

Federal resume guidelines

Note: These guidelines are current as of May 2010. Follow instructions in the job announcement and visit www.usajobs.gov for most current application guidelines.

- Use a font size of 11 or 12 for the body of information, with headings 12 to 14.
- Use Times New Roman since it is the font often used for government business.
- Insert your last name on each page with the page number in a footer.
- Clearly organize all relevant information
- **DON'T worry about length! More information is better.**

Your Name

Your address

Your phone number

Your e-mail address

Sometimes Social Security numbers are included here when applying online. Do NOT include social security numbers on resumes passed out. Other questions that may be asked that could be included here: country of citizenship, veterans preference, and/or if contacting your current supervisor is okay.

OBJECTIVE

A short paragraph beginning with the job title followed by what you would like to gain from the position is a good start. If you can tailor the objective to a specific job somewhere, it will be that much better.

Seasonal employment as a biological assistant, experiencing a new location, spending time outdoors, and gaining incomparable knowledge as I expand my work experience toward a wildlife management/conservation career.

EDUCATION

List each school in reverse chronological order, most recent first. Include appropriate year(s) of attendance and specific area(s) of study under each school name.

2005 – 2010	University of Alaska Fairbanks, Alaska BS in Wildlife Management
2008 – 2009	University of Alaska Anchorage, Alaska Wildlife Biology, Outdoor Recreation
2007 – 2008	Griffith University, Australia (University Study Abroad Consortium) Environmental Sciences
2005 – 2007	California State University, Chico, California Rangeland/Wildland Ecology, Outdoor Recreation

EXPERIENCE

List every paid job, major projects you have worked on for school and volunteer experiences. The following format works well for federal jobs. Include: position, supervisor name and contact information (indicate whether the supervisor may be contacted or not), address of place you worked or volunteered, and the duration of work (include hours worked per week and if you were a volunteer, full-time employee, part-time employee or intern).

Alaska Federal Junior Duck Stamp Program Assistant

Supervisor: Tamara Mills (may contact)

907-785-3007 tamara_f_mills@fws.gov

U.S. Fish and Wildlife Service

Migratory Bird Management

September 2008 – May 2009

1011 East Tudor Road

20 hrs/week

Anchorage, Alaska 99503

volunteer

While attending the University of Alaska Anchorage, I completed an outreach internship with the Migratory Bird Management Office. This involved working with my supervisor to conduct all outreach projects in the greater Anchorage area and environmental education programs in classrooms for the Migratory Bird Management Office. This included

assisting with all aspects of 2009 Alaska Federal Junior Duck Stamp Program coordination, which had 1,015 entries from 95 different teachers at 69 different schools across Alaska. I was responsible for determining my own work schedule, which often involved evenings and weekends. Specifically I was responsible for:

- Logistics (50% of time): I made contacts with educators, other contacts
- Project Development (30%): I coordinated the judging ceremony for Junior Duck Stamp. This involved careful selection of a team of officials who judged student artwork and selecting numerous volunteers.
- Classroom Presentations (20%): title and description

Start with your most recent experience and then work backwards. Begin job duties by explaining and describing your work environment in a short paragraph format. Federal personnel reviewers like to have the jobs broken down into their major components, which can be done in any way that best highlights your skills and experience. It is important to go into detail. Use as many examples that you need to explain the work that you did. Be sure that all the percentage elements total 100%. REMEMBER, more detail is better for federal applications.

