Oregon State University

How to write effective resumes in Fisheries, Wildlife and Conservation Sciences

Steps in drafting your resume:

1) Determine your audience – is this for a federal OR a non-governmental position?
2) Review the example resumes on pages 3-8 of this document. Pick the one most relevant to the job you're applying to and use this as a basis for your resume's formatting and content. Examples resumes here include: *1-2 pager/NGO* (pg 3-4), *Federal Government* (pg 5-6), and *Research CV* (pg 7-8)
3) Match the words used in the job announcement on your resume. Make sure your resume highlights the desired skills, qualifications, and duties listed in the announcement. Ex. if the announcement uses "census" instead of "survey", then do the same. Use *power verbs* (pg 9).
4) Review each Tip below as you write each section of your resume.
5) Finally, edit it to shorten it. For most students, 2 pages is appropriate. Make sure the most relevant parts stand out. Remember that an employer will NOT read your resume in detail – instead, they will quickly skim it and look for big take-aways. So cut words and any repetitive bullets.

Remember these formatting rules:

- If you see dense blocks of text, cut them down so they're less wordy
- Use standard-sized font (12-point) and normal margins (.75 to 1")
- Use reverse chronology, listing your most recent experience in each section first
- Use bulleted, concise phrases rather than sentences or paragraphs
- Be consistent and standardized with grammar, word tense, and formatting. Do not use "I".
- Using resume templates is not recommended.

Tips for each section of your resume:

Contact Info

- Use larger font size for your name. After 1st page, make header small so it fits on one line at top of page.
- On federal resumes, specify your citizenship.

Summary Statement

- Write a short statement (1-4 sentences) that summarizes and pitches YOU. States your strengths and achievements in motivated and confident language. See the example on pg. 3 and below:

> SUMMARY: Dedicated wildlife biology student at Oregon State University with knowledge of wildlife handling, public outreach and fiscal management, having managed funds and events for the Fisheries and Wildlife Club for the past 2 years. Passionate about big game management and eager to leverage my skills to serve ODFW's mission as a Student Intern in Summer 2021.

Education

- List the current school you are attending; include community college only if you were awarded a degree; list high school only if it's in area where job is located.
- Include your area of specialization or minor.
- Show GPA only if it's a selling point (3.5 or better).

Experience

- Create 2 subsections – "Relevant Experience" and "Other Work Experience" – so that your most relevant experience will show up at the beginning of the resume
- If you don't have much FWCS experience already, get creative! Include your FW255 field sampling project in the experience section (see pg. 6). You can include workshops, trainings, volunteering, or even personal expeditions (ex. 9-day backpack) if they show valuable skills.
- Put your job title and organization in **bold** type so it's easy to see quickly
- For non-federal jobs, create a descriptive job title instead of generic title ("Stream Surveyor" instead of "Biological Aide")
- Use **bullets** to highlight duties and accomplishments (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)
    - *Prioritize* - put most relevant, important or significant duties or accomplishments at beginning
    - *Quantify*. ('radio-tracked 20 mule deer weekly over 3 months' instead of 'located deer')
    - *Specify*. ('identified fish species and sex, measured snout-vent length and assessed reproductive condition' instead of 'collected data on fish')
    - *Don't Repeat Bullets* (if you've held several similar positions, delete any repetitive bullets)
    - For non-FWCS jobs, highlight transferable skills (mechanic = capable of maintaining field equipment; salesperson = able to interact with a diverse clientele)
    - Indicate physical and outdoor skills if in good shape and experienced (lived under primitive conditions for extended periods; carried 40-pound equipment packs in rugged terrain)
    - Use active, past tense to describe duties (conducted stream surveys). See *power verbs* (pg. 9)
- You don't need to include all of your past work experiences, especially those older than ~10 years.

Skills / Awards

- List leadership positions, honors, scholarships, awards, activities, presentations given.
- Identify skills/certifications not included in work experience. (CPR trained, experienced mechanic)
- For federal resumes, show amount of time spent on each skill (GIS – 4 months of coursework)
- Highlight many types of skills, including:
    - Communication (presentations, trainings, reports, media)
    - Interpersonal (listens, respectful, experienced working with people from diverse backgrounds)
    - Management (time, budget, people, vision, ability to multi-task & adapt to change)
    - Leadership / Showing Initiative within a team
    - Analytical / Problem Solving Skills / Strategic thinking

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.

These headers in caps are for your understanding only – do not actually write them on your resume!

EXAMPLE 1-2 PAGER / NGO RESUME

CARMEN CAMP

City, State

(831) xxx-xxx | email@oregonstate.edu

Use one or the other, NOT BOTH!

