

EFFECTIVE RESUMES

FOR FISHERIES & WILDLIFE STUDENTS

KEY CONCEPTS

- Do not limit your resume to 1 page; FW resumes are long because the seasonality of biological work means more jobs per person & more duties per job.
- Do not use resume templates; they make it difficult to reorganize information as needed. Use bulleted, concise phrases which are quicker to read/scan than sentences or paragraphs.
- Use standard-sized font (12-point) which is easier to read than 10-point or smaller font.
- Use reverse chronology listing most recent jobs or education first.
- Be consistent with grammar, word tense and style.
- Any work, volunteer or service experience can show valuable skills.
- Attention to detail is critical; typos and misspellings are not acceptable.
- Group your fish and wildlife work experience together, separate from other work or volunteer experience.
- Include key words. An employer will look for them in the resume. One way to identify key words is to underline all skills listed in the job announcement (e.g. if it uses “census” instead of “survey”, then do the same) or in several job descriptions for the types of jobs you want.
- Use numbers to quantify achievements.
- Print your name as a header or footer on each page.
- Specify your citizenship on federal resumes.
- Be sure your voice mail message and your email address sound professional.
- List email, school and permanent address (you may be contacted in the future).
- Omit personal pronouns.

POINTS TO INCLUDE IN YOUR RESUME

Highlight Universal Job Skills

- Communication skills (written and verbal) - presentations, trainings, committees, reports, brochures
- Multidisciplinary team experience
- Interpersonal-listens, respectful, tactful, inclusive
- Management- time, budget, people, vision, ability to multi-task, ability to adapt to change
- Leadership/Showing Initiative
- Analytical/Problem Solving Skills/Strategic thinking

Education

- List only the most recent or most significant; list high school only if it's in area where job is located; include community college only if you were awarded a degree.
- Identify degree, department and institution (B.S. Fisheries and Wildlife Sciences, Oregon State University).
- Include your area of specialization or minor.

- Consider including graduation date if Senior or class status if Freshman, Sophomore or Junior.
- Show GPA only if it's a selling point (3.5 or better).

Experience

- Put your job title and organization in **bold** type so it's easy to see quickly.
- Create a descriptive job title. (Stream Surveyor) instead of generic title (Biological Aide).
- Identify employer (Siuslaw National Forest), site (Hebo Ranger District) and supervisor (Fred Fisherman)
- Use rounded work dates. ('May-Oct. 2010' or 'Spring 2010' instead of 'May 1-Oct. 15, 2010')
- Use active, past tense to describe duties. (conducted stream surveys, mist-netted passerines)
- Use achievement verbs. (initiated, created, developed, supervised, managed) (see attached lists)
- Prioritize - put most relevant, important or significant duties or accomplishments at beginning.
- Quantify as much as possible. ('radio-tracked 20 mule deer weekly over 3 months' instead of 'located deer') ('surveyed 12 miles of stream habitat using AREMPS protocol' instead of 'conducted stream surveys')
- Specify as much as possible. ('identified fish species and gender, measured snout-vent length and assessed reproductive condition' instead of 'collected data on fish')
- Show accomplishments as well as duties. (surveyed more miles of stream than teams in the previous 5 years, developed new time-saving system to mount cameras, acknowledged by supervisor for accurate data records)
- Demonstrate achievements, knowledge, skills, highlights, and responsibilities related to the position.
- Include field sampling class as experience.
- Indicate physical and outdoor skills if in good shape and experienced. (backpacked into montane sites, lived under primitive conditions for extended periods, carried 40-pound equipment packs in rugged terrain)
- Include experience other than fisheries and wildlife to show transferable skills. (mechanic = capable of maintaining field equipment, salesperson=able to interact with a diverse clientele)
- Don't repeat duties or skills that are common to more than one position.

