

APPLICANT

123 SE Longview Dr.
Portland, OR 97207
(503)-222-2222 Email: doe@aol.com

OBJECTIVE: PROJECT COORDINATOR INTERN – COMMERCIAL RETAIL PROGRAMS

PROFILE

- Strong interest in **sustainability** and **energy efficiency**
- Demonstrated **self-starter** with effective combination of organizational and communication skills.
- Strong academic training in sustainability
- Strong writing and research skills
- Proficient in MS Office (**highly proficient in Excel**) and database management

EDUCATION

B.S. Environmental Studies, Portland State University, Portland, OR degree expected June 200x

RELATED COURSEWORK

- **Environmental Sustainability**
- **Sustainable Development**
- **International Green Building**
- **Sustainable Cities**

RELATED PROJECTS AND RESEARCH PAPERS:

Senior Capstone: Nicaragua Renewable Energy: In a team of 10 students, travelled to Nicaragua to assess sources of renewable energy available to small rural village. Researched literature on renewable energy and methods of energy conservation in developing countries. Assisted in building small solar powered water heater for community center. Prepared research paper and oral presentation to PSU community.

RELATED EXPERIENCE

Renewable Northwest Project (RNP), Portland, OR June 200x-Aug. 200x
Intern

- Gathered green power purchasing data from NW utilities
- Compiled data into **published report**
- Collected information on the economic impacts of the wind and solar energy industries
- Researched information on a number of **renewable energy issues**
- **Created a set of fact sheets** for use in renewable energy advocacy work, including renewable technologies, environmental benefits, economic impacts and consumer education issues

Oregon Museum of Science and Industry (OMSI), Portland, OR June 20xx – present
Student Outreach Educator

- Prepare and present a variety of science education programs in schools to students in grades 3-6
- Coordinate supplies and logistics

ADDITIONAL EXPERIENCE

Starbucks, Portland, OR Sept. 200x-present
Barista

PROFESSIONAL MEMBERSHIPS

PSU Environmental Club, Secretary (2009 - current), Member, 2008 – current
Bike Advocacy Committee, Member (2008 – current)

Your Street Address
City, State Zip Code
Telephone Number
Email Address

Month, Day, Year

Mr./Ms./Dr. First Name Last Name
Title
Name of Organization
Street or P. O. Box Address
City, State Zip Code

Dear Mr./Ms./Dr. Last Name:

Opening paragraph: State why you are writing; how you learned of the organization or position and be sure to note if someone referred you. Communicate your enthusiasm for both the organization and the position. Communicate your passion for sustainability.

2nd/ 3rd paragraphs: **You and the Position:** Tell why you are interested in the position. Describe why your skills, knowledge and experiences are a good fit for the position. Don't restate your resume – think of this paragraph as a spotlight shining on the parts of your background that fit the position. Choose 1 -3 accomplishments that demonstrate you have the skills they are looking for. Don't just tell – show the employer where you gained the skills, knowledge and experience relevant for the position. Mention any personal qualities that are a good fit as well. If you are applying for an internship, state how the position will enable you to achieve your professional goals. Always focus on what you can do for the employer (not what the employer can do for you.)

4th paragraph: **You and the Employer:** Demonstrate what you know about the employer. Mention any new directions, new projects or recognitions the employer has received. Use their website as much as possible (press releases provide a wealth of information.)

Closing: Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about their opportunities or hiring plans. State that you would be glad to provide the employer with any additional information needed. Thank the employer for her/his consideration.

Sincerely,

(Your handwritten signature)

Your name typed

Enclosure(s) (refers to resume, etc.)