



# HOW TO WRITE A CV

FOR ECOLOGY & ENVIRONMENTAL ROLES

## CONTACT

Include your name, phone number, email, and LinkedIn profile.

“A professional sounding email address may be more appropriate to use when applying for jobs to set a good first impression. Debbie Gavin, HR & Training Manager at Heart of England Forest.”

Avoid including personal details like your photo, date of birth, or home address.

“Including a QR code that links to your LinkedIn account is a smart way to add extra info without using too much space. Kelly Hunt, Wilder Landscapes Officer at Dorset Wildlife Trust”

## SKILLS

List any specific skills like GIS, species identification, data analysis, or survey techniques. Mention any certifications or licenses, even if you're still working towards them (e.g., bat handling license).

## PROFILE

Within this section, include a short, engaging summary of your key skills, academic background, and passion for ecology. Keep it focused on what makes you an ideal candidate for the role. This should be no more than 3 to 4 lines.

## EDUCATION

When you're starting out in environmental management or ecology, lead with your education on your CV. Your degree and qualifications show employers you have the right knowledge, especially if you have limited work experience.

As you gain more experience, shift the focus to your work history. Employers in the field will want to see the practical skills you've developed and your ability to apply your knowledge in real-world situations. Adjust your CV to reflect your growing expertise.

Think of it as evolving your CV as your career grows

- Start with your most recent qualification, such as your degree or diploma in ecology, conservation, or related fields.
- Highlight relevant coursework, projects, or dissertations, particularly those with practical fieldwork components.



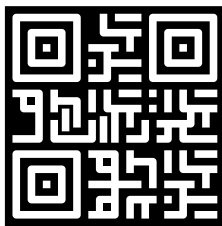
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## ADDITIONAL INFORMATION

Showcase involvement in ecology-related activities. Include any memberships in professional bodies (e.g., CIEEM or British Ecological Society) which can help boost your credibility and employability, or volunteer work for conservation organisations. Demonstrating active participation in the field outside of formal employment shows commitment.

## LINKEDIN



If you wanted to include your LinkedIn account as a QR code then you could include this here

## REFERENCES

You can add references here or just add:  
"References available on request"

## WORK EXPERIENCE

- Tailor your experience section to showcase fieldwork, research, internships, or volunteer positions directly related to ecology and environmental management.
- The list needs to be relevant to the role that you are applying for, and this can include evidencing transferable skills from other roles, for example interpersonal skills gained from customer facing roles are valued within the ecology and environmental sector.

"I would tailor my CV for each position to ensure that relevant skills/experiences are highlighted  
Pete Etheridge, Owner of Greenwood Ecology & Countryside Management"

"Consider the most relevant parts of the roles and experience you have for the role that you are applying for and highlight them  
Ian Nicholls, Director of Corporate Services, North York Moors National Park Authority"

## GENERAL TIPS FOR WRITING A CV

- Tailoring your content: Customise your CV for every job you apply for. Emphasise skills and experiences that directly relate to the role, such as specific survey techniques or species knowledge.
- Length: Your CV should be no more than 2 pages. Keep the information relevant, and avoid long paragraphs; use bullet points for clarity.
- Clarity and Readability: Use a simple font and clear headings.
- Proofreading: Ensure there are no spelling or grammar mistakes. Have a friend, mentor, or professional contact review your CV before submitting it.
- Templates: Use clean, professional templates that organise information well. There are templates on Canva that can be used for free (such as the one used for this document - see the example below)
- Hobbies: As a recent graduate, you could add a section on Interests and Hobbies if it helps to provide relevant content, you could briefly include interests that demonstrate your commitment to ecology, such as birdwatching, hiking, or participation in local conservation groups.

For more advice on writing CVs, please check out the the National Career Service website.

# ISABEL GREENFIELD

ECOLOGIST/RECENT GRADUATE

## CONTACT

- ☎ 555-123-4567
- ✉ isabel.greenfield@greenfield.com

## SKILLS

- **Field Research & Data Collection:** Skilled in conducting surveys, collecting samples, and using GPS tools for habitat assessment.
- **Biodiversity Monitoring:** Experience in monitoring species populations and analysing trends using data management software.
- **Environmental Impact Assessment:** Knowledge of assessing potential impacts of developments on ecosystems.
- **GIS & Remote Sensing:** Proficient in GIS software for spatial analysis and mapping ecological data.
- **Data Analysis:** Comfortable working with statistical tools such as R and Excel for analysing ecological datasets.
- **Report Writing & Communication:** Strong ability to produce scientific reports, articles, and communicate findings to diverse audiences.

