

Instructions and Examples for *Record of Work Experience*

Provide details and **specify responsibilities** of all work, highlighting **environmental-related** work (environmental-protection related work, defined as paid employment that uses skills learned in an applicant's formal college education to investigate the air, water, surface, and sub-surface), particularly in the areas of the applicant's professional technical capabilities. Include, where applicable, a description of the extent of your involvement in, or understanding and awareness of, multi-media issues as they pertained to each position. *Use as many sheets as necessary.* You may attach an annotated resume in addition to the *Record of Work Experience*.

Name Joe Smith

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Summary of Work:	Environmental-related work	Related work while earning a Doctoral/Master's degree	Related military experience	Highlighting multi-media experience
DATE: From - To	1970 - 1974	1970 - 1972	1970 - 1974	1995- Current
TITLE OF POSITION, NAME OF EMPLOYER, DUTIES, DEGREE OF RESPONSIBILITY, AND OTHER RELEVANT INFORMATION FOR EACH SIGNIFICANT ASSIGNMENT Make statements clear and concise, but be specific.	<p>Program Manager, Socio-Economic Corporation Responsible charge for environmental impact reports for:</p> <ul style="list-style-type: none"> • Port of Middletown--Master Plan. • Alaskan crude oil transportation project. 	<p>Doctorate Program, Environmental Science, Teaching Fellowship--half time Teaching Position: Taught "Introduction to Environmental Audits" for two years.</p>	<p>United States Air Force Contracts Director for Environmental Remediation Specific responsibilities included technical oversight of contract performances for super fund activities.</p>	<p>Project Manager, Department of Energy Waste Isolation Plant (WIP) My position dictates that I must be cognizant of and sensitive to such multi-media issues as groundwater contamination by low-level radioactive waste and the accidental release of airborne radioactive contaminants.</p> <p style="text-align: center;">or</p> <p>Project Manager, Air Pollution Studies As a specialist in air pollution studies, the need to address multi-media issues is increasingly evident in many of our current projects. Plant effluent inventories, for example, are now across all media in contrast to the earlier focus on a single medium. Likewise, air-modeling projects tend to have greater multi-media components (soil-air and air-water interface, for example) compared with the earlier focus on physical and chemical processes in the atmosphere alone.</p>
Total Professional Environmental Time (Years)	4	1 (full-time equivalent)	4	3
NAME(S), TITLE(S), and ADDRESS(ES) of person(s) familiar with your work (if available)	<p>Ms. Jane Doe Vice President Socio-Economic Corporation P.O. Box 001 Middletown, MM 00001</p>	<p>Prof. John Brown Head of Environmental Studies University of Middletown Middletown, MM 00001</p>	<p>General Linda Smith Middletown Air Force Base Middletown, MM 00001</p>	<p>Dr. James Green President WIP P.O. Box 001 Middletown, MM 00001</p> <p style="text-align: center;">or</p> <p>Mr. James Green President Air Pollution Control, Inc. P.O. Box 001 Middletown, MM 00001</p>