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Professional-looking email ↘

Solomon Seahawk

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Make links clickable (but NOT blue underlined)

Summary *First line should give you a title*

- Marine biology professional with field experience in diverse environmental biomes, focusing on environmental preservation and public education.
- Enthusiastic about engaging and communicating with diverse audiences.
- Highly organized, with excellent written and verbal communication skills, strong work ethic, and extensive experience working unsupervised.
- Tech skills include eBIRD, Excel, MS Office, Google Workspace, social media.

Education *Black text only (unless you're a designer)*

Grad date only (no start date)

B.A., Environmental Studies & Biology; Minor in Philosophy

May 2023

St. Mary's College of Maryland, St. Mary's City, MD

- *Key coursework:* Marine Microbiology • Ichthyology • Topics in Environmental Policy & Social Sciences • Quantitative Methods

Experience *Use consistent fonts, sizes, and formatting*

En dash

Environmental Restoration Intern

Feb 2022–Present

Dovetail Environmental Association, Annapolis, MD

Present not "Current"

- *P* → Enhanced environmental protection by *R* developing 2 research projects on current environmental problems surrounding the Chesapeake Bay and Annapolis area.
- Proposed 7 new environmental initiatives through collaborative team meetings to showcase research findings and identify the concerns they raised.
- Managed ongoing restoration projects in the field by traversing different environmental biomes to increase awareness of local Maryland flora and fauna.

PARQ Rule:
-Power verb
-Action
-Result
-Quantify

Treasurer *Include volunteer experience!*

Consistent date format

Aug 2019–Present

Fishing Club, St. Mary's College of Maryland, St. Mary's City, MD

- Solidified the annual budget by assessing financial needs through a survey sent to 24 members plus corporate, non-profit, and alumni partners.
- Raised \$2,500 through collaboration with external partners including the Dovetail Environmental Association and the Chesapeake Bay Amature Fly Fishing Association.
- Ensured accurate accounting of all income by double-checking all cash and digital payments for membership dues, donations, and admission fees at events.

Simple past tense

Administrative Assistant

Align dates: use "right tab"

Sep 2021–Jan 2022

Wellness Center, St. Mary's College of Maryland, St. Mary's City, MD

- Increased access to wellness appointments and services for 1,500+ students through meticulous organization of staff calendars and schedules.
- Provided exceptional customer service via phone, email, and in person by quickly and thoroughly answering questions, scheduling appointments, and resolving concerns.

Edit down to 1 page for most jobs. Exceptions: Grad school, government.

Margins 0.5" to 1"

Save and send file as a PDF (except for edits). Format: "Solomon Seahawk - Resume.pdf"