Federal Resume Guide

CAREER CENTER
COLORADO STATE UNIVERSITY

TIPS:
- Set up a saved search on usajobs.gov and have results emailed daily - some positions are only posted for four days
- Federal recruiters recommend using the usajobs.gov Resume Builder as a guide

FEDERAL CANDIDATE

1234 Silver Forest Rd. Fort Collins, CO 80525
(970) - 555 - 1235
federalcandidate@rams.colostate.edu

EDUCATION

Bachelor of Science in Natural Resource Management, Minor in Business — May 20XX
Colorado State University, Fort Collins, Colorado — GPA - 3.32
Credits Earned: 120 Semester Hours

WORK EXPERIENCE

Biological Technician - Plants (GS 404-5/1), — May 20XX - August 20XX
US Forest Service-Canyon lakes Ranger District
Biological Technician - Plants (GS 404-4/1), — May 20XX - August 20XX
US Forest Service-Canyon lakes Ranger District — Hrs/Week: 40
2150 Centre Ave. Bldg. E — Starting Salary: $28,412/YR
Fort Collins, Colorado 82526 — Ending Salary: $32,980/YR
Supervisor: Candice Jones, Rangeland Management Specialist, (970) - 295 - 1234

- Surveyed and monitored priority areas of the Arapahoe/Roosevelt National Forests for noxious weeds
- Recorded location of weeds utilizing GPS/GIS techniques
- Applied correct treatment for specific plants at the appropriate state of growth, in accordance with Forest Weed Management Plan
- Recorded and tracked relevant field data for subsequent database reporting
- Utilized backpack sprayers, truck sprayers and UTV with sprayers to apply herbicide
- Worked with district volunteer groups to hand pull noxious weed
- Released biological control insects on leafy spurge
- Led daily/weekly tailgate safety sessions with work crew; participated in district safety meetings presentation
- Operated a US Forest Service 4x4 truck and towed a trailer with UTV and chemical tanks
- Received a certificate of merit for meeting the yearly treatment and inventory targets for Canyon lakes Ranger District Noxious Weed Program and the ability to handle the complexities of the job

Lab Technician — August 20XX - May 20XX, August 20XX - January 20XX
Colorado State University, Department of Biology, Fort Collins, Colorado

- Assisted n research focused on the ecology and evolution of infectious wildlife diseases
- Compiled and entered field and laboratory data into Microsoft Excel
- Performed DNA isolation, PCR diagnostics, and gel electrophoresis on 10,000+ ectoparasite samples in order to detect evidence of Yersinia pestis (plague) presence in prairie dog fleas
- Trained five new employees on all laboratory protocols

Field Assistant — May 20XX - December 20XX
Colorado State University, Department of Biology, Fort Collins, Colorado

- Contributed to a mark-resight project to estimate population size and density of Black-tailed prairie dog (Cynomys ludovicianus) colonies; used a spotting scope for resightiing from designated points
- Assisted in disease surveillance to detect and quantify Yersinia petis (plague) in prairie dog towns
- Collected blood, tissue, ectoparasites, and demographic data from anethetized prairie dogs
- used burrow-swabbing techniques to collect and quantify fleas as potential vectors of plague infection
- Worked 10-15 hours per day exposed in easter Colorado's plains
- Collected detailed fieldwork notes and records on every burrow and prairie dog

Ranch Hand — January 20XX - May 20XX, August 20XX - March 20XX
Skylark Rranch — Hrs/Week: 40+
1491 East Country Road 32, Fort Collins, Colorado 80525 — Salary: $15.00/Hr

- Built fences, stacked hay, mowed lawns, and applied herbicide for noxious weeds
- Operated tractor, skid steer, and ATV
- Fed horses and cleaned stalls; irrigated alfalfa, corn and wheat

It is typical to include past salary and supervisor information in government resumes

Include performance recognitions and promotions

Address specifically each qualification in the vacancy announcement and questionnaire using keywords from the position. The questionnaire or vacancy questions are viewable within the vacancy announcement

Recruiters recommend starting bullets with strong action verbs, visit **www.career.colostate.edu**

SKILLS

Driving and Equipment Operation:

- ATV (with sprayers, trailers, motorized hopper)
- UTV (with sprayers)
- Chain saw
- Skid steer (bobcat)(with forks and bucket)
- Front-end Loader (with forks and bucket)
- Tractors for Farming (implements used include sprayers, tiller, brush hog, hay baler)
- Certified training with the US Forest SErvice for ATV/UTV operation
- Certified for Trailer Towing with the US Forest Service

General Ranch Knowledge:

- Built fences: Vinyl, Chain link, smooth wire, Barb wire, any type of wood fence
- Built barns

FIELD EXPERIENCE AND COURSEWORK

Integrated Ecosystem Management May 20XX - August 20XX
Colorado State University, Fort Collins, Colorado

- Developed an unerstanding of ecosystem complexity, human dimensions of ecosystem mangement, and a knowledge of land conservation tools and land mangement planning techniques
- Designed an adaptive management plan focusing on the management of invasive plant species for the North Fork of the Cache la Poudre watershed, including a resilience assessment of the area, a scientific experimental management strategy, stakeholder analysis, and a social impact assessment

Natual Resource Ecology & Measurements July 20XX
Colorado State University, Mountain Campus, Fort Collins, Colorado

- Identified over 60 species of plants, fish, and wildlife native to the Rocky Moutain area
- Collected watershed and stream measurements
- Analyzed forest and range conditions
- Conducted ecosystem analysis of mountain shrub, ponderosa pine/aspen, lodge pole pine, spruce-fir, and alpine communities
- Sampled, interpreted, and provided written management recommendations for each community mentioned above
- Gained sampling experience in mark and recapture, lines transects, and the use of indices

CAMPUS INVOLVEMENT & VOLUNTEER EXPERIENCE

May 20XX - May 20XX

Minorities in Agriculture, Natural Resources and Related Sciences (MANRRS) - Teasurer

- Maintained funds for 18 person organization, resultiing in accurate bookkeping for one national event and two on-campus events
- Attended national conference that included professionalism trainings and networking breakout sessions with federal employees

The Wildlife Society - Member August 20XX - May 20XX

- Attended every weekly meeting featuring a variety of wildlife biologists and researchers
- Participated in yearly techniques workshops providing hands-on experience involving radio telemetry, PIT tagging, mist netting, river surveys, electro-fishing, GPS, and compass navigation
- Helped enhance ranch life in Estes Park by assisting with elk-closures, bird counts, and beaver reintroduction
- Served as volunteer coordinator by promoting volunteer opportunities and encouraging students to get involved with local agencies

Colorado Division of Wildlife -Volunteer

- Attended orientation, June 20XX
- Participated in River otter Surveys in Eastern Colorado, march 20XX
- Tagged mule deer in Montrose, Colorado, December 20XX

Environmental learning Center - Volunteer August 20XX - December 20XX

- Trail building & maintenance

Colorado State University Outdoor Club - Member May 20XX - June 20XX

- Participated in meetings and hikes

Could also include secruity clearance level, license, or special certifications as listed in the vacancy announcncement

Quantify with numbers the impact and results of your work

All experience in a Federal Resume should be detailed and comprehensive; there are no page constraints

Be sure to include diversity organizations

Print/save USAJOBS vacancy announcements; Once the deadline passes, they drop off the website