

Use the SMCM template. Create a main resume with all your experience. Write for the reader: tailor for each opportunity.

Professional-looking email

Solomon Seahawk

Custom LinkedIn URL

240.895.4203 • sseahawk@smcm.edu • linkedin.com/in/solomon-seahawk

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.

✓✓✓ **TRIPLE UPDATE:** *Update your resume, LinkedIn & Handshake at the same time! Just copy & paste.* 😊

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*

Environmental Restoration Intern

En dash

Feb 2022–Present

Dovetail Environmental Association, Annapolis, MD

Present not "Current"

- *P* → *R* Enhanced environmental protection by 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

Consistent date format

Aug 2019–Present

Treasurer *Include volunteer experience!*

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

Align dates: use "right tab"

Sep 2021–Jan 2022

Administrative Assistant

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.

Do not include salary history unless the job posting says it's required. In many states, it is illegal to ask.

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"

Match header, fonts, and formatting for all of your documents.

Professional-looking email

Solomon Seahawk

Custom LinkedIn URL

240.895.4203 • seahawk@smcm.edu • linkedin/in/solomon-seahawk

Include a mailing address —> 123 Main St, Baltimore, MD 21203

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.
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✓✓✓ **TRIPLE UPDATE:** *Update your resume, LinkedIn & Handshake at the same time! Just copy & paste.* 😊

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

Grad date only (no start date)

B.A., Biology; Minor in Environmental Studies

May 2023

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

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

Include an address for each employer

Experience *Use consistent fonts, sizes, and formatting*

En dash

Environmental Restoration Intern

Feb 2022–Present

Dovetail Environmental Association, 5536 Dovetail Ln, Annapolis, MD 20401

Present not "Current"

Supervisor: Ms. Rashelle M. Osprey (410.555.1234)

20 hours per week

P → *R* → Enhanced environmental protection by 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

Consistent date format

Treasurer *Include volunteer experience!*

Aug 2019–Present

Fishing Club, St. Mary's College of Maryland, 47645 College Drive, St. Mary's City, MD 20686

Supervisor: Ms. Sally Salmon (240.555.1234)

10 hours per week

Simple past tense

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

Include hours worked per week

Align dates: use "right tab"

Administrative Assistant

Sep 2021–Jan 2022

Wellness Center, St. Mary's College of Maryland, 47645 College Drive, St. Mary's City, MD 20686

Supervisor: Mr. Robin Swansen (240.555.1234)

15 hours per week

- 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.

Do not include salary history unless the job posting says it's required. In many states, it is illegal to ask.

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

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

Margins 0.5" to 1"

Be consistent! *Match header, fonts, and formatting for all of your documents.*

Professional-looking email

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Custom LinkedIn URL

240.895.4203 • sseahawk@smcm.edu • linkedin.com/in/solomon-seahawk

Make links clickable (but NOT blue underlined)

The date you're sending the letter

May 1, 2022

Black text only (unless you're a designer)

Hiring manager's name, title, organization, and address

Shelly Seawater
Assistant Director of Coastal Preservation
Atwater Shoreline Services
632 Bayside Ave
Baltimore, MD 21201

Can't find the name of a hiring manager? Use "Hiring Manager" or "Selection Committee"

Not sure of the gender/pronouns? Use the full name: "Dear Shelly Seawater"

Dear Ms. Seawater:

1. Why you're writing: title of the position, how you found out about it, why you want to join their team. Customize it!

Start with thanks

Thank you for the opportunity to be considered to serve with your team in the role of Coastal Outreach Technician. I was excited to learn about this position from your former colleague, Rashelle M. Osprey, who served as my internship supervisor. Based on the valuable preservation work you do for Maryland's coastal areas and your reputation for a family-friendly work environment, I am excited to apply for this position, and feel that I would be a valuable asset to your team.

2. Explain how you're a great candidate. Tailor to the job ad when possible. Be concise. Use 1-2 specific examples.

I have always been passionate about protecting and preserving our local environment, and working to educate the public on how they can help. For example, during my internship with Dovetail Environmental Association, I worked in a variety of local biomes and developed an environmental protection protocol to enhance the protection of endangered badger-moles. Additionally, while serving as Treasurer of the St. Mary's College of Maryland Fishing Club, I not only raised funds for the club's activities, but successfully advocated for a campus-wide event to promote environmentally safe fishing practices.

3. Ask for an interview and say thank you.

I am excited about the potential to bring my enthusiasm for coastal preservation to a quality team like Atwater Shoreline Services. Thank you for considering me for this position. I am readily available for an interview and look forward to hearing from you soon.

Sincerely,

Your signature is required! Here are 3 ways to add a signature:



- Use a digital device (smartphone, tablet, etc.) to draw your signature.
- Sign a blank paper, scan it with a scanner, then add it to your document as an image.
- Sign a blank paper, take a photo with your phone, add the signature to your document, then adjust the brightness and contrast until the background is white.

Solomon Seahawk

Limit to 1 page. Exception: Grad school personal statements.