Citizen Science Technician

Supervisor(s): David Tessler (may contact)

(907) 268-2332

david_j_tessler@alaska.gov

Alaska Department of Fish & Game

September 2008 – May 2009

333 Raspberry Road

20 – 30 hrs/week

Anchorage, Alaska 99518

\$8.50/hr

In addition to the outreach internship I completed through the Migratory Bird Management office, I also worked as a Citizen Science Technician for both U.S Fish and Wildlife Service and Alaska Department of Fish and Game. The program was a collaborative effort among Alaska Department of Fish and Game, U.S. Fish and Wildlife Service, Alaska Natural Heritage Museum, The Alaska Zoo, and Chugach National Forest in an effort to increase awareness of Alaska's loon, grebe, bat and frog species through education programs as well as bolster volunteer involvement in monitoring in an effort to provide statewide data on these species to observe population trends. I determined my own weekly schedule, including weekends and nights. I was responsible for:

- Data Entry (50%): Entered statistical data on Alaska's frog, bat, loon and grebe species.
- Educational Outreach (50%): Scheduled classroom presentations and worked with graphic designers to develop educational posters to be distributed in local schools.

OTHER QUALIFICATIONS, ACTIVITIES, INTERESTS, AND HONORS

Below are other categories to consider. Remember to continue to explain and give details. Think of categories that might catch the attention of the selecting official.

AWARDS RECEIVED

Write out acronyms and consider including a brief description of the award, since reviewers are often not familiar with many of the awards.

- University of Alaska Fairbanks Wildlife Student of the Year, 2010. This award is given to the student who best demonstrated... (description).
- AYUSA (Academic Year in USA) Scholarship for student exchange to Australia, 2007 – 2008. One of 15 recipients nationally for the academic award that recognized... (description)

TRAINING/CERTIFICATES

It is important to indicate that you have a driver's license and other certifications. Even if licenses or certifications have expired, note them as training.

- Alaska Driver's License, expires June 2014
- Wilderness First Aid, expires June 2012
- Arctic Survival, February 2009 — Knowledge in principles, procedures, techniques and equipment to survive extreme Arctic conditions and to assist in safe recovery.
- Bear/Firearms Training through U.S. Fish and Wildlife Service, May 2008
- Beginning Kayaking, May 2008 — Techniques and safety procedures for whitewater kayaking.

COMPUTER SOFTWARE

Give examples of how you have used the program.

- Proficient with Microsoft Word and Excel
- Used PowerPoint application to present project at...(description)
- Proficient with Internet and search engines

OUTDOOR EXPERIENCES

Don't just list that you enjoy some activity but describe to what degree you are involved.

- Spent up to two months at a time staying at remote family cabin without running water and electricity near Skwentna, Alaska
- Annual kayak camping trips on remote Alaska lake systems of up to two-week durations
- Enjoy flying with father (pilot) throughout bush Alaska
- Snowshoe at family cabin during winter months up to six miles and 800-foot elevation gains
- Avid backpacker — I have completed trips of up to 10 days including traversing wilderness Alaska conditions with elevation gains of 2,000 feet...

MULTICULTURAL EXPERIENCE

It might also be working with cowboys, interacting with the community while conducting spotted owl research near Denali National Park, etc.

- Spent three weeks with a family in Germany the summer before my senior year of high school.

LANGUAGES

Morse code, American Sign Language, etc.

- Beginner: Spanish

MECHANICAL SKILLS

Great value-added skills to show! If you are an avid ditch digger, put it down. Also describe tools/equipment used and skill level in detail.

- Mechanics — Regularly conduct all maintenance on personal cars, trucks, outboard boat motors, ATVs, snow machines, etc. Have completely rebuilt...
- Over a three-year period built a 30' x 24' log cabin that I currently live in. Working knowledge of the safe use of chainsaw...

WILDLIFE EXPERIENCE

- Behavioral and population study of loons and grebes, May – August 2009

PEOPLE SKILLS

Expand this... include teaching experiences, you trained others, or where you have taken on responsibilities for others such as being a caregiver, etc. Don't overlook anything. You never know when a hiring official needs an ultimate Frisbee player for the city league.

- Each position I have held throughout my work history has involved working with people. Throughout the various positions I have worked with a wide spectrum of individuals with different learning styles in a number of settings. Active in team sports, including basketball, soccer, and ultimate Frisbee.

REFERENCES

Include name, title, address, phone number and/or e-mail address. Generally three references is the norm. Don't use ones that are listed above in your work experiences.

More references available upon request.