Other

- List leadership positions, honors, scholarships, awards, activities, presentations given.
- Identify skills/certifications not included in work experience. (CPR trained, experienced mechanic)

References

- Include at least 3 professional, not personal references; include more if you have them.
- Provide name, title, organization, email address, and phone number for each reference.
- Ask permission to use someone as a reference and provide each reference with a copy of your resume.

Barbara Biologist

bbiologist@ucs.orst.edu

541-999-9999

Campus

9999 9th Street
Corvallis OR 97330

Permanent

111 Sweet Street
Anywhere, OR

EDUCATION

Oregon State University: **Fisheries and Wildlife Science**

Specialization: **Fisheries Conservation**

Year: **Junior**

Expected graduation: **December 2018**

GPA: **3.5**

University of New Zealand: **International student** (1 year)

EXPERIENCE

Endangered Species Research Technician

U.S. Geological Survey Biological Research Division, Klamath Falls Field Station

Collected data on habitat selection by juvenile Upper Klamath Lake suckers

- Navigated large rivers using a 21-foot motorized boat
- Trailered and loaded 21-foot boat
- Operated backpack and boat-mounted electro-fishing equipment
- Placed and retrieved transect nets by boat
- Used driftnets to collect larvae entrained in seasonal floodplains
- PIT-tagged endangered species using federal protocol
- Responsible for weekly boat maintenance including lower unit oil change and electro-fish generator oil change
- Deployed, retrieved and maintained data sondes using ProComm Plus computer data collection software

*months and year
or seasons and
year*

June – Oct. 2016

*can give
over- view for
each job*

Biological Technician (Fisheries)

U.S. Forest Service, Siuslaw National Forest

Conducted physical and biological assessments of watershed health using national Aquatic Riparian Effectiveness Monitoring Program protocol.

- Sampled abundance and size classes of aquatic amphibians and fish using backpack electro-fishers
- Collected aquatic macroinvertebrate and benthic periphyton samples
- Operated YSI to collect water chemistry data (temperature, pH, conductivity, and dissolved oxygen)
- Sampled terrestrial amphibians using time-constrained surveys
- Mapped cross-sectional and longitudinal profiles of stream channel using electrical survey equipment
- Measured and recorded channel velocity, substrate dimensions, and wood occurrences
- Navigated to remote predetermined sites using maps, compass and GPS
- Backpacked and lived under primitive conditions for extended periods
- Carried 40-pound equipment packs in rugged terrain

June – Oct. 2015

Biological Technician (Habitat)

U.S. Forest Service, Siuslaw National Forest, Mapleton

Restored streams to create fish habitat and improve ecological function

- Removed riparian hardwoods using chainsaw
- Constructed fence to eliminate cattle grazing
- Worked with crew to place and secure large logs in creeks
- Collected and identified fish in smolt trap

June – Oct. 2014

*show physical fitness at least
one place on resume*

Student Worker, Arnold Dining Hall, Oregon State University

October 2013 -June 2014

Assisted with all operations of large student dining facility

- Trained new student employees
- Responsible for opening and closing a small store including balancing till
- Prepared food using industry standards for food safety
- Promoted to a lead position after 4 months

identify transferable skills

show accomplishments

Urban Fishing Program Intern

March – July 2013

Oregon Department of Fish and Wildlife, Salem Headquarters

Volunteered 10 hours weekly to assist director of Warm Water Fishery Program

- Organized, maintained and purchased equipment, supplies and information for 9 Urban Fishing Clubs
- Presented 15 aquatic education programs to public groups of up to 75 people
- Collected monthly water quality data (dissolved oxygen, temperature, pH) on urban ponds, lakes, streams and reservoirs
- Worked as part of a team with other volunteers

include volunteer work

show group skills

Landscaper, Newburg Nursery

Summers, 2010-2012

Assisted family-owned business during summers from 9th through 12th grades of high school