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

Margins 0.5" to 1"

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Make links clickable (but NOT blue underlined)

References

Reference's name, current title, organization, and contact info

Black text only (unless you're a designer)

Always ask people before you list them as references!

Ms. Rashed M. Osprey

Conservation Education Specialist
Dovetail Environmental Association
5536 Dovetail Ln
Annapolis, MD 20401
410.555.1234
rashelle.m.osprey@dovetail.org

Include as much contact info as the reference is willing to share

Ms. Osprey was my colleague while I worked as Environmental Restoration Intern for Dovetail Environmental Association May–September 2021.

Include a brief description of your relationship with the reference.

Professor Charles Sparrow

Professor of Biology
St. Mary's College of Maryland
47645 College Drive
St. Mary's City, MD, 20686-3001
240.895.3331
chip.sparrow32@smcm.edu

Professor Sparrow was my instructor for Marine Microbiology and Ichthyology at St. Mary's College of Maryland from 2019 to 2022.

Ms. Robin Swansen

Director, Wellness Center
Northern Maryland College of Art
165 College Drive
Parkville, MD 21234
240.555.0005
robin.swansen27@nmca.edu

Ms. Swansen was my supervisor while I worked as Administrative Assistant for the Wellness Center at St. Mary's College of Maryland from 2019 to 2020.

Handshake Profile



- Jobs
- Events
- Employers
- Inbox
- Career center



Solomon Seahawk

St. Mary's College of Maryland
Bachelors, Biology
Graduated May 2023
Senior

My Journey

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

St. Mary's College of Maryland primary education
Bachelors
Ending May 2023
Major in Biology
Minor in Environmental Studies

Add School

Work & Volunteer Experience

Wellness Center, St. Mary's College of Maryland, St. Mary's City
Administrative Assistant
Sep 2021 - Jan 2022 (5 months)
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.

Add Work Experience

Organizations & Extracurriculars

What is an organization you have been involved with?
Organization name...

Courses

Marine Microbiology
Ichthyology

Add A Course

Projects

St. Mary's Project: Comparative Nutritional Value of Regional Fish Species
Researcher
Jan 2023 - Mar 2023
Studied nutritional benefits of three types of fish typical to the diet of ospreys in the Chesapeake Bay region.

Photo of you dressed professionally (for your industry). Non-distracting background.

Do this first! Upload your resume to auto-fill much of your profile.

Show why recruiters should connect with you. Start with the "Summary" section from your resume, then customize. See what others in your industry have written!

Add key skills. Employers search by keyword, so make it easy for them to find you!



TRIPLE UPDATE:

Update your resume, LinkedIn & Handshake at the same time! Just copy & paste. 😊

Add or delete resumes here.

Your profile is 35% complete

Add Work Experiences

Add Organizations

Add Skills

Add Documents

Your Interests

Only visible to you

JOB HUNT

Are you currently looking for a job?

INDUSTRIES

What industries interest you?

Skills

Add skills you have demonstrated to help employers discover you.

Accounting X

Administrative Operations X

Attention To Detail X

Biology X

Calendar Management X

Communication Skills X

Customer Service X

Environmental Policy X

Environmental Studies X

Fishing X

Marine Biology X

Add skills

Documents

Resume

Solomon Seahawk - Resum e.pdf Dec 13

Manage Documents

Your SMCM degree should load automatically.

Only add schools where you got a degree/certificate.

Do not add high school!

After uploading your resume, you must click the "Add" button on each entry for it to show up on the employer view.

You can add clubs here, or keep them in "Work & Volunteer Experience."

Add key courses. Copy & paste from your resume, then add more here since space is not limited.

Add publications, presentations, pitch decks, websites, etc.

Customize your URL

LinkedIn Profile

← → ↻ [linkedin.com/in/solomonseahawk](https://www.linkedin.com/in/solomonseahawk)



Search



Home



My Network



Jobs



Messaging



Notifications



Me



Photo of you dressed professionally (for your industry). Non-distracting background.



Solomon Seahawk (He/Him) · 1st

Marine Biology Professional

Baltimore, Maryland, United States · [Contact info](#)

196 connections



Brayan Ruiz Lopez, Dereck J. Rovaris, Sr., Ph.D., and 79 other mutual connections

Message

More



TRIPLE UPDATE:

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St. Mary's College of Maryland

Background image related to your industry (get free from LinkedIn or Unsplash)

About

Show why people should connect with you. Start with the "Summary" section from your resume, then customize. See what others in your industry have written!

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.

Experience

Copy & paste your experience, education, etc. from your resume. You can include more bullet points here since space is not limited.



Dovetail Environmental Association

Part-time · 1 yr 5 mos

Environmental Restoration Intern

Feb 2022 - Present · 1 yr 5 mos

Annapolis, Maryland, United States

- Enhanced environmental protection by 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.

Create an impressive portfolio by adding photos, videos, slide decks, etc. related to each entry for experience and education!



+2