

Environmental Science Career Readiness Seminar

Career Portfolio Project

Example 1

Career Identification:

Current job postings that appear the most appealing to you. Write a paragraph or two about why you find these jobs appealing, is there a common theme to their required skills and objectives?

LinkedIn:

Environmental, Health and Safety Coordinator for Starbucks

Full Time, 10,000+ employees, 27 school alumni, Kent WA (On-site)

- Understand and follow established safety guidelines, consistently comply with all safety procedures (e.g. PPE, Lock Out Tag Out).
- Support site Environmental, Health and Safety (EHS) programs and initiatives that establish a positive safety culture.

Environmental Scientist

Full Time, 500-1,000 employees, Tampa FL

- Including water sample collection and operating water quality, level, and flow instrumentation including multiparameter sondes.
- Including electronic entry of paper data records forms, digital data management and reduction using Excel and other software packages, and qualification and validation of water quality.

USAjobs:

Environmental Protection Specialist

Salary: \$94,000-\$140,000, Richland WA, Occasional Travel

- Assess and demonstrate the effectiveness of new approaches and ideas, evaluate trends in environmental management and establish the more promising approaches for achieving highly significant advancements.
- Serve as an expert resource in environmental management/protection/sustainability for the organization, other agencies and private organizations on novel and challenging environmental problems and latest developments.

Federal Risk Manager

\$111,000-\$144,976, Full Time, Richland WA, Occasional Travel

- Initiate and implement quality review processes, ensuring the integrity of the risk and issue management operations
- Collaborate with risk owners in tracking the implementation and revision of risk mitigation and issue corrective action plans.

Summary of Job Listings:

These jobs stick out to me because it combines all things that I am passionate about, environmental issues and making sure people are staying safe in the workplace. My sister has her Occupational Safety and Health degree, therefore I've gotten to help her out on some of her school projects with my environmental knowledge that I have so far. The job at Starbucks requires me to "Understand and follow established safety guidelines, consistently comply with all safety procedures (e.g. PPE, Lock Out Tag Out).", which I already know a lot about as I have taken classes on fall protection, confined spaces, Lock Out Tag Out, and proper PPE. I feel that I know a good amount about safety and with the right training I could do well in this position. This job and the federal risk manager seem to have a lot in common. All of the job positions are located around the United States, not in Iowa. This is great as Iowa is not the place I want to stay for the rest of my life. I've already moved from state to state many times before in my life so I would be comfortable living away from here. All the jobs are a combination of office and field work which I love. My biggest requirement in searching for a job is to make sure my responsibilities require both field and office work. I would hate to sit behind a desk and do paperwork all day long. Overall, these jobs seem like a good start for some job openings that I am interested in and I would consider applying for in the future.

Statement of Purpose

Cover letter that provides a statement of professional objectives and their alignment with a representative job opportunity.

[Environmental Scientist job Listing:](#)

Dear

My name isXXXXX , I am excited to be applying for the position of an Environmental Scientist at the Tampa, Florida location. I just graduated from the University of Northern Iowa with a Bachelors of Arts in Environmental Science. I saw your job listing on LinkedIn.com and I am very interested in this position. After reading the description, I was excited to see how well my experiences align with the company's requirements.

Over the summer I did an internship at Seaboard Triumph Foods. There, I was able to sample water, get involved with various projects around the plant, and learn how to input data into spreadsheets. I bring a set of skills learned through this experience, as well as others, that seem fitting for this position.

I am excited to possibly bring my skills to Tampa, Florida where I can prove said skills to be true. For further information, please read my resume to gain a deeper look into my work history. I look forward to hearing back from you to further discuss my qualifications.

