

Example Federal Resume

Name

Address

Phone

Email

EDUCATION

Master of Science in Forestry

University Name, City, State

Candidate for completion, Month Year

Academic standing: Good GPA: X.XX/4.0 Completed credit hours: ##

Thesis (in progress): Title

Bachelor of Science in Forestry with a certificate in Wildlife Biology

University Name, City, State

Conferred Month Year

PROFESSIONAL EXPERIENCE

Graduate Research Assistant, University Name, Department

City, State, Month Year – Year (or use present - if applicable) # hours per week

Supervisor: Name (Email) (Phone)

Okay to contact this supervisor: Yes or No

Supervision, Training, and Volunteer Coordination

- Example: Worked cooperatively with State wildlife resource agencies such as AZ Game and Fish Department (AZGFD) & NAU faculty to host field exercises. **(be specific – what did you do)**
- Example: Coordinated with U.S. Forest Service (USFS) biologists for various project needs. Contacted USFS personnel weekly with technician's locations on the forest in case of wildfire. Prepared quarterly operating plans for grant managers.

Field Skills

Radio Telemetry

- Example: Proficient in activating solder transmitters, adhering transmitters, and programming receivers
- Example: Trained in VHF radio telemetry using both omni- and directional-antennae, aerial telemetry, and use of Garmin GPS and compass to triangulate roost locations **(be specific on tool and equipment knowledge/use)**
- Example: Worked 10+ hour days in the field, often in inclement weather and terrain, and operated 4WD truck safely on primitive dirt roads **(indicate level of outdoor/backcountry experience)**

Vegetation Sampling

- Example: Implemented precise vegetation measurements and equipment (compass, range finder, dbh tape, clinometer, densiometer, and prism for basal area)
- Example: Measurements taken within each 11.3m radius plots: basal area, canopy cover, number of trees in 5-dbh classes, number of snags >30cm, percent understory cover (vegetation vs. rock vs. bare), average understory vegetation height, percent understory composition (grass vs. woody vs. herbaceous vs. sapling/seedling), number of logs, and presence/absence of dwarf mistletoe and recent timber harvesting **(clarify your quantitative skill set and analytical ability)**

Volunteer Intern, Agency (example USDA Forest Service), and Region
City, State, Month Year – Year (or present) # hours per week

Supervisor: Name (email), Phone

Ok to contact this supervisor: Yes or No

- Example: Working 15-20 hours per week remotely from City, State
- Example: Researching literature to develop recommendations for managers in southwest on how plants in the guide will respond to restoration treatments; both mechanical and prescribed burning

OTHER EMPLOYMENT

Example: Administrative Assistant, Company Name
City, State, Month Year – Month Year

Example: Cashier, Company Name
City, State, Month Year – Month Year

PROFESSIONAL AFFILIATIONS

Example: The Wildlife Society Year – Year or present

Example: Society of American Foresters Year – Year or present

TRAINING, LICENSES & CERTIFICATES

- **Example: American Red Cross Standard First Aid and CPR Training**, Month year - current
- **Example: Defensive Drivers Training**, Month year
- **Example: Fire Fighter Type 2**, Month year

HONORS

- **Professional**
 - List examples of awards or honors
- **Student**
 - Example: Dean's List, NAU (2005-2009)

MISCELLANEOUS SKILLS

- Example: Experienced in chain saw use, operating a small tractor, hand and power tools
- Example: Proficient in driving a manual stick shift, 4WD, repelling, caving, and boating inflatable kayaks
- Example: Working knowledge of Word, Excel, Access and PowerPoint, R and JMP statistical software, GIS, Internet Resources, Photoshop, and basic web design
- Example: Hiking, Backpacking, and Camping (**expand here if you have specific regional experience**)

REFERERNCES

Reference 1

Name

Title (examples: Professor/Supervisor/Professional Contact)

Company

Phone

Reference 2

Name

Title

Company

Phone

Reference 3

Name

Title

Company

Phone