



**Academy of Board Certified Environmental Professionals, Inc.
Environmental Professionals, Inc.**

**Certifying the Environmental
Professional since 1979**

Certified Environmental Professional by Eminence Resume Format

Please prepare resume along the following lines and in the sequence shown below:

1. Full name
2. Complete work contact information, including address, phone, fax, e-mail
3. College degree(s) relevant to environmental professional practice
 - a. Field(s) of study; and
 - b. Year(s) of graduation
4. Current Employment – Position/Title, Date (years only), etc.
5. Summary of work history, including Current Position which shows job titles and dates
 - a. First job to present;
 - b. Positions held;
 - c. Promotional track – date (year) of each promotion; and
 - d. Minimum 20 years relevant work experience, 15 of which must be in senior management, teaching research, consulting, industry, executive government position(s) or the military
6. Awards received and/or professional recognition, with dates (year only)
 - a. Association bestowing award;
 - b. Federal, State or local government; and
 - c. State Associations, NGOs, others.
7. Association positions/offices held with dates (year only);
 - a. Board Memberships;
 - b. Service on Committees; and
 - c. Committee Chairmanships, etc. for the professional organizations.
8. Publications Summary:
 - a. Books;
 - b. Technical papers; and
 - c. Technical/engineering reports
9. Summary of presentations – individual or joint
 - a. Papers;
 - b. Workshops; and
 - c. Seminars.



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10. Mentoring of students or other professionals