Thank you for your consideration,

Sincerely,
Example

Resume

Example

EDUCATION

University of Northern Iowa, Cedar Falls, IA
Bachelor of Arts in Environmental Science, May 2025

EXPERIENCE

Seaboard Triumph Foods, Sioux, IA

Wastewater Intern

June 2021-January 2022

- Sampled and tested wastewater
- Aided in routine maintenance
- Data entry into spreadsheets
- Organized important documents into folders
- Took inventory of chemicals in warehouse
- Helped clean up chemical spill with proper spill kit

Shalom Wildlife Sanctuary, WestWI

Front End Employee

April 2021-June 2021

- Cashier in the gift shop and the ticket booth
 - Managed and designated school groups
 - Managed golf carts and taught customers how to use them
 - Cleaned and stocked shelves (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)
-

LEADERSHIP and INVOLVEMENT

Slinger Parks and Recreation, Slinger WI

Coach

January 2018-March 2021

- Coached 4th through 6th grade boys and girls basketball
- Planned offensive and defensive strategies
- Focused on teaching the basic fundamentals of basketball

Puppyland Humane Society, West WI

Volunteer

February 2018-March 2018

- Groomed, fed, and walked dogs
 - Cleaned and wiped down all cat and dog kennels
 - Washed and burned blankets
-

Intersection of Humanity and the Environment statement

How will your professional choices affect others in the local, social, and global communities?

My professional choices in the future, wherever I end up, will hopefully have a positive impact on the environment and the people around me. After searching for possible jobs on my own, I found the Environmental Scientist position and the Environmental and Safety coordinator position which have me very interested. By pursuing these specific jobs, I know I would be able to help improve the environment by regulating and sampling water. With the Environmental and Safety coordinator I would be able to help the environment and help people stay safe within the workplace. After listening to some of our guest speakers, I really enjoyed learning about all the different ways people help the environment through their jobs. Another example of helping the environment and the people around it was Tim Skrotzki, who works for Elevate Energy at East Atlantic University. He is able to save people money on their utility bills and other things through energy assessments. What he does is also good for the environment and economy. By pursuing any of these occupations in the future, I will hopefully be able to do these things myself.

My professional choices could also affect companies by helping save them money making sure they are following policies and regulations. When I worked in the wastewater department at Seaboard Triumph Foods over the summer, the company was always working to come up with better ways to save money on fines from the city. The more we were able to clean the water the less the fines would be. I was able to help on certain projects like fixing the locs system that would lessen the H₂S in the water, which is also something the company would get fined on when they send water to the city to be treated.

Developing Career Content

- **Field skills:** During my internship over the winter I got to help defrost some of the water lines. In this instance we couldn't get the pump to prime because of the frozen water within the lines. The lagoon tarps would get tons of water build up that shouldn't be there so we would have to pump the water off of them. I also got to help out on projects like fixing the locs system that took the H₂S out of the water. This system was important because the company would get fined on H₂S levels. Another one of our projects was building a new holding tank so I was able to discuss plans.
- **Laboratory skills:** I've been able to sample wastewater from the lagoons at the plant and use this data to insert into spreadsheets to send to the city. It was very important that these numbers were right so I would also check to see if they made sense before entering them into the system. If they didn't, we would have to go back and figure out how something went wrong.
- **Data science:** I don't have a ton of data science skills yet, but I hope to eventually grow this skill in the future. I did, however, get to insert the data we found from sampling water and put it into spreadsheets online, checking everything over, and sending them to my supervisor.
- **Communications:** Within the LAC courses I have already taken or have yet to take, they have given me lots of opportunities to practice my communication skills. In high school, I took Public Speaking which was able to be transferred over to fulfill the Integrated Communications course. I also took Intro to American Politics which helped prepare me for my adult life. Overall, the LAC courses have influenced my writing and my speaking abilities significantly.
- **Courses, their objectives and skill development:** In the future I will need to take Modern Climate Change, Natural Resource Civilizations, Air Quality, Environmental

Geology, Environmental Hydrology, and Environmental and Occupational Health Regulations. There's also my environmental electives that I'm excited to take, like Earth History and Sustainability. These courses should develop my understanding of the topic and aid me with common duties in my future career.