## PROFILE

Recent Ecology graduate with a passion for environmental conservation, habitat restoration, and field research. Equipped with hands-on experience through internships, volunteer work, and academic projects focusing on biodiversity, species monitoring, and data analysis. Seeking to contribute to sustainability initiatives and conservation efforts in an entry-level ecologist role.

## EDUCATION

BSc (Hons) Ecology and Environmental Science

Greenfield University | 2020-2023

Key Modules: Biodiversity Conservation, Environmental Impact Assessments, Ecology Field Techniques, Climate Change  
Dissertation: "Assessing the Impact of Urbanisation on Local Bird Populations"

Achievements: Graduated with a First Class Honours degree; active member of the University Conservation Society; volunteered with local nature reserves.

Level 3 Diploma in Countryside Management

Greenfield College | 2018-2020

Key Modules: Habitat Management, Conservation and Wildlife, Ecological Principles, Practical Land Management

Achievements: Received a Distinction; led a team project on woodland habitat restoration, working alongside local conservation organisations.

GCSEs

Greenfield High School | 2013-2018

Grades:  
Biology: 8  
Geography: 8  
English: 8  
Mathematics: 7  
Chemistry: 7  
History: 7

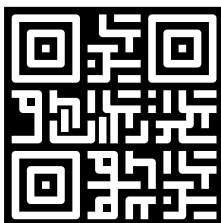
# ISABEL GREENFIELD

ECOLOGIST/RECENT GRADUATE

## HOBBIES & INTERESTS

- **Birdwatching:** Passionate about observing local bird species, contributing regularly to citizen science platforms like eBird
- **Hiking & Nature Walks:** Enjoy exploring natural landscapes and understanding local ecosystems, often volunteering for community conservation projects during outdoor adventures.
- **Photography:** Specialises in nature and wildlife photography, using this skill to document biodiversity during fieldwork and personal travels.
- **Sustainability & Eco-Living:** Actively engages in sustainable living practices such as zero-waste lifestyle, upcycling, and organic gardening.
- **Environmental Reading:** Avid reader of environmental literature, with a focus on climate change, biodiversity conservation, and ecological restoration.

## LINKEDIN



## REFERENCES

References available on request

## WORK EXPERIENCE

Ecology Intern

Wildlife Trust, Greenfield | July to August 2022

Supported habitat restoration projects by planting native species and managing invasive plant removal.  
Conducted wildlife surveys (bird, insect, and amphibian monitoring) and documented species richness across sites.  
Used GIS tools to create spatial maps for conservation projects and analyse land-use changes impacting ecosystems.  
Collaborated with senior ecologists to present findings to local councils and conservation groups.

Sales Associate

Greenfield Outdoor Gear | 2021-2023

Delivered outstanding customer service by advising customers on eco-friendly outdoor products.  
Assisted customers in understanding the environmental benefits of sustainable gear and apparel.  
Managed stock levels and organised promotional displays, contributing to a 15% sales increase in the eco-product range.  
Trained new staff on product knowledge and store procedures, enhancing the customer experience.

Research Assistant (Volunteer)

Greenfield University | 2021-2022

Conducted soil and plant sample collection for a project assessing the impact of agricultural practices on biodiversity.  
Assisted in analysing data on plant diversity and soil health, contributing to academic publications.  
Presented research findings at the annual Greenfield University Environmental Science Symposium.

## CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Introduction to GIS for Ecologists  
Chartered Institute of Ecology and Environmental Management (CIEEM) | Completed 2022

Learned the basics of Geographic Information Systems (GIS) for ecological research, including mapping habitats and analysing spatial data.

Wildlife Tracking and Monitoring Techniques  
The Conservation Volunteers (TCV) | Completed 2021  
Developed skills in tracking wildlife using camera traps, footprint identification, and GPS tools for monitoring animal movements.

First Aid for Outdoor Work  
British Red Cross | Completed 2020  
Certified in providing first aid in remote outdoor environments, essential for fieldwork and ecological surveys.