



Oregon State
University

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

I. 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)
- 3) Match the key words & phrases used in the job announcement on your resume, especially for 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 and 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.

II. 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".
- We do not recommend using a resume template – this often results in wasted space and an inflexible design
- *For government resumes, ALWAYS list the hrs/week and total weeks worked in each position, including for relevant volunteer positions*

III. Tips for each section of your resume:

Contact Header & Summary Statement:

- Use larger font size for your name. After 1st page, make header small so it fits on one line at top of page.
- Write EITHER a "Summary of Qualifications" that uses similar language as in the job description, OR a "Summary" that summarizes and pitches YOU in 1-4 sentences, and states your strengths and achievements in motivated and confident language. See the example on pg. 3
- Can address unique situations like a career change here – Ex. "Aspiring fisheries biologist with 10+ years' experience in business administration. Changing careers to follow my lifelong passion. Eager to serve the ODFW mission as a Student Fisheries Intern in summer 2023." Or, '...Eager to re-enter the workforce after 5 years of caring for my young children.'

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
- For applications to government jobs, you MUST quantify the number of hours you have spent in each job & on each relevant skill (ex., 40hrs/wk or 240 hrs total). Without this your resume will be likely thrown out.
- If you don’t have much FWCS experience already, get creative! Include your FW255 field sampling project in the experience section (see pg. 3). You can include workshops, trainings, volunteering, or even personal expeditions (ex. 9-day backpack) if they show valuable skills.
- For non-federal jobs, alter your past job titles as needed to make them relevant and descriptive
- DON’T just list basic duties. INSTEAD, use **bullets** to highlight accomplishments while still noting your duties.
 - Lead with *power verbs* (pg. 9) in active, past tense, ex. “Surveyed 72 miles of stream, 30% more than last year’s team,” “Acknowledged by supervisor for high accuracy in entering 1500+ data records”
 - *Prioritize* (put most relevant, important or significant duties/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 between positions* (if you’ve held several similar positions, delete any repetitive bullets)
 - For non-FWCS jobs, highlight transferable skills (ex. mechanic = capable of maintaining field equipment; salesperson = able to interact with a diverse clientele)
 - Indicate physical and outdoor skills (ex. ‘lived under primitive conditions for extended periods; carried 40-pound equipment packs in rugged terrain’)
- You don’t need to include all your past work experiences, especially those older than ~10 years.

Skills / Awards / Certifications sections

- Organize these thematically with a main header + details; these should all be important to this job. Ex:
 - GIS & mapping: 140 hours of coursework
 - Field Safety: First Aid / CPR trained (current), navigation with topographical maps and compass...
 - Communication: oral presentations, technical report writing, social media)...
 - Teamwork: experienced working with people from diverse backgrounds...
 - Management: (time, budget, people, vision, ability to multi-task & adapt to change)
 - Leadership: ...
 - Problem Solving: ...

References

- Include at least 3 professional references. One of these may be personal. Can include 1-3 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 them with a copy of your resume.

Government & Federal Resume Tips:

- Quantify the number of hours you have spent in each job & on each relevant skill (ex., 40hrs/wk or 240 hrs total)
- Fully & excellently answer any supplemental questions / questionnaires, marking ‘expert’ or ‘near expert’ frequently. Your responses here may be used to screen out candidates, before they even review your resume.

- Use the same key words and phrases noted in the position description in your application (but do avoid copying and pasting entire phrases). Show that you performed these skills AND achieved X and Y due to it.

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

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

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 2022.

SUMMARY OF QUALIFICATIONS

- Comfortable working outdoors in harsh conditions from growing on a farm, camping and hiking
- Academic background in wildlife management and fisheries ecology and career goal of Fisheries Biologist
- Familiar with the [job location], having fished frequently in that unit.
- Skilled in heavy machinery after two years as a laborer for the Washington Timber Company
- Passionate about fisheries management and eager to leverage my skills to serve ODFW’s mission as a Student Intern in Summer 2022.

EDUCATION

Oregon State University, Corvallis, OR 2025 (anticipated)

Major: Fisheries, Wildlife, and Conservation Sciences

Minor: Forestry

GPA: 3.85

Relevant Coursework: Population Dynamics; Systematics of Mammals; Systematics of Birds; Management Principles of Pacific Salmon in the Northwest; Multicultural Perspectives in Natural Resources, Endangered Species, Society and Sustainability

Linn Benton Community College, Albany, OR 2021

A.S. Biology

Can list here or if very relevant, describe in Experience section like FW255

RELEVANT EXPERIENCE

Student, FW 255: Field Sampling

Oregon State University Mar.-June 2023

- 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 20+ species of birds using visual and auditory cues
- Entered and organized data in a Microsoft Excel database and calculated Shannon-Weiner Diversity Index
- Wrote final research paper and presented findings to class, including implications for management

Volunteer, Annual Meeting

The American Fisheries Society, Oregon Chapter Feb. 2023

- Drove 12-passenger vans and assembled check-in desk at ORAFS Annual Meeting
- Networked with ODFW fisheries biologists and confirmed my career path in fisheries biology

Fisheries Volunteer

Washington Department of Fish and Wildlife Mar. 2021 & 2022

- 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

Use one or the other, NOT BOTH!