- **Other:** By the time I graduate college, I want to do at least two or three more internships. Depending on where my parents are over the summer is probably where I would do it unless I end up moving here. I mostly want to focus on wastewater or waste management. During the school year I might do one too but I like to do them in the summer because it's more convenient for me. There's some internship opportunities that have closed for this year but might be available in coming years on the [class website](#). I have been to a couple SNS meetings already and it seems to be fun so far. Eventually, I would like to get into SGE but I know there's a couple requirements for that club that I have not fulfilled yet. I am also considering getting the sustainability certificate. I think it might be beneficial for me in a future career.

Deliverables

A well completed example of your work. Course assignment, project, undergraduate research thesis. Showcase work that you are proud of and ideally aligns well with your desired career plan.

So far I haven't really taken many environmental classes and I'm not completely sure what my desired career path is yet, but I did take Intro to Geology and I got a 100% on my rocks and minerals lab exam which I was proud of. I also did my internship at Seaboard Triumph Foods and went back again over winter break. Most of the time I was helping out on projects or getting papers in order/entering them into spreadsheets. I also got hands-on experience with cleaning up a chemical spill, sampling water, and sampling the gas from the lagoons to send to the city.

In the Intro to Sustainability class I'm hoping to take in the Spring semester of 2023, I will do a project on how to be more sustainable. I think I'm going to do my project on using more sustainable products like a wooden toothbrush or a reusable water bottle. I already try to use things like this but there's definitely more I can work on. I even watched a video on a girl that makes sustainable clothing by using clothes that have holes or tears and transforms them into something brand new which I thought was super cool. I follow 4Ocean on social media and they are always posting about how styrofoam is very bad for the environment as it is not biodegradable, so from then on I stopped using it as much as possible. The same goes for straws, which got a lot more attention, so I try not to use plastic straws any more either. Being more sustainable is important to me because every person can make a difference, even if it's something small. This type of stuff just interests me so much and I love learning about new sustainable products that I can use to replace unsustainable ones.

Preferred References

Name, contact information and brief details of shared working knowledge (i.e. work completed together, skills practiced, etc.)

- **Contact info Removed** from Seaboard Triumph Food, XXX was my supervisor at STF. He got to show me around the plant and gave me hands-on experience with sampling water plus much m
- **Contact info Removed** from Shalom Wildlife Sanctuary. With XXX we often worked together outside renting out golf carts to people or working in the gift shop at the register/ticket booth selling animal feed. We also got to train people together when it was their first days on the job.
- **Contact info Removed** Triumph Foods (couldn't find his phone number) XXX was the other Wastewater supervisor. I was with him for the last part of my shift. He also showed me around and gave me insight on different parts of the plant.

Reflection, Synthesis, Timeline:

You will complete a reflection of your portfolio. The reflection will identify which skills and competencies are exhibited in the portfolio and how these align to relevant career opportunities in environmental science. Include a rationale for how you will maintain your portfolio throughout your career, including criteria for maintenance and component inclusion.

This class has taught me some more career options than what I originally had known and has made me feel more comfortable about my future. It has really shown me what I like and what I don't. To think I would be interested in working for the DNR would have never crossed my mind. It has reinforced my preexisting thoughts on what I want to do but has also changed them as well. I knew I wanted to work with the environment and water but not really sure about what specifically I wanted to do with that. This class has given me the opportunity to learn more about the things I am really interested in and I hope it continues to be offered to more students in the future.

The two guest speakers that really stuck out to me were Gordon Krueger, the Environmental Safety Coordinator & Radiation Safety Officer And Jessica Ragsdale, the IDNR Environmental Services Division. I really enjoyed listening to Gordon and what he has to say about his career. Although, it was hard to fully understand what he was talking about because he was saying things like he thought we already knew what they were, but in reality I had no idea. This is a job that I would be super interested in. It does seem like he has to do a lot, dealing with environmental and safety but those are two things I really like. Overall, this position is something I am very interested in learning more about.