They are both shown here for reference only

SUMMARY: Dedicated wildlife biology student at Oregon State University with knowledge of animal handling, public outreach and fiscal management. Passionate about big game management and eager to leverage my skills to serve ODFW's mission as a Student Intern in Summer 2021.

SUMMARY OF QUALIFICATIONS

- Able to operate outdoors in harsh conditions from growing up camping, hiking and whitewater rafting
- Familiar with ecological concepts gained from my biology, ecology and field sampling courses
- Skilled in heavy machinery after two years as a laborer for the Washington Timber Company
- Passionate about big game management and eager to leverage my skills to serve ODFW's mission as a Student Intern in Summer 2021.

EDUCATION

Oregon State University, Corvallis, OR — 2021 (anticipated)
Major: Fisheries and Wildlife Sciences; Minor: Forestry

State Community College, Anywhere, US — 2019
A.S. Biology

WILDLIFE EXPERIENCE

FW 255: Field Sampling — **Spring 2019**
Dept. of Fisheries and Wildlife, Oregon State University — Corvallis, OR

- Designed and implemented team field research project, in which we collected and analyzed data to examine differences in avian biodiversity and abundance by habitat type over ten weeks in Bald Hill Natural Area
- Identified birds using visual and auditory cues
- Entered and organized data in a Microsoft Excel database
- Utilized the Shannon-Weiner Diversity Index to calculate avian biodiversity
- Worked with a team of three other students to design and conduct this research project for our class

Volunteer — **March 2019 – present**
Washington Department of Fish and Wildlife — Wenatchee, WA

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

show professional motivation

Animal Care Volunteer — **May-Aug. 2017**
Applegate Wildlife Center — Santa Cruz, CA

- Cleaned and fed 25+ species of injured and orphaned native wildlife
- Performed basic medical procedures including administering subcutaneous fluids and tube feeding
- Ensured efficient data entry for patients' medical, feeding, and cleaning charts

OTHER WORK EXPERIENCE

emphasize equipment skills& ability to work independently

Laborer **Summers 2014-2016**
Washington Timber Company Wenatchee, WA

- Assisted in road and culvert construction
- Drove and operated water truck, roller, front-end loader and off-road dump truck
- Worked independently without direct supervision
- Learned to operate, maintain and repair a variety of power equipment and tools

Sales Associate **2007 – 2008 (parttime)**
McDonald's Restaurant Portland, OR

- Provided consistent customer service with diverse clientele
- Learned to work efficiently under intense time pressure

Alternatively, if you have a long work history, you can instead list other work experiences without bullets. For example:

OTHER EXPERIENCE
Server, Applebee's, Bend, OR 2014-2016
Lifeguard, Bend City Pool, Bend, OR 2011-2013

SKILLS

- Computer - Microsoft Office Suite, Adobe Photoshop
- Language - Bilingual in Spanish, English
- Field Safety - Whitewater rafting training 2017
- Leadership – Delegation & Interpersonal communication

PROFESSIONAL AFFILIATIONS

The Wildlife Society, Member

REFERENCES

Dr. Rachel Alvaro, (541) 737-1939, alvaror@oregonstate.edu
Assistant Professor, OSU Dept. of Fisheries and Wildlife

Tom Terl, (541) 653-2324, tterl@gmail.com
Supervisor, Applegate Wildlife Center

Remember to NOT include this header!

EXAMPLE FEDERAL GOVERNMENT RESUME

On govt resumes, match exact words & phrases used on job announcement

Gloria Government

bbiologist@oregonstate.edu | 541-999-9999

Campus
9999 9th Street
Corvallis OR 97330

Permanent
111 Sweet Street
Anywhere, OR 97210

SUMMARY OF QUALIFICATIONS:

- Knowledge of animal husbandry acquired by 4 years professional experience caring for thoroughbred racehorses.
- Skilled in creating and maintaining detailed records gained through 7 years of military experience as an Aircraft Maintenance Shop Manager.
- Ability to work well in diverse teams learned through 7 years of military service
- Ability to identify and settle issues with group dynamics to help move a team toward its goals
- Ability to complete physically demanding tasks developed by rigorous military physical fitness training
- Ability to work outdoors in varying weather conditions from 25 years of backcountry camping and hiking

EDUCATION

Oregon State University, Corvallis, OR: Fisheries and Wildlife Sciences — June 2022 (anticipated)
Specialization: Fisheries Conservation
GPA: **3.5**
Course work: Biology (12 quarter/8 semester credits); Ecology (3 quarter/2 semester credits)

Convert quarters to semester hours.