- Provided customer service
- Propagated plants
- Maintained grounds using hand and power tools, including chainsaws, mowers and tractors
- Represented business at state horticulture shows
- Responsible for developing plant displays

show communication skills

show basic equipment skills

use achievement words

can be grouped or under each job

ACKNOWLEDGEMENTS

- Recognized by supervisors at Oregon Fish and Wildlife and US Geological Survey for superior initiative and work ethic
- Designed a system using a bilge pump to bring freshwater to collected endangered fish held for measurement thereby reducing stress and mortality

AFFILIATIONS

American Fisheries Society, Oregon Chapter

Minorities in Natural Resources Society, Oregon State University Chapter

show diversity status if you have it

INTERESTS

Hiking, fishing, photography, travel

show skills that may be valuable to employer (hiking and fishing show outdoor experience, travel shows comfort in new situations, photography may help on project)

REFERENCES

Paul Pedant, Assistant Professor, OSU
Department of Fisheries and Wildlife Science
(541) 737-1939

Paul.Professor@oregonstate.edu

Rhonda Researcher, Fisheries Program Leader
USGS-BRD Klamath Field Station
9999 Fishery Way
Klamath Falls OR 97603
(541) 111-1111

Rhonda.Researcher@usgs.gov

Henrietta Habitat, Restoration Biologist
USFS, Siuslaw National Forest, Mapleton District
55 Forest Service Road
District, Oregon 99999
(000) 000-0000

Habitat@usfs.gov.us

EXPERIENCE Wildlife Technician 1

Summer 2017

Oregon Department of Fish and Wildlife, Summer Lake Wildlife Area

Responsible for waterfowl banding program and assisted in all aspects of Wildlife Area Management.

- Set and monitored 6-8 waterfowl traps nightly for 10 weeks
- Banded and released over 400 ducks of 9 species
- Surveyed 1000-acres of wetlands by foot and boat to map waterbird nest sites
- Trapped more ducks than in previous years of data collection even though populations were down

quantify and specify

Supervisor: Marty Manager 222-222-2222 manager@state.org

Waterfowl Surveyor, Volunteer

Winter 2017

U.S. Fish and Wildlife Service, Finley Wildlife Refuge

Assisted with annual mid-winter census of waterfowl in Willamette Valley

- Conducted 65 hours of surveys over 4 weeks
- Independently conducted counts of all waterfowl at 2 reservoirs
- Censused waterfowl at Fern Ridge Reservoir with team of biologists using vehicle transects
- Acknowledged by supervisors for waterfowl identification skills

include important accomplishments

Supervisor: David Duck 555-555-5555 duckman@lake.net

Wildlife Research Assistant, Intern

Summer 2016

Oregon Department of Fish and Wildlife, Roseburg

Assisted with wildlife research projects and other daily District duties

- Radio-tracked 18 white-tailed deer (Federal Endangered Species) to determine fawn survival
- Compiled and entered data from bear, cougar and white-tailed deer research projects into Access
- Assisted with trapping and ear-tagging 20 black-tailed deer
- Developed and delivered Power Point presentation to local hunters on white-tailed deer research
- Responded to public requests for information
- Assisted with wildlife damage assessments

Supervisor: Donna Deer 888-888-8888 donna_deer@gov.us

Wildlife Rehabilitator, Volunteer

Fall, Winter, Spring 2015

Cascades Wildlife Rehabilitation Center, Salem

Worked with staff, volunteers and interns to rehabilitate injured and orphaned wildlife

- Provided medical treatment (emergency and routine) to wild birds, mammals and reptiles
- Cleaned, fed and exercised recovering wildlife
- Assisted veterinarian with surgeries on injured wildlife
- Supervised and trained ~30 new volunteers
- Conducted weekly tours of facility
- Communicated daily with public citizens
- Volunteered 10 hours weekly

Supervisor: Rhonda Rehabber 111- 111-1111 rrehab@rehabber.net

EDUCATION Oregon State University B.S. Fisheries and Wildlife Science-Spring 20016

