Wildlife Conservation Resume Guide

CAREER CENTER
COLORADO STATE UNIVERSITY

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Header:
Your name should be the largest type on the document, and put in bold.
Be sure to update your LinkedIn profile and have a customized LinkedIn URL

WILDLIFE CONSERVATION QUALIFICATIONS

- Proficiently executes tasks in challenging field environments, specializing in precise data collection, species identification, and research methodologies
- Mastered database management and skillfully generated reports for Montana Fish, Wildlife & Parks to aid decision making and policy recommendations at the state and local level
- Demonstrated accountability, risk management, and leadership as an Outdoor Program Instructor
- Experience in conducting field surveys, developing restoration strategies, engaging stakeholders, and implementing monitoring programs to effectively conserve wildlife habitats

Market Your Qualifications:
Use the key words listed in the job description to show how your experiences and skills are a good match for the role. Tailor your resume for each position you apply for to increase your chances of being invited to an interview

EDUCATION

Bachelor of Science in Zoology — Expected May 20XX
Colorado State University, (CSU) Fort Collins, CO — GPA: 3.1

Include your GPA if it is over 3.00

RELEVANT EXPERIENCE

Mountain Lion Monitoring Intern, *Montana Fish, Wildlife & Parks* — Summer 20XX
Missoula, MT

- Conducted data analysis on mountain lion behavior and movement patterns to contribute to ongoing research efforts aimed at understanding population dynamics and informing conservation strategies
- Collaborated with wildlife biologists to implement non-invasive monitoring techniques, such as camera traps and GPS tracking, to gather essential data on mountain lion populations and their habitats
- Created and delivered 5 community presentations in rural ranching communities, raising awareness of the importance of predatory animals in the ecosystem

Be sure to write your bullet points using the following formula: **Action Verb + Skills or Project + Purpose or Result or Accomplishment**

RESEARCH PROJECT

Wildlife Watch: An Integrated Conservation Initiative, *Independent Study* — Sep 20XX - May 20XX
Colorado State University, Fort Collins, CO

- Administered 10 extensive field surveys to assess wildlife habitat conditions, identifying critical threats and guiding conservation efforts for partnership between CSU and Larimer County Department of Natural Resources
- Supported implementation of a comprehensive monitoring program, collecting data on species abundance, habitat utilization, and environmental factors
- Engaged over 75 community members through outreach events and educational workshops, fostering local support for wildlife conservation and resulting in a 10% increase in volunteer participation

Projects could be classroom projects or independent study, what's most important is that you highlight the skills that are mentioned in the job description

LEADERSHIP & COMMUNITY ENGAGEMENT

Outdoor Program Instructor, *CSU Outdoor Program* — Dec 20XX - Jul 20XX
Fort Collins, Colorado

- Facilitated team-building activities and outdoor skills workshops for diverse groups of students, fostering a sense of camaraderie and promoting environmental stewardship
- Collaborated with student organizations to coordinate outdoor education programs for marginalized identities, providing access to outdoor experiences and promoting inclusivity in outdoor recreation

ADDITIONAL EXPERIENCE

Team Member, *Garbanzo Mediterranean Fresh* — Sep 20XX - Present
Fort Collins, Colorado

- Foster a positive work environment by collaborating closely with team members, creating strong group dynamics and shared mission
- Achieved 100% health inspection score and zero reported incidents of food-borne illnesses due to high attention to detail and organizational skills

You may have work experience that does not feel relevant to your career goals, but you can still show which skills you developed that are relevant, such as interpresonal skills










Resume Tips & Checklist

FORMATTING

- ☐ 1-2 Pages max (unless Federal)
- ☐ Typical margins are no less than .5”
- ☐ Within each section, order by starting with most recent or current experience, to least recent
- ☐ Save final draft as PDF titled: First & Last Name Resume
- ☐ Content Font Size = 10 - 13, Header = 16
- ☐ Common fonts: Avenir, Times, Garamond, Bell MT, Cambria, Georgia (easy to read)

CONTEXT

- ☐ No photos
- ☐ Bullet Point Formula: Action Verb + Skills or Project + Puprose or Result or Accomplishment

Navigating Bias in Applications

At the Career Center we believe students’ identities and life experiences contribute to valuable strengths that are worth celebrating and showcasing on application materials. We also acknowledge that not all recruiters and organizations value every type of experience and identity, which can lead to bias and discrimination in the application process.

One approach to navigating bias is being clear and authentic about your identities on a resume and see which employers recognize these as strengths. One great outcome of taking this approach is that you might find a great values fit with an employer who sees you as your full self, and is excited about what your various identities bring to the table.

Another approach is being more general about your identities and experiences on a resume to protect from potential bias. Some items you might choose to be more general about or not mention would be political experience, religious groups, controversial research, disclosing of a disability, and listing pronouns. For example, instead of listing a specific faith, you could mention you volunteered at a spiritual organization. Instead of naming a specific political student organization, you could list it as a student leadership organization.

A resume is a snapshot of who you are and we encourage you to share however much of yourself feels good to you. There are many ways to approach this. If you’d like someone to discuss this with, we highly recommend a Career Center drop-in or appointment

LGBTQIA+ | Students with Disabilities | International Students | Undocumented/DACA | Students of Color | Veterans | Criminal Record

Looking for more help?

Bring your resume draft to a **Career Center Drop-In** to get personalized help, or look at our **standard resume example** here for additional ideas.