Centaurus High School, Lafayette, Colorado — **May 2006**

FISHERIES EXPERIENCE

For fed. resumes, put employer on first line

U.S. Geological Survey Biological Research Division — **June 1, 2019-Oct. 31, 2019**
Klamath Falls Field Station, Klamath Falls, Oregon
Supervisor: Jane Doe, email
Endangered Species Research Technician GS-0404-05 - 40 Hours/Week, $14.00/Hour

show hours & pay for each experience

- Responsibilities: Collecting 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
- Used driftnets to collect larvae entrained in seasonal floodplains
- PIT-tagged endangered species using federal protocol
- Performed weekly boat maintenance including lower unit and electro-fish generator oil change
- Carried 40-pound equipment packs in rugged terrain
- Backpacked and lived under primitive conditions for extended periods

Responsibility statements give overview for each job

show physical fitness at least once on resume

Oregon Department of Fish and Wildlife, Salem Headquarters — **March 1, 2016-June 2, 2017**
Supervisor: Jane Doe, email
Fishing Program Intern Volunteer – 8 Hours/Day for 7 days, volunteer

- Responsibilities: Assisted director of Warm Water Fishery Program with program functions
- Presented 15 aquatic education programs to public groups of up to 75 people
- Organized, maintained, and purchased equipment, supplies and information for 9 Urban Fishing Clubs
- Collected monthly water quality data (dissolved oxygen, temperature, pH) on urban lakes & streams
- Worked as part of a team with other volunteers

OTHER WORK EXPERIENCE

quantify your achievements & highlight transferable skills

United States Air Force **December 2, 2009 – July 3, 2016**
Lakenheath, UK
Supervisor: Jane Doe, email
Aircraft Maintenance Shop Manager - 40 Hours/Week, $75,000/yr

- Responsibilities: Managed 27 personnel and supplies in executing 3500 aircraft maintenance actions per year
- Created and maintained detailed aircraft maintenance records for 74 military aircraft tracking service life of $6.2B in government assets
- Led a team of 27 people in completing 21,000 maintenance tasks saving $4.7B in aircraft corrosion repairs
- Restructured storage and acquisition procedures for supplies worth $250,000 annually, cut waste by 30%
- Developed solution to safety shortfalls, reducing employee chemical exposure by 32%

Prater Thoroughbreds **May 1, 2005 – September 30, 2008**
Ocala, FL
Supervisor: Jane Doe, email
Thoroughbred Horse Caretaker - 40 Hours/Week, $10/hr

- Responsibilities: Provided care, monitors health, and tends to 27 thoroughbred racehorses' needs, 7 days a week
- Prepared specialized diets for 27 thoroughbred racehorses valued at $17,000,000
- Cleaned stalls and washed horses daily ensuring a healthy living environment minimizing health issues
- Developed training and exercise regiments for 14 racehorses, improved animals' fitness with a10% sales price increase

RELEVANT COURSEWORK

This is just one example. When applying, you should write these out for all relevant courses.

Population Ecology January - March 2009
Oregon State University, Corvallis, Oregon 1 quarter / 0.75 semester credit

- Implemented data collection techniques including mark and recapture, line transects, and distance sampling
- Prepared population models that included open and closed populations, demographic and environmental stochasticity
- Created written reports that included an analysis of results and management recommendations
- Used the following software applications: CAPTURE, DISTANCE, MARK, Excel, and Word
- Utilized multiple statistical models including ANOVA, t-tests, regression (linear and logistic), and chi-square
- Operated radio telemetry equipment

ACKNOWEDGEMENTS

can be grouped here, or placed under each job

- Recognized by supervisors at Oregon Department of Fish and Wildlife and U.S. Geological Survey for superior initiative and work ethic

RELEVANT SKILLS, TRAININGS AND CERTIFICATIONS

- **Computer Programs:** ArcGIS (120 hours training and experience), Microsoft Word and Excel
- **Certifications:** GIS Certificate, GIS Certification Institute 2019
- **Certifications:** American Red Cross First Aid/CPR 2019
- **Member:** American Fisheries Society, Oregon Chapter
- **Member:** Minorities in Natural Resources Society, Oregon State University Chapter

REFERENCES

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

EXAMPLE RESEARCH / ACADEMIA CV

Samuel Scientist
888 8th Street Corvallis OR 97331 (541) 888-8888 S.Scientist@yahoo.com

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EDUCATION B.S. Fisheries and Wildlife Sciences Oregon State University, Corvallis, OR June 2018
Specialization Avian Ecology
Group Senior Project Waterfowl Use of Wetlands in Eastern Oregon
GPA: 3.75

EXPERIENCE **Wildlife Technician 1** Summer 2019
Oregon Department of Fish and Wildlife, Summer Lake Wildlife Area
Responsibilities: Participated in waterfowl banding program