Specialization **Avian Ecology**

Group Senior Project **Waterfowl Use of Wetlands in Eastern Oregon**

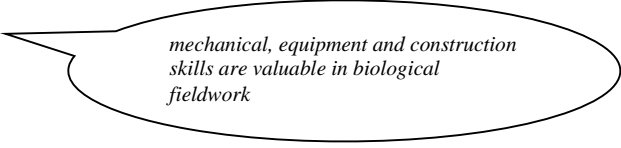
PUBLICATION Jones, J., C. Cook, H. Hunter and B. Brown. June, 2014. Waterfowl Use of Wetlands in Eastern Oregon. Report to Oregon Fish and Wildlife and The Cattleman's Association. 34pp.

TALKS "White-tailed deer survival in Southwestern Oregon", August 2012. Oregon Hunters Assoc., Roseburg OR.

LEADERSHIP The Wildlife Society, Oregon Chapter, Member 2014-present
Secretary, Fish and Wildlife Club,
Wanda Wildlife Academic Scholarship, 2013
Dean's List – 6 quarters
Best Undergraduate Poster (2013), Dept. Fisheries and Wildlife

SPECIAL First Aid and CPR certificate, June 2016

SKILLS Whitewater rafting training
Heavy equipment operator
Experienced mechanic
Skilled carpenter



mechanical, equipment and construction skills are valuable in biological fieldwork

CITIZENSHIP United States

REFERENCES **Dr. Wally Waterfowl**
Avian Ecologist, Fisheries and Wildlife Science, OSU
541-737-4531 wally.waterfowl@univ.edu

Manuel Manager
Manager, Summer Lake Wildlife Area
222-222-2222 marty.manager@state.or.us

David Duck
US Fish and Wildlife Service, Finley Wildlife Refuge
555-555-5555 duckd@us.gov

Donna Deer
Biologist, Oregon Department of Fish and Wildlife
999-999-9999 deerd@odfw.or

Sam Sophomore

444 6th Street, Corvallis OR 97330 (541) 444-4444
Sam.Sophomore@onid.orst.edu

EDUCATION

Fisheries and Wildlife Sciences: major
Forestry: minor
Oregon State University
Sophomore

EXPERIENCE

Volunteer, ODFW, Salem Oregon, Summer 2010

- Stocked fish into high lakes in Cascades
- Hiked 5-10 miles daily
- Confirmed my dedication to succeed as a fisheries biologist

show professional motivation

Event Security, Event Staff Inc. Seattle, Washington, December 2009

- Assisted with orderly crowd entry to events
- Searched attendees bags
- Answered questions and provided directions
- Learned to work effectively with diverse clientele

show communication skills

Warehouseman, Domingo Products, Salem Oregon, Summer 2009

- Operated forklift to unload trucks and stack freight in numbered areas for easy access
- Responsible for assuring freight inventory matched shipping slips
- Learned to maintain accurate inventory records

highlight transferable skills

Laborer, Oregon Timber Company, Summers 2007-2008

- Assisted in road and culvert construction
- Drove and operated water truck, roller, front-end loader and off-road dump truck
- Removed brush from sides of newly-cut roads using chainsaw and polesaw
- Worked independently without direct supervision
- Learned to operate, maintain and repair a variety of power equipment and tools

show ability to work independently

Sales Associate, MacDonald's Restaurant, Portland Oregon, part time 2007 - 2008

- Provided consistent customer service
- Operated computerized cash register
- Worked as part of a team in small area
- Learned to work efficiently under intense time pressure

emphasize equipment skills

highlight ability to work on team

REFERENCES

Patricia Professor, Professor-Fisheries and Wildlife OSU, 541-737-0000 professor@oregonstate.edu
Frank Fisher, Biologist-ODFW Salem, 541-222-2222, ffisher@state.or.us
Don Domingo, Owner-Domingo Products, 505-555-5555, domingo@hotmail.com