I also enjoyed being able to listen to Jessica's presentation. Her pictures and the stories that went along with them were so interesting and definitely something I would want to work with. The maggots, people not knowing how to sample water, dead fish everywhere. Sounds like a dream job. It was interesting to hear how she was able to deal with all of these different situations. I would like to work around water when I'm older and it seems like she definitely gets

to do that. I think it's cool that she really had no drive when she was in high school and ended up working for the DNR in a job she seems to really like. I also liked that they have flexible hours, four tens or working from 7 to 3 is what I would like to do. This job seems like it's one that you aren't doing the same thing everyday which is why I think I would also really like it.

To get prepared for these jobs I have taken Elements of Weather and Intro to Geology for my environmental classes. Both of these were very interesting and I see things everyday that relate back to them. For example, the types of clouds in the sky or the limestone rock we pass by on the way to Wisconsin. Next semester, I will be taking Modern Climate Change and Natural Resource Civilizations. In the future I will need Air Quality, Environmental Geology, Environmental Hydrology (which I am very excited for), and Environmental and Occupational Health Regulations. There's also my environmental electives that I'm excited to take, like Earth History and Sustainability. All of these classes will guide me in the future.

To make sure I maintain my portfolio throughout my academic career, I will update the document when I feel is necessary. For example, once I complete my project for Intro to Sustainability, I would need to update the "Deliverable" section. I also want to put important information or quotes on this document in the future, like this quote from some guy on Youtube. His name is Jordan Peterson and he talks about life advice that could change your future. He said, "we meet over 1,000 people in our lifetimes and those people will meet 1,000 which puts us only one person away from a million and 2 people away from a billion.". This shows us that we are connected to a lot of different people and just because we are only one out of 7 billion people in the world, doesn't mean we can't get connected with tons of other people and make a difference. This also shows how important networking is. Knowing people who know people is very important in the workforce these days.

Environmental Science B.A Plan of Study

Environmental Science, B.A.

Environmental Science, B.A.

This is a sample plan of study with a suggested sequencing of classes for the major. University electives may be applied to earn additional academic majors, minors, or certificates. Students should regularly meet with their academic advisor to plan their specific semester schedule to include UNIFI/General Education program and/or university elective hours required.

Freshman

FALL		HOURLY
CHEM 1110	General Chemistry I	4
UNIV 1000	First-Year Cornerstone: Integrated Communication I	3
EARTHSCI 1300	Introduction to Geology	4
UNIFI/General Education or University Electives		3
Hours		14
SPRING		
UNIV 1010	First-Year Cornerstone: Integrated Communication II	3
EARTHSCI 1200	Elements of Weather	3
MATH 1140 Precalculus (or MATH 1420)		4
UNIFI/General Education or University Electives		6
Hours		16
Sophomore		
FALL		
GEOG 2410	Geographic Information Systems I	3
STAT 1772	Introduction to Statistical Methods	3
Environmental Science Electives		3
UNIFI/General Education or University Electives		6
Hours		15
SPRING		
BIOL 2051	General Biology: Organismal Diversity	4
Environmental Science Electives		5
UNIFI/General Education or University Electives		6

Environmental Science Electives	5	
UNIFI/General Education or University Electives	6	
Hours		15
Junior		
FALL		
EARTHSCI 3230/5230	Air Quality	4
EARTHSCI 3345/5345	Environmental Geology	3
Environmental Science Electives		5
UNIFI/General Education or University Electives		3
Hours		15
SPRING		
EARTHSCI 3350/5350	Environmental Hydrology	3
Environmental Science Electives		3
UNIFI/General Education or University Electives		9
Hours		15
Senior		
FALL		
EARTHSCI 3430 or EARTHSCI 4400		2
Environmental Science Electives		6
UNIFI/General Education or University Electives		7
Hours		15
SPRING		
PH 3710/5710	Environmental Health Science (or PH 3720 Environmental and Occupational Health Regulations)	3
UNIFI/General Education or University Electives		12
Hours		15
Total Hours		120