

**SAMPLE RESUME**

Juan Doe  
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**Country of Citizenship:** United States of America  
**Veteran’s Preference:** N/A  
**Highest Grade:** GS-5  
**Contact Current Supervisor:** Yes

**JOB INFORMATION**

Announcement Number: NR243152015-PW  
Job Title: Range Management Specialist Trainee  
Series & Grade(s) Applying for: GS-400-4/5

**OBJECTIVE**

Long-term internship position in Range management with the USDA-Natural Resources Conservation Service. Willing to relocate.

**WORK EXPERIENCE**

**College Tutoring Service**  
Tucson, AZ

Date Employed: August 2011-Present  
Grade Level/Pay/Salary: \$11.00/hour  
Hours per Week: 32  
Supervisor: Julia Roberts, 555-555-555  
Permission to contact Supervisor--Yes

Supplemental Instruction Leader

Help students in Conservation Management planning concepts: Humans and Ecosystems enhance their note taking strategies, vocabulary development, anticipated test questions, and a better understanding of the concepts taught in class in order for the students to excel.

**U.S. Forest Service, Forest Health Management**  
Gunnison, Co

Date Employed: June and July 2011  
Grade Level/Pay/Salary: GS-4  
Hours per Week: 40  
Supervisor: Bob Redford, 555-555-555  
Permission to contact Supervisor--Yes

Biological Science Technician

Set up bark beetle traps to monitor their reproduction rate and peak of their flight through Southwestern Colorado. Set up monitoring plots to track their movement. Placed pheromone and anti-pheromone packets for bark beetles. Assessed lands for insect and disease infestations. Analyze the risk of hazard trees.

**Quivera Coalition Training Workshop**  
Mora, NM

Date Employed: May 7 and 8  
Grade Level/Pay/Salary: \$250 Stipend  
Hours per Week: N/A  
Supervisor: Jessica Alba, 555-555-555  
Permission to contact Supervisor--No

Assistant

Transplanted willows and cottonwoods and planted native grass seed to restore the vegetation along the Mora River. Built fences around the cottonwoods to increase their chances of survival. Performed cross sections to monitor the geomorphology of the stream.

**Future Farmers of America**  
Various Locations

Date Employed: 2010- Present  
Grade Level/Pay/Salary: \$11.00/hour  
Hours per Week: 20  
Supervisor: George Lopez, 555-555-555  
Permission to contact Supervisor--Yes

Event Judge

Judged parliamentary procedure and public speaking contest at both the district and state levels. Provided participants with valuable feedback to improve their public speaking skills and to increase their knowledge of parliamentary protocol. Note: my work is conducted during the organization's annual events.

**Rincones Contentos Ranch**  
Green Acres, WY

Date Employed: Sept. 2010-Jan. 2011  
Grade Level/Pay/Salary: \$9.00/hour  
Hours per Week: 40  
Supervisor: Salma Hayek, 555-555-555  
Permission to contact Supervisor--Yes

Thinning Project Coordinator

Marked timber for thinning project. Removed selected timber by using a chainsaw. Oversaw that all regulations were implied.

**California State University Western Alliance for Expanding Students Opportunities Program**  
Riverside, CA

Date Employed: Aug 2010-May 2011  
Grade Level/Pay/Salary: \$500 Stipend  
Hours per Week: 30  
Supervisor: Brad Pitt, 555-555-555  
Permission to contact Supervisor--Yes

Undergraduate Research Assistant

Grew native corn in grow bags containing local soil, compost tea, and different amounts of pinon charcoal (native). Collected soil samples at set intervals and tested for amounts of microorganisms of each sample by using a Soil DNA Extraction Kit.

**EDUCATION**

New Mexico State University, Las Cruces, NM

Pursuing a Bachelor of Science in Range Science, expected graduation: May 2016

GPA: 3.5 on a 4.0 scale

## **JOB RELATED TRAINING COURSES**

*NATIONAL HISPANIC ENVIRONMENTAL COUNCIL MINORITY YOUTH TRAINING INSTITUTE* August 2014

Participated in intensive science-based, environmental activities. Tested water quality by using water test kits and by capturing macroinvertebrates. Tested soils by using soil test kits. Compared plant vegetation and health at different locations. Learned key concepts on identifying bird species and their habitats. Given multiple presentations from different agencies: US Fish and Wildlife, National Park Service, US Forest Service, NRCS, EPA, Attorneys, Hydrologists, and Biologists.

*QUIVIRA COALITION CONFERENCE* November 8-10, 2013

Attended the 10th annual conference for new agrarians. Learned how the next generation of leaders must tackle 21st century challenges such as: degraded landscapes, loss of resources, and pollution. Gained knowledge on how to create sustainable agriculture and farming practices. Acquired proper restoration techniques for both small and large scale ranches. Learned about effects of global warming, and what to expect from it in the future.

*FOREST HEALTH MANAGEMENT* June 14-15, 2012

Completed Forest Insect and Disease Training Workshop on tree diseases and insects, their relationships with one another, and what signs to look for if they are present. Determined what trees were hazards or at risk of injuring someone, and what caused them to be hazardous.

*QUIVIRA COALITION TRAINING WORKSHOP* May 7 & May 8, 2011

Transplanted willows and cottonwoods and planted native grass seed to restore the vegetation along the Mora River. Built fences around the cottonwoods to increase their chances of survival. Performed cross sections to monitor the geomorphology of the stream.

*SCIENCE AND AGRICULTURE SUMMER EXPERIENCE PROGRAM* June 2010

Assessed streams and gullies by using surveying equipment. Tested the Mora River, running through the Wind River Ranch, for E. coli and cultivated bacteria samples by incubating them in petri dishes.

*FORESTRY CAREER DEVELOPMENT EVENT CONTEST, FUTURE FARMERS OF AMERICA* 2006 - 2010

Learned to identify trees, their scientific names and general distribution, their wood product value and value to wildlife and livestock Identified forestry equipment, insects, and tree diseases, parts of a chainsaw and how to operate a chainsaw, read azimuths, measure tree heights, and to accurately determine the distance between points by pacing.

## **JOB- RELATED SKILLS**

- Bilingual: Fluent in Spanish, spoken and written
- Welding capabilities, fence building, hiking, fishing, camping, ATV, and animal husbandry.
- Computer skills: Microsoft Word, Excel, and Power Point, GIS, AutoCad, Internet Research & Navigation
- Strong Communication and Analytical Skills

### **JOB-RELATED CERTIFICATES AND LICENSES**

- Red Carded- Certified for wild fires assignments
- Accredited parliamentarian
- Certified in Adult CPR, Adult Automated External Defibrillator (AED), and Standard First Aid.

### **JOB- RELATED HONORS, AWARDS, MEMBERSHIPS, ETC.**

- NMSU Career Services, Outstanding Freshmen Award, 2011
- Current Vice President of the Wildlife Society, NMSU Chapter
- Current Treasure of the Range Club
- Member of the Forestry Club

### **REFERENCES**

*Include a total of 3-4 references—personal and professional*