Willow Watts

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**Career Profile**

Detail-oriented Environmental Science student at the University of North Texas with hands-on experience in habitat restoration, native plant propagation, and compliance support. Demonstrated ability to coordinate conservation projects and update technical documentation. Seeking to leverage skills and knowledge to contribute to a team that strives to protect natural resources state-wide.

**Education**

University of North Texas (UNT), Denton, TX Expected Graduation Date: December 2025

Bachelor of Science | Ecology for Environmental Science

**Certifications**

Geographic Information Systems Certificate, UNT December 2025

**Skills**

Digital Literacy | Microsoft Oﬃce Suite | GIS/GPS | Adobe Photoshop | ArcGIS | Environmental Policy

**Internship Experience**

*Intern, Native Plant Restoration Intern*  September 2025-December 2025

Careers in Conservation Internship Program, Texas Conservation Alliance

* Collaborated with horticulture and conservation staff to support plants production goals
* Developed and promoted wildlife conservation events to engage the public in conservation topics
* Assisted in updating internal documentation, improving resource organization and program efficiency

**Volunteer Experience**

*Volunteer*

Heard Natural Science Museum & Wildlife Sanctuary, McKinney, TX May 2023-August 2023

* Participated in seasonal land stewardship projects, including invasive species removal and habitat cleanup
* Led guided nature walks, educating visitors on local ecology, wildlife, and conservation practices
* Supported with setup, activity facilitation, and group supervision during school and community events

**Work Experience**

*Peer Mentor*  August 2023-Present

UNT High School Career Connect, Denton, TX

* Mentor middle and high schools at partnered schools, in-person and virtually, regarding career exploration and goal-setting.
* Deliver career-related presentations and represented the UNT Career Center at school-hosted career events
* Reviewed and provided feedback on resumes and other professional materials during Career Readiness drop-in sessions

**On-Campus Engagement**

*Member*, UNT Society for Ecological Restoration August 2023-Present

*Member,* UNT Bee Campus January 2022-May 2023

**Top 7 Resume tips**

1. **Large companies utilize Applicant Tracking System (ATS) software to save time/money .** If applying for jobs online, 99% of large companies in the U.S. use ATS software that detects **keywords** within your resume. Keywords are found in the job description. The ATS will assign a higher ranking to your application if your resume has roughly 75% of the keywords as compared to the job description. Hiring managers are looking for higher application rankings and will create a “short list” of applicants to contact and interview – read **Applicant Tracking Systems: A Guide for Job Seekers (jobscan.co)** to find out more about this system.

\*\*\* Try these free/paid websites below to compare your resume to the job posting to add keywords to your resume.

* Optimize Your Resume and Boost Interview Chances - **Jobscan**
* Free ATS Resume Keyword Scanner That Will Land You More Interviews | **SkillSyncer**
1. **Resume length -** Keep to 1 page for undergrads UNLESS you have additional work experience such as military service or industry/academic/research. For master’s/Ph.d students – limit to no more than 2 pages**.** If you are considering a career in academia or research, create a **Curriculum Vitae** (CV) that highlights your academic and research experience, including publications, presentations, grants, coursework, and any teaching or lab involvement. CV’s do not have a page limit.
2. **Revise your resume for EVERY single job -** Each job description has different keywords so tailor your resume & cover letter for each job application. You are writing your resume for the ATS and human readers. Your CAREER PROFILE is a good spot to tailor your resume language to the job description. Consider crafting a one document Master resume which contains ALL of your experiences ~ then copy/paste relevant experience to your new resume version.
3. **Draft resume using MS Word (easy to edit) then convert to Adobe PDF – use text only, no graphics.** Some job descriptions may specify that you convert to Adobe/PDF. Other ATS programs will automatically convert a Word resume to PDF. Use serif fonts such as: Cambria, Garamond, Palatino, Georgia or sans serif fonts such as Tahoma, Calibri, Helvetica and Verdana. Use 11 or 12 size font & keep font/size consistent throughout your resume.
* **Do not use templates, graphics, tables, columns, logos or pictures as these will confuse the ATS.**
* Do not put contact information inside a header or footer as these cause parsing errors as well**.**
* You can still have a Creative Resume, just make sure it aligns with your online resume version and share with recruiters/hiring managers at career fairs.
1. **Within each section, use reverse chronological order -** Place most recent entry at top of section & list entries from most recent and work backwards in time. Keep dates to a consistent date format (June 2025 or 6/2025) and position on one side f resume (either left or right side).
2. **Utilize bullet points** to emphasize your work experience and enhance your resume by showcasing your abilities to summarize accomplishments in a concise manner ----- **do not merely list your duties, describe your accomplishments** (how you did vs. what you did). Did you train other employees, implement a new process, save the company money, receive any performance awards?
	1. **Start with an Action Verb** —instead of stating: “Was a supervisor of 3 employees”, state “Supervised 3 employees for 2 years”. Great action verbs include “Created, managed, directed, orchestrated, collaborated”
	2. Add Quantitative data if you can – money amounts, numbers, statistics, percentages, metrics
* i.e. increase in productivity, decrease in labor/material costs, implemented/how you improved a process.
	1. **Avoid vague or personal terms:**
* **Avoid** using terms such as: “**Responsible for**” or “**Helped with**” or “**Worked**” as these suggest responsibilities rather than accomplishments, identify a stronger action verb.
* **Avoid** using “I, me, my” and personal pronouns (we, us, they, she) in your resume ~ write in third person.
1. **Use an Excel chart to keep track of your job search**. Track the company name, date you applied, filename of your newest resume version (firstname.lastname.companyname.date). Download the job description as a PDF (not just the link since this will disappear once the job is removed from the website).