

Jane Doe

123 Racer Road | Murray, KY 42071 | 270.123.1234 | safety@murraystate.edu

EDUCATION

Murray State University; Murray, KY | *MS, Occupational Safety & Health*; May 20XX

- Environmental Option
- GPA: 3.7/4.0

Bachelor of Science, Biology; Dec 20XX

ADDITIONAL TRAINING / CERTIFICATIONS

24 HR Hazardous Material Tech Training OSHA 30 HR Gen Industry Safety & Health Card
16 HR Incident Commander Training OSHA 30 HR Construction Safety & Health Card
8 HR Confined Space Entry Training

RELATED EXPERIENCE

Ford Motor Company; Dearborn, MI | *Occupational Safety Intern*; May – Aug 20XX

- Created Driving Safety Letter for global distribution
- Participated in multiple phases of the Ford new equipment buy off process
- Analyzed epidemiological data for assembly plant and implemented corrective actions for at risk jobs
- Reviewed serious injuries and illnesses (SII) with corporate team
- Worked in all automotive processes i.e. stamping, power train and final assembly

Cargill Corn Milling; Memphis, TN | *Environmental Safety Co-op*; Jan 20XX – Aug 20XX

- Updated existing lockout/tagout procedures
- Reviewed and updated plants Critical Task Inventory
- Worked extensively with Behavior Based Safety process
- Collaborated with Industrial Hygienist and performed noise/air assessments
- Assisted with various weekly environmental responsibilities

Watkins Management Group; Henderson, KY | *Safety Intern*; May – Aug 20XX

- Completed job-site hazard analysis of the new equipment yard
- Wrote safety training presentations for Dana Corporation
- Completed inventory spreadsheets for new materials needed
- Set up temporary traffic control zones for an environmental incident

OTHER EXPERIENCE

Kroger; Murray, KY | *Cashier*; Aug 20XX – Present

Hometown Furniture Co.; Murray, KY | *Admin Assistant*; May 20XX – June 20XX

Upward Bound; Murray, KY | *Class Instructor*; Sept 20XX – May 20XX

ACTIVITIES

American Society of Safety Engineers (ASSE): *Student/National Member*, Sept 20XX – present

American Industrial Hygiene Association (AIHA), *Student Member*, Sept 20XX – present

Student Support Services: *Student Chair, Search Committee for SSS*, Sept 20XX – present

KEY SKILLS

Computer: Proficient in Microsoft Office (Word, PowerPoint, Excel and Access)

Foreign Language: *Spanish*, conversational

Personal: Team-oriented leader with strong interpersonal, problem solving and time management skills

List degrees present to past. If degrees were obtained from the same institution, don't list it twice.

List GPA if 3.0 and above.

If Certifications are important for your field, make sure they are not buried at the bottom.

List Related Experience as a separate section to keep related content together and closer to the top of the page.

This is helpful when unrelated experience would otherwise push the most related information to the bottom of the page because it happened during or before related experience.

Include memberships and leadership positions from activities related to your field or position of interest.

Include related Key Skills. Be honest, not stretching the truth.