- 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

Waterfowl Surveyor, Volunteer Winter 2019
U.S. Fish and Wildlife Service, Finley Wildlife Refuge
Responsibilities: Assisting 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 reliability and meticulous data collection

Wildlife Rehabilitator, Volunteer Winter, Spring 2018
Cascades Wildlife Rehabilitation Center, Salem
Responsibilities: Working 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
- Supervised and trained ~30 new volunteers
- Conducted weekly tours of facility and communicated daily with the public

RESEARCH **Student Researcher** Jan. 2016-June 2018
Environmental Monitoring Program, Oregon State University, Corvallis, OR
Project: Designed and conducted a research project to monitor the changes in avian biodiversity and abundance in Henry Cowell Redwoods State Park

- Collected data on the differences in avian biodiversity and abundance in relation to season, climate, and habitat over the course of two years in Henry Cowell Redwoods State Park, in Felton, California
- Collected observational data at 8 sites in four different types of habitat twice a month for approximately two years
- Collected weather data including humidity, wind speed and direction, and temperature, using a Kestrel weather meter; also noted percent cloud cover
- Used the Shannon-Weiner Index to compare the avian biodiversity of different habitats and seasons

PUBLICATION Jones, J., C. Cook, H. Hunter and S. Scientist. June, 2019. Waterfowl Use of Wetlands in Eastern Oregon. Report to Oregon Fish and Wildlife and The Cattleman's Association. 34pp.

PRESENTATIONS "White-tailed deer survival in Southwestern Oregon," August 2018. Oregon Hunters Association, Roseburg OR..

LEADERSHIP Secretary, Fish and Wildlife Club 2017

AWARDS Wanda Wildlife Academic Scholarship 2017
Dean's List – 6 quarters
Best Undergraduate Poster, Dept. Fisheries and Wildlife 2018

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

POWER VERBS

FOR FW
conducted
documented
observed
monitored
organized
surveyed
censused
analyzed
compiled
identified
inspected
mapped
recorded
researched
prepared
interpreted
collaborated
communicated
coordinated
facilitated

ANALYZED
assessed
compared
computed
correlated
defined
determined
diagnosed
evaluated
examined
inspected
interpreted
judged
maintained
ranked
reviewed
screened
solved
studied
summarized
surveyed
synthesized
verified
visualized

COMMUNICATED
addressed
answered
briefed
explained
facilitated
listened
presented
publicized
recorded
reported
responded

CREATED
acted
adapted
built
composed
corrected
designed
devised
discovered
drafted
established
expanded
expedited
facilitated
formulated
generated
improved
increased
influenced
initiated
innovated
invented
launched
modified
originated
performed
planned
prioritized
produced
proposed
recommended
reduced
restored
refined
simplified
solved
streamlined
visualized

ACHIEVEMENT WORDS
achieved
acquired
advanced
allowed
eliminated encouraged
expanded
facilitated
fostered
guaranteed
inspired
improved
strengthened

COUNSELED
INSTRUCTED
LEARNED
advised
advocated
aided coached
comforted
communicated
consulted
coordinated
demonstrated
educated
empathized
enabled
encouraged
established
fostered guided
helped
influenced
inspired
interpreted
led
listened
maintained
motivated
observed
persuaded taught
trained
supported
validated

OPERATED
REPAIRED
MAINTAINED
adjusted
adapted
bolstered
clarified
corrected
eliminated
executed
expedited
facilitated fixed
implemented
installed
modified
ordered
prepared
prioritized
produced
programmed
promoted
reduced
sustained
upheld
utilized

NEGOTIATED
advised
advocated
bargained
expedited
facilitated
lobbied
mediated
motivated
persuaded
promoted
solved

ORGANIZED
arranged
assembled
balanced
budgeted
classified
collected
compiled
composed
correlated
located
maintained
obtained
organized planned
prepared
prioritized
streamlined
synthesized

ASSISTED
SERVED
advised
assisted
attended
briefed
contributed
cared
delivered
entertained
facilitated
fostered
helped
listened
maintained
prepared
procured
provided
satisfied
served
supplied
negotiated
participated
persuaded
promoted
purchased
raised
recommended
recruited
referred
served
stimulated
sustained

SUPERVISED
MANAGED
administered
allocated
approved
arranged
assigned
authorized
bolstered
coached
conducted
consulted
contracted
coordinated
decided
delegated
directed
dispatched
distributed
encouraged
enforced
evaluated
executed
exercised
expedited
facilitated
fostered
hired
implemented
instructed led
maintained
managed
met (deadlines)
monitored
motivated
organized
oversaw planned
prepared
prioritized
promoted
purchased
regulated
reinforced
responded
reviewed
scheduled
strengthened
supervised
taught
trained