

Sample Job Description

**Posted Date:** 2/23/2011  
**Job Category:** GIS/Mapping  
**Position Title:** Environmental Scientist - Entry to Mid Level  
**Salary Range:**  
**Location:** Baltimore-Towson, Maryland, USA  
**Desired Skills:**

**Description:**  
 Environmental Scientist - Entry to Mid Level  
 Would you like to work with a premier environmental services organization? Do you have a strong work ethic combined with personal integrity? Do you have GIS experience?

Our client specializes in environmental, applied engineering, industrial hygiene and information technology services. Their strengths include remediation, compliance and pollution prevention. They have a friendly and teamfocused corporate culture. Grow your career with the best and brightest in the field!

We have an exciting opportunity for an Environmental Scientist in southern Maryland. The successful candidate will gain a breadth of experience and perform and support environmental compliance, planning, and remediation work for public agencies. Projects include preparing/reviewing NEPA Phase I and II ESA's; conducting field investigations to characterize soils, groundwater, and other environmental media; using GIS to prepare various graphical and data products; conducting planning studies and assisting with business proposal development projects.

If you have 1-7 years of experience, and academic, internship, or work experience in one of more of the following, this may be the position for you.

- Knowledge of environmental science and policy
- Knowledge of principles and practice of environmental engineering and analysis and ability to apply it to federal, state, and other public programs and activities
- Ability to use GIS to support environmental analysis and generate publication-quality maps and work products
- Knowledge of federal and state environmental laws and regulations and skill in applying this knowledge to guide projects
- Excellent written and verbal communication skills are required

To apply, simply select Apply to job or you can email your resume to [eticareer@careers.com](mailto:eticareer@careers.com).

ETI Professionals provides technical support services and project support personnel to our government and industry partners. Our highly skilled experts support and supplement the mission, expertise, and skill sets of our clients. Utilizing our customer-intimate approach, we partner with our clients to provide strategic solutions that maximize the use of human and financial resources to ensure that mission-critical projects are completed on time and within budget.

Our website can be found at ETI PROS, where you will learn more about our company as well as an updated list of positions available nationwide.

ETI is proud to be an Equal Opportunity and Affirmative Action employer.

Write about what skills you can bring to the company, not what the organization can do for you.

Match your cover letter to the job description. Avoid using a generic, "one size fits all" cover letter.

Sample Matching Cover Letter

1122 Aggie Avenue, Apt. #33  
 Davis, CA 95616  
 (530) 757-XXXX  
[akim@ucdavis.edu](mailto:akim@ucdavis.edu)

March 21, 20XX

Ms. Sally Black  
 ABC Company  
 456 Main Street  
 Anytown, CA 95XXX

Dear Ms. Black:

I am applying for the Environmental Scientist position you have listed in the Aggie Job Link database. I believe I am a strong candidate for this position as I have the qualifications and experience you are seeking.

I am a recent graduate from the University of California, Davis with a Bachelor of Science in Environmental Policy Analysis and Planning and a Bachelor of Arts in Communication. These degrees have prepared me well by developing my working knowledge of environmental impact assessments, CEQA, NEPA and other environmental regulations as well as honed my report writing and verbal communication skills. In addition to my coursework, I have experience in the field. As a fellow with the US EPA in Philadelphia, I reviewed and provided comments on Environmental Impact statements, used GIS to update publication quality maps, and interfaced with numerous federal and private agencies. As a planning intern with Sacramento County, I conducted a jobs/housing balance study where I incorporated input from the public with County needs. At the Student Landowner Education and Watershed Stewardship Program (SLEWSS), I honed my communication and organizational skills through weekly presentations about native species, ecosystems and soil characterization.

I feel I would make an excellent Environmental Scientist with ABC Company. I have a strong work ethic, I work well with teams, and I want to be part of a company that develops strategic solutions to make the world a better place. I look forward to an interview with you to further discuss my qualifications.

Sincerely,

*Audrey Kim*  
 Audrey Kim

It is often not possible to identify a specific person to address the letter to especially when submitting your cover letter to a website. Choose your formal greeting from the box below.

Select the most personal greeting possible. Some ideas: Dear Ms. Lastname, or Dear Mr. Lastname, or Dear Selection Committee, or Dear Hiring Manager. Use "To Whom It May Concern:" as a last resort with a colon, not a comma, at the right.

Show your enthusiasm for the job or the organization in your cover letter. State why you are interested in this job or this organization. Be specific. Refer to something you learned from the company website or other research.