

Writing Strong Resume Bullet Points: Environmental Industry

Turn experiences into impact using the SAR method

What do employers look for in this industry?

Effective resumes in this industry highlight measurable results such as improved ecosystem health, enhanced regulatory compliance, informed decision-making, or positive community outcomes. Overall, this handout will help you write strong accomplishment statements for environmental roles.

Tip: Remember to [customize your resume](#) by incorporating keywords from the job description. For additional guidance on formatting and structure, review our [Resume/CV templates](#).

SAR Method: Core Framework

- ✓ Your resume must contain concise bullet points to describe your experiences
- ✓ SAR statements effectively outline your accomplishments in a simple, informative way

What is SAR?

S = Situation: What was the context? (e.g., problems you encountered or tasks you took on)

A = Action: What did you specifically do? (e.g., use a strong past-tense [action verb](#))

R = Result: What changed because of your actions? (e.g., improvements or outcomes)

Note: When formatting a resume bullet point, the sequence should be Action + Situation + Result. Also, try to incorporate numbers, percentages, or dollar amounts to further demonstrate your impact.

A weak example for a summer internship could be:

- Prepared a disaster mitigation report

A strong example for a summer internship using the SAR method could be:

- Prepared a 25-page disaster mitigation report assessing flood and wildfire threats across 3 rural communities, resulting in 10 recommendations to strengthen risk reduction

How the SAR Method was implemented:

ACTION: Prepared

SITUATION: a 25-page disaster mitigation report assessing flood and wildfire threats across 3 rural communities,

RESULT: resulting in 10 recommendations to strengthen risk reduction

Note: This statement includes industry-specific context and skills, clearly communicates the result or intent of the action, and incorporates numbers to strengthen its impact.

Tip: For current students, review the [Carleton Career Competencies](#) to identify the knowledge, skills, and attributes developed through your academic journey. These reflections can help articulate your employability and write stronger SAR statements.



Impact Levels: Early Experience vs Advanced Experience

This section will help you brainstorm the context of your work (Situation) and the impact of your contributions (Result), with sample examples tailored to your level of experience.

Early Experience (e.g., co-ops, placements, internships, projects, clubs, and entry-level roles)

Considerations for the Situation	Questions to Help Frame the Result
• Carleton Career Competencies (e.g., Discipline-Specific Knowledge, Research and Analysis, or Community Engagement) • Projects (e.g., awareness campaigns, habitat monitoring, climate change research) • Tools used or legislation examined (e.g., ArcGIS, Fisheries Act, SARA, CEPA)	• What outputs resulted from your work? (e.g., # of reports, datasets, maps, policy briefs, recommendations for management) • What did your work help support? (e.g., conservation plans, environmental education) • What skills did you strengthen? (e.g., teamwork, fieldwork, scientific writing)

Ecology Course Assignment: Conducted wildlife transect surveys across 8 habitat zones, mapping 25 field observations in ArcGIS to assess species abundance and distribution

Campus Eco Club: Developed content for 5 sustainability campaigns through Instagram Reels, which helped increase residence participation in waste reduction initiatives by 30%

Advanced Experience (e.g., professional experience and leadership roles)

Considerations for the Situation	Questions to Help Frame the Result
• Environmental initiatives led (e.g., impact assessments, restoration projects, resource management, large-scale public programs) • Evidence or policy informing decisions (e.g., climate models, Indigenous Knowledge, ESG reporting, natural disaster protocols) • Stakeholders or resources coordinated (e.g., IAAC, regulators, funders, grants)	• What outcomes resulted? (e.g., % of emission reductions, water quality improvements, new program registrants) • What plans did your work help shape? (e.g., sustainability proposals, regulatory submissions, mitigation strategies) • What organizational value emerged? (e.g., improved compliance, secured funding)

Program Coordinator of an NGO: Secured \$70,000 through grant proposals for food waste reduction initiatives, helping divert 20,000 pounds of edible food from landfills to local partners

Manager of a Consulting Firm: Coordinated mitigation planning and regulatory submissions across 20 IAAC projects, streamlining workflows and reducing GHG emissions intensity by 25%

Other ways to show impact if you do not know exact numbers

- **Scope** (e.g., approximate # of people engaged, samples analyzed): Orchestrated community-conservation activities for 50-75 volunteers to bolster environmental literacy
- **Scale** (e.g., geographical jurisdiction): Coordinated weekly environmental monitoring throughout the Ottawa River watershed, informing local land use planning and policies
- **Quality Improvements** (e.g., more inclusive consultations): Facilitated safe drinking water consultations with Indigenous communities, integrating cultural input into planning

Tip: Begin [tracking data](#) to incorporate stronger metrics into future SAR statements.