ACTION/ACHIEVEMENT VERBS FOR YOUR RESUME – adopted from OSU Career Services

ANALYZED	interpreted	acquired	read	classified	negotiated
abstracted	interviewed	advanced	reduced	collected	persuaded
appraised	lectured	allowed	reflected	compiled	promoted
assessed	listened	assured	reinforced	composed	purchased
briefed	prepared	eliminated	related	coordinated	raised
clarified	presented	encouraged	restored	copied	recommended
classified	publicized	expanded	saved	correlated	recruited
compared	recorded	facilitated	shared	detailed	stimulated
computed	reported	fostered	solved	facilitated	
correlated	responded	guaranteed	spoke	filed	SUPERVISED
critiqued	spoke	inspired	stimulated	gathered	MANAGED
debated	talked	mastered	strengthened	graphed	administered
defined		maximized	substituted	identified	allocated
detected	CREATED	minimized	supported	inspected	approved
determined	DEVELOPED	motivated	sustained	located	arranged
diagnosed	acted	obtained	taught	maintained (books)	assigned
discriminated	adapted	overcame	trained	mapped	authorized
dissected	authored	promoted	validated	met (deadlines)	bolstered
evaluated	bolstered	provided		methodized	coached
examined	built	reduced	OPERATED	obtained	conducted
identified	charged	restored	REPAIRED	organized	consulted
inspected	clarified	stimulated	MAINTAINED	planned	contracted
integrated	composed	strengthened		prepared	controlled
interpreted	conceived	upgraded		prioritized	coordinated
interviewed	corrected			processed	decided
investigated	designed	COUNSELED		programmed	delegated
judged	devised	INSTRUCTED		ranked	directed
maintained	discovered	LEARNED		recorded	dispatched
mapped	drafted	adapted		reorganized	distributed
monitored	eliminated	advised		reproduced	educated
observed	established	advocated		retrieved	encouraged
perceived	expanded	aided		revamped	enforced
ranked	expedited	applied		reviewed	evaluated
read	experimented	assessed		revised	executed
reasoned	facilitated	assisted		routinized	exercised
related	fashioned	briefed		scheduled	expedited
researched	fixed	cared		set	facilitated
reviewed	formulated	charged		simplified	fired
screened	generated	clarified		solved	followed (through)
scanned	improved	coached		streamlined	fostered
solved	increased	comforted		structured	hired
studied	influenced	communicated		synthesized	implemented
summarized	initiated	conducted		systemized	instructed
surveyed	innovated	consulted		tabulated	led
synthesized	instituted	coordinated		updated	maintained
verified	integrated	demonstrated			managed
visualized	introduced	educated		SERVED	met (deadlines)
	invented	empathized		assisted	monitored
ASSISTED	launched	enabled		attended	motivated
advised	modified	encouraged		cared	organized
bolstered	originated	enlightened		catere	oversaw
collaborated	perceived	established	NEGOTIATED	delivered	planned
contributed	performed	exercised	advised	entertained	prepared
consulted	planned	explained	advocated	facilitated	prioritized
cooperated	prioritized	facilitated	arbitrated	furnished	promoted
enlisted	produced	fostered	bargained	listened	purchased
facilitated	promoted	guided	expedited	maintained	regulated
fostered	proposed	helped	facilitated	prepared	reinforced
helped	recommended	implemented	lobbied	procured	responded
located	reduced	improved	mediated	provided	retained
participated	restored	influenced	merged	satisfied	reviewed
referred	refined	informed	motivated	served	scheduled
served	revamped	inspired	persuaded	supplied	selected
strengthened	set	interpreted	promoted		set
supported	shaped	investigated	reconciled	SOLD	solved
sustained	simplified	led	solved	advertised	strengthened
	solved	listened		auctioned	supervised
COMMUNICATED	streamlined	maintained	ORGANIZED	bartered	taught
addressed	substituted	manipulated	accumulated	bolstered	trained
answered	visualized	modified	arranged	enlisted	
briefed		motivated	assembled	facilitated	
corresponded	ACHIEVEMENT	observed	balanced	generated	
explained	WORDS	perceived	budgeted	helped	
expressed	achieved	persuaded	built	maintained	
facilitated		promoted	cataloged	motivated	
			clarified		

