**Steps for Using this Guide**

1. **Choose Your Position and Begin Tailoring**
   - Review these three job postings and select the one of most interest to you. Begin adjusting your resume and cover letter drafts by evaluating the organization's needs and wants from their job posting. Successful job seekers tailor their documents to highlight the qualifications and experiences sought by the organization.

2. **Draft Your Resume and Cover Letter**
   - Review the cover letter and resume samples to begin drafting yours.

3. **Get Feedback**
   - Have your documents reviewed by a CDC staff member, receiving feedback in-person, during *Quick-Question/Walk-In Hours Mon-Fri 2-4pm.*

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**Water Resources Engineer**

Analysis and modeling of environmental, production, and water quality data, forecast/simulation modeling of short-term and long-term demand and supply, modeling of surface and ground water flow systems at various spatial and temporal scales, and participates in long-term water supply planning activities. Knowledge and understanding in the areas of surface-water, ground-water hydrology, hydrogeology, water quality, water resources management, hydrologic modeling, numerical, analytical, and statistical concepts and methods, uncertainty and risk analysis, water supply planning principles and water demand forecasting. 

Engineers are required to conduct resource evaluations and hydrologic analyses using surface and ground water flow modeling tools. Analyze and interpret hydrologic, hydrogeologic, water quality, and environmental data using numerical, stochastic, analytical, data-driven, and/or heuristic techniques. Perform uncertainty analysis and provide technical advice and support for other departments. Develop, implement, coordinate, interpret, assess, and/or oversee short-term and long-term demand and supply modeling which support water resources evaluation, seasonal and annual source allocations, future need analyses of water supply projects, water supply optimization and management. 

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**Aquarist**

Responsible for assisting the Curator in the site development, aquarium management and operations to consistently achieve the highest standards of display presentation and animal husbandry in accordance with policies, procedures and protocols. Assist in oversight of all aspects of animal care and aquarium life support systems while ensuring a consistently high standard of animal care and displays presentation throughout all public and behind the scenes areas. Assist in the management of the Husbandry team, scheduling and daily oversight of staff. Participate in specimen transports, water quality testing, quarantine, diagnosis and treatment of fish diseases. Ensure the accurate maintenance of daily records for aquarium systems and exhibit specimens. Develop and participate in regular talks and presentations to staff, guests and off-site audiences. Provide a high level of customer service to the guests, as well as a high level of professionalism and courtesy to other staff. Be involved in the continual development and strategic planning of the displays areas in line with the long term goals of the company. Ensure that the welfare needs of the living collection are met at all times. Maintain a safe working environment for all staff. Help oversee and ensure that all dive safety protocols are followed. 

Excellent problem solving, communication, customer service, and analytical skills are required.

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**Microbiologist**

candidates must be well versed in creating structured environmental monitoring program and keep up-to-date on current technology. Understand the general financials of the EM program. Establish swabbing procedures to monitor microbial activity and sufficient cleaning procedures. Train appropriate operators.

Ensuring routine sample testing is completed on time and proper level of cleanliness and sanitization of the lab. Train micro lab technicians on test procedures and proper micro lab techniques. Manage and maintain appropriate levels of lab supplies, chemicals and medium. Serve as back-up technician as needed. Keep micro lab data current and transparent at all times. Write/revise SOPs as needed. Excellent lab, communication and customer services skills are needed.

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**Marine Science Major**

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**Water Resources Engineer**

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OBJECTIVE

Full-time research position in field of marine science.

QUALIFICATIONS

Experience with field research techniques including wildlife observation, behavior coding and excavation
Excellent oral and written communication skills
Strong problem solving and presentation skills
Ability to work independently and as a cooperative team member

EDUCATION

B.S. Kutztown University of Pennsylvania
Major: Marine Science
GPA: 3.76
Dean's List

Kutztown, PA
Dec 20xx

Related Courses: Oceanography, Physical Oceanography, Field Methods in Oceanography, Marine Biology, Marine Ecology, Marine Mammals, Zoology, Botany, Cell Biology, Environmental Microbiology

A.A.S. Lehigh Carbon Community College
Major: Biotechnology
Dean's List

Schnecksville, PA
Dec 20xx

Fall 20xx-Spring 20xx

INTERNSHIP EXPERIENCE

Mote Marine Laboratory Sea Turtle Conservation and Research Program
Marine Biology Intern
Patrolled beaches for sea turtle nesting activities
Worked alongside research team to identify and mark turtle nests
Excavated hatched nests and recorded contents
Documented nesting and excavation process through video and written report

Sarasota, FL
Summer 20xx

RESEARCH EXPERIENCE

Beluga Whale Behavior: A Studying of Captive Mate Relationships
Kutztown University, Dr. Marine
Monitored relationships between captive male and female Belugas
Coded and documented courtship and social behaviors
Completed literature review on captive whale behaviors and rituals

