

## Writing a Position-Oriented Resume for an Environmental Job

*By Sayaka Seino*

When applying for a job in the environmental industry like environmental resourcing, administration, and protection, there are a few key points that will help enhance your resume. Although the competition isn't as fierce in the environmental field as it is in others, it is still important that a potential employer is instantly attracted to your resume.

Make sure your resume is position-oriented rather than personally oriented. This means listing skills that are specifically tailored to the environmental field instead of just listing skills you happen to possess that aren't necessary relevant to the position for which you're applying. The reason why an employer looks through a pile of resumes is because he or she needs someone to fill a particular position on their team of employees, and he or she knows exactly which specific skills are necessary for that position. This is why a position-oriented approach is important.

The best way to get into the mind of an employer and know which of your skills to emphasize in your resume is to do some research before you start writing. If you can, find out the goals of the company and note the skills and qualifications they are looking for in the job description, if they have one posted. Chances are, you probably already have a good idea of the basic skills that define a good environmentalist like ability to work under pressure and juggle several responsibilities at once, so you should highlight these skills in your resume.

If experience isn't your strong suit, focus on the area where your skills are most exemplified. This may be in past jobs, certifications and licenses, training, or schooling. Professional jargon may express an understanding of the field, but too much jargon, even in a complex industry, will make a resume appear to be more flash than substance.

Remember that professionalism is important for any profession, especially those in the environmental sector like resources and conservation. Therefore, take your resume-writing seriously and let your potential employers know that you know what you're doing. In order to be an effective environmentalist, you need to demonstrate proficiency in the field and an understanding of the needs of the position.

Taking a position-oriented approach to your resume writing will increase your chances of being placed in the running for the environmental position you want. By doing some additional research to tailor your resume to a specific company, you will surely catch the attention of your potential employer. It is worth taking the time to prepare to apply for a job where you know you'll be doing what you love.