

Resume template

EXAMPLE ONLY

Use Times New Roman, Cambria, or Calibri, font size 12 for normal words

First Initial. Last Name

Street Address

City, State Zip

Cell:

Work or home phone:

Email address:

*make sure your cell phone voicemail is set up with an appropriate message

*make sure your social media sites do not have incriminating photos, especially your profile picture or any other public photos that you would not want everyone to see

WORK EXPERIENCE

Job Title

Dates of employment: month year- month year

Name of Employer

Street Address

City State Zip

Hours per week:

Salary or equivalent compensation:

Supervisor: List name, email and phone number

*start with your most recent job and work your way backwards

*if you have held a federal job, list the pay plan, level, and job series. For example, a forestry Technician: GS-0462-03. This info would be included under name of employer.

*Look at the job you are applying and use key words and phrases from that announcement in your resume. If applicable to the experience you have performed in another job, make sure to list that separately.

*Either bullet point all of your job duties or you can break them out into categories, bulleting each category.

- Examples of what to include, if applicable.
 - ❖ List all technical skills
 - ❖ List all major duties

- ❖ Did you run motorized equipment, heavy equipment, watercraft, ATVs, snowmobiles, etc., or other specialized tools?
- ❖ What computer systems did you use? (GIS, Microsoft word, AutoCAD, etc.)
- ❖ Did you supervise anyone or work as a team leader, crew leader, etc.?
- ❖ Did you work alone with constant supervision or on a team with little to no supervision?
- ❖ Highlight your oral communication skills - Do you have experience and are comfortable with public speaking?
- ❖ Highlight your ability to communicate in writing - What technical writing skills do you possess - written reports, compiled and interpreted data for reports, interpreted results, etc.?
- ❖ Do you have any experience with budgeting, tracking payroll, writing grants, etc.?
- ❖ Do you work with outside interest groups, partners, volunteers, the public?
- ❖ Were you recognized for any special awards, handle any special assignments?
- ❖ Do you work indoors or outdoors? Did the job require good physical fitness, walking or standing for long periods of time, heavy lifting?
- ❖ Did you use a compass, map, GPS? If you used a GPS for field work, was it a Garmin or Trimble or other specialized equipment?

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- Same info as above
- Address all the things you did in this job.
- Break each job or position out separately with specific dates. If you worked for the same company during college, show any advancement in duties or additional pay which displays improvement, responsibility and increased accountability.
- Once all of your jobs are covered and fully detailed, go into your education section

REFERENCES

*List at least 3 people who can vouch for you. Try to include a supervisor. A teacher, a coach, adult mentor or a coworker can also be a good reference. Don't use a family member unless you have worked for them in a professional setting. Don't use your best friend unless you are desperate for a reference.

*Always ask someone if they can be a reference for you before listing them.

* Always contact your references when you apply for a job so they know to expect a call. Give them the job announcement or tell them about it so they know what to expect.

*Provide an email for each reference and if they have an office and cell phone number they would like listed put both and specifically state which is which.

Reference 1 Name

Their Job Title and who they work for

Office phone: XXX-XXX-XXXX

Cell Phone: XXX-XXX-XXXX

Email: someone@something.com

Reference 2 Name

Their Job Title and who they work for

Office Phone: XXX-XXX-XXXX

Cell Phone: XXX-XXX-XXXX

Email: someone@something.com

Reference 3 Name

Their Job Title and who they work for

Office Phone: XXX-XXX-XXXX

Cell Phone: XXX-XXX-XXXX

Email: someone@something.com

ALL ATTACHMENTS are preferred in PDF format. Open every attachment once they are uploaded to ensure that they transferred properly.