams responsible for a variety of goals and activities; provides technical and specialized input to team efforts, acts as team leader on a rotational and/or assigned basis, updates knowledge base and learns new skills in a continuous effort to grow and become a more productive team participant. Develops and oversees the development of assigned programs' work plans; assigns work activities, projects and programs to appropriate staff/team members; monitors work flow; reviews and evaluates work products, methods, and procedures.

Tailoring

Private Sector

- Technical focus
- Models, regulatory and policy frameworks
- Energy and productivity



Industry Specific Winners

- Knowledge of important trends
- Earnest interest and passion



FROM
PASSION TO
PROFESSION

The Maybes



1. Objective statements

Pro: Elevator speech on paper / *Con:* Unnecessary space

2. Education or job experience prior to college

Pro: Relevant Experience & Ambition / *Con:* Outdated depending on year

3. Volunteer work in a separate category

Pro: Separate “relevant” experience / *Con:* Bulk of your experience

4. References

Pro: Well-Known references / *Con:* Unnecessary space
Can say “available upon request instead”

What NOT to do



- Do NOT have more than one page
- Do NOT include personal information (marital status, age)
- Do NOT use personal pronouns (I, me, myself, we, etc.)
- Do NOT use too many font styles or sizes
- Do NOT include pictures/graphics (unless this is relevant)
- Do NOT include hobbies

Cover Letters

Clearly state the position you are applying for and requisition #.

Show your knowledge of the company/agency.

Pick a few key words from the job description and relate your experiences to these key words. Cover letter is your chance to explain how you can help the firm from what you learned (specific college courses, internships, group projects, research papers, leadership, initiative, etc).

How do you stand out? Why should we interview you? Why do you want the job?

LinkedIn

- Keep your profile up-to-date
- Add your Linked-In page to your resume
- Use your profile as a resource for including information that doesn't fit on your resume
- Seek hiring managers, introduce yourself and ask for a few minutes of their time
- Join Linked-In groups and share information
- Follow companies you are interested in and use that knowledge to start conversations

Resume Review Session

Panelists will now join your tables and provide individualized feedback for each resume.

While your panelist is reviewing someone else's resume, please take this opportunity to review another student's resume and provide peer feedback (both positive and constructive).

If panelists are able to review all resumes in your group, seek a different panelist for additional feedback.

We will keep a running timer and announce when panelists should switch to a new resume, if they have not already.

This is to ensure there is enough time for all resumes to be reviewed.

Final Thoughts

Thank you, feel free to your reviewers and swap contact information, business cards, resumes, etc.

Join or Start an AEP student chapter and become an AEP member for full access to all student and professional benefits of this organization.

Thank You!