MORE ACTION/POWER VERBS

A-B accelerated acclimated accompanied accomplished achieved acquired acted activated actuated adapted added addressed adhered adjusted administered admitted adopted advanced advertised advised advocated aided aired affected allocated altered amended amplified analyzed answered anticipated appointed appraised approached approved arbitrated arranged ascertained asked assembled assigned assumed assessed assisted attained attracted audited augmented authored authorized automated awarded avail balanced bargained borrowed bought broadened budgeted built

C calculated canvassed capitalized captured carried out cast cataloged centralized challenged chaired changed channeled charted checked chose circulated clarified classified cleared closed co-authored collaborated collected combined commissioned committed communicated compared compiled complied completed composed computed conceived conceptualized concluded condensed conducted conferred consolidated constructed consulted contracted contrasted contributed contrived controlled converted convinced coordinated corrected corresponded counseled counted created critiqued cultivated cut

D debugged decided decentralized decreased deferred defined delegated delivered demonstrated depreciated described designated designed determined developed devised devoted diagrammed directed disclosed discounted discovered dispatched displayed dissembled distinguished distributed diversified divested documented doubled drafted

E earned eased edited effected elected eliminated employed enabled encouraged endorsed enforced engaged engineered enhanced enlarged enriched entered entertained established estimated evaluated examined exceeded exchanged executed exempted exercised expanded expedited explained exposed extended extracted extrapolated

F-H facilitated familiarized fashioned fielded figured financed fit focused forecasted formalized formed formulated fortified found founded framed fulfilled functioned furnished gained gathered gauged gave generated governed graded granted greeted grouped guided handled headed hired hosted

I identified illustrated illuminated implemented improved improvised inaugurated indoctrinated increased incurred induced influenced informed initiated innovated inquired inspected inspired installed instigated instilled instituted instructed insured interfaced interpreted interviewed introduced invented inventoried invested investigated invited involved isolated issued

J-M joined judged launched lectured led lightened liquidated litigated lobbied localized located maintained managed mapped marketed maximized measured mediated merchandised merged met minimized modeled moderated modernized modified monitored motivated moved multiplied

N-O named narrated negotiated noticed nurtured observed obtained offered offset opened operated operationalized orchestrated ordered organized oriented originated overhauled oversaw

P paid participated passed patterned penalized perceived performed permitted persuaded phased out pinpointed pioneered placed planned polled prepared presented preserved presided prevented priced printed prioritized probed processed procured produced profiled programmed projected promoted prompted proposed proved provided publicized published purchased pursued

Q-R quantified quoted raised ranked rated reacted read received recommended reconciled recorded recovered recruited rectified redesigned reduced referred refined regained regulated rehabilitated reinforced reinstated rejected related remedied remodeled renegotiated reorganized replaced repaired reported represented requested researched resolved responded restored restructured resulted retained retrieved revamped revealed reversed reviewed revised revitalized rewarded routed

S safeguarded salvaged saved scheduled screened secured segmented selected sent separated served serviced settled shaped shortened showed shrank signed simplified sold solved spearheaded specified speculated spoke spread stabilized staffed staged standardized steered stimulated strategized streamlined strengthened stressed structured studied submitted substantiated substituted suggested summarized superseded supervised supplied supported surpassed surveyed synchronized synthesized systematized

T-W tabulated tailored targeted taught terminated tested testified tightened took traced traded trained transacted transferred transformed translated transported traveled treated tripled uncovered undertook unified united updated upgraded used utilized validated valued verified viewed visited weighed welcomed widened witnessed won worked wrote