Mystic, CT
Summer 20xx

HONORS & AWARDS

Dean's List
Marine Science Scholarship
Career Success Certificate, Kutztown University Career Development Center
Career Exploration Certificate, Kutztown University Career Development Center

Fall 20xx-Spring 20xx
Fall 20xx
Spring 20xx
Fall 20xx

CAMPUS INVOLVEMENT

Member, Marine Science Club
Member, Minority Achievement Coalition
Volunteer, Kutztown University Internship & Job Fair

Spring 20xx-Present
Fall 20xx-Present
Fall 20xx, Spring 20xx

WORK EXPERIENCE

Clothing Inc.
Sales Associate
Resolve customer issues and answer patron inquiries
Process cash and credit transactions

Kutztown, PA
Aug 20xx-Present
Resume Sample

Anita Jobb  
123 Main Street  
Coopersburg, PA 18036  
610 123-1234  
ajobbXXX@live.kutztown.edu

Objective  
An internship in the field of human services; special interest in working with at-risk teens

Qualifications  
Fluent Spanish  
Experience working with diverse populations  
Well organized and dependable  
Excellent interpersonal skills

Education  
B.S. Kutztown University of Pennsylvania  
Major: Criminal Justice  
Minor: Psychology  
GPA: 3.40

Honors  
President’s Scholarship, Kutztown University, Kutztown, PA  
20xx-20xx  
Girl Scouts Gold Award, Troop 123, Coopersburg, PA  
20xx

Related Experience  
Volunteer, KUBok Neighborhood Watch, Kutztown, PA  
November 20xx-Present  
in conjunction with Kutztown Borough residents and police, monitor streets of Kutztown during peak social hours to keep students and residents safe.

Extern, Coopersburg Police Department, Coopersburg, PA  
July 20xx  
Observed daily duties of police officers during a ride-along experience.

Work Experience  
Desk Receptionist, Kutztown University, Kutztown, PA  
January 20xx-Present  
Greet guests and residents, enforce visitation policy and check guest identification.

Head Life Guard, Hillcrest Swim Club, Center Valley, PA  
Summer 20xx  
Life Guard  
Summers 20xx and 20xx  
Insured safety of patrons, enforced all rules and regulations, coordinated emergency procedures, provided first aid in emergency situations, maintained positive relationships and rapport with patrons, and performed general maintenance.

Campus Involvement  
Criminal Justice Club  
January 20xx-Present  
Career Exploration Certificate, Career Development Center  
Spring 20xx  
Berks Hall Council  
October 20xx-Present  
Women’s Lacrosse Club  
September 20xx-Present

Use action verbs (past tense for past experience and present tense for current experience) to describe your experience. FOCUS on those tasks that relate to your career objective.

Do NOT include the names and contact information of your references on your resume.
January 20, 20xx

Ms. Laura Mellner
Executive Director
Northeast Youth Programs
01010 Norway Drive
Philadelphia, PA 19114

Dear Ms. Mellner:

As a senior English/professional writing major graduating this May from Kutztown University, I was very excited to find your Marketing, PR and Community Outreach Specialist posting on KU Career Network. I grew up in Philadelphia and am familiar with Northeast Youth Programs and the extraordinary service it provides to youth and families in Delaware County.

You will note on my enclosed resume, I have experience in various areas of public relations and marketing. My public relations internship with the American Red Cross of Delaware County provided me with the opportunity to work closely with a Board of Directors in a non-profit setting. I also worked daily with the director to plan, market, and execute the agency’s largest fundraiser of the year: a benefit dance which raised over $30,000. My duties included writing press releases and articles for the monthly newsletter, updating content on the agency website, soliciting donations from area businesses, maintaining a guest and donor list in Microsoft Access, and communicating with vendors. Planning an event of this magnitude requires the ability to multitask, as well as excellent communication skills, close attention to detail, and the ability to work both independently and as part of a team. In addition to this internship, I had the privilege to serve as my sorority’s Community Outreach Chair where I communicated and worked with both campus and community residents to organize volunteer activities for my chapter. I coordinated a small team of volunteers who organized a fundraising project netting over $5,000 for a charity; the experience of creating both on-line and in-print campaigns further strengthened my public relation skills.

I am very excited about the possibility of working at Northeast Youth Programs and would appreciate the opportunity to meet with you to discuss my credentials. Please let me know if you need additional information or writing samples. I am available for an interview at your convenience. Thank you for your time and consideration.

Sincerely,

Anita Jobb
123 Main Street
Coopersburg, PA 18036
610-123-1234
ajobb***@live.kutztown.edu

Enclosure