They are both shown here for reference only

Don't split an experience between pages

Animal Care Volunteer

Applegate Wildlife Center

- 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

May-Aug. 2021
Santa Cruz, CA

OTHER WORK EXPERIENCE

Laborer

Washington Timber Company

- 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

*emphasize equipment
skills & ability to work
independently*

June-Aug. 2019 & 2020
Wenatchee, WA

Sales Associate

McDonald's Restaurant

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

2018-2020 (parttime)
Portland, OR

SKILLS

- Computer - Microsoft Office Suite, Adobe Photoshop
- Language - Bilingual in Spanish, English
- Field Safety – GPS, compass, First Aid/CPR certified (current)
- Leadership – Delegation & Interpersonal communication

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

OTHER WORK EXPERIENCE

Server , Applebee's, Bend, OR	2017-2018
Lifeguard , Bend City Pool, Bend, OR	2016-2017

PROFESSIONAL AFFILIATIONS

The Wildlife Society, Member
The OSU Fisheries & Wildlife Club, 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

You can also create &
download your federal
resume using the USAJobs
Resume Builder

Gloria Government

Campus: 123 4th Street, Corvallis OR 97330
Permanent: 111 E St., Portland OR 97210
bbiologist@oregonstate.edu | 541-999-9999

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

Job Announcement Number: R5-ANWR-2020-015
Position: Biological Science Technician GS-0404-5/6/7
Country of Citizenship: United States of America
Veterans Preference: No
Highest Government Grade: GS- 05
Availability: Full time, permanent, or seasonal
Desired Locations: Kamath Falls, OR and Sacramento, CA

Highlight here 3-10
qualifications and KSAs
that directly match the job
duties as outlined in the
position description.

SUMMARY OF QUALIFICATIONS:

- Ability to collect fisheries data using biological field methods including electrofishing, driftnets, and PIT-tagging, as gained from four-month position with USGS fisheries
- Ability to operate, maintain, and repair large equipment such as motorized boats, trailers, manual 4WD trucks
- Proven ability to follow field safety protocols, having extensive training and current first aid certifications
- Skilled in creating and maintaining detailed records gained through 7 years as military Aircraft Shop Manager.
- Effective interpersonal skills including conflict resolution and leadership of diverse teams
- Ability to complete physically demanding tasks developed by rigorous military physical fitness training
- Ability to work outdoors in varying weather conditions from a lifetime of backcountry camping and hiking

EDUCATION

B.S. Fisheries, Wildlife, and Conservation Sciences

Oregon State University, Corvallis, OR

Specialization: Fisheries Conservation

Current GPA: **3.5**; 138 semester credits; Dean's List 4 times

June 2025 (anticipated)

Convert quarters to
semester hours.
Don't list high
school unless it's
relevant to job (ex.
in same location as
job site)

FISHERIES EXPERIENCE

For federal resumes, put employer on first line

U.S. Geological Survey Biological Research Division

Supervisor: Jane Doe, email, Permission to contact (yes)

Endangered Species Research Technician GS-0404-05 - 40 Hours/Week, \$14.00/Hour

- Responsibilities: Collecting data on habitat selection by juvenile Upper Klamath Lake suckers
- Recognized by supervisors for superior initiative and work ethic
- 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

June 1, 2022-Oct. 31, 2022

Klamath Falls Field Station, OR

ALWAYS list hours &
pay for each experience

Responsibility
statements give
overview for each job

Note physical fitness at
least once on resume

Oregon Department of Fish and Wildlife

Supervisor: Martin Sanchez, email, Permission to contact (no)

Fisheries Volunteer – Parttime, 47 hours total, volunteer

- Responsibilities: Assisted director of Warm Water Fishery Program with program functions
- Helped present 3 aquatic education programs to small public groups (>30 people)
- Collected monthly water quality data (dissolved oxygen, temperature, pH) on urban lakes & streams
- Worked as part of a team with other volunteers

March 1, 2019-June 2, 2019

Salem Headquarters, OR

OTHER WORK EXPERIENCE

*quantify your
achievements & highlight
transferable skills*

United States Air Force

Supervisor: Jane Doe, email, Permission to contact (yes)

December 2, 2009 – July 3, 2018

Lakenheath, UK

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 diverse team of 27 people and implemented staff managerial strategies including conflict resolution, team building exercises, and improvement plans
- Restructured storage and acquisition procedures for supplies worth \$250,000 annually, cut waste by 15%

Prater Thoroughbreds

Supervisor: Jane Doe, email

May 1, 2007 – September 30, 2009

Ocala, FL

Thoroughbred Horse Caretaker - 40 Hours/Week, \$10/hr

- Responsibilities: Provided care, specialized diets, training regimens, and health monitoring for 27 high-value racehorses

RELEVANT COURSEWORK (Oregon State University, Corvallis, OR)

*Note all relevant upper
division courses.*

Population Dynamics (FW320) - 1 quarter / 0.75 semester credit

- 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

Field Sampling (FW255) - 1 quarter / 0.75 semester credit

- Designed and implemented demographic survey of local black-tailed deer population and compiled findings into a management report
- Collected field data using techniques incl. mark and recapture, radio telemetry, line transects, and distance sampling
- Utilized multiple statistical models including ANOVA, t-tests, regression (linear and logistic), and chi-square

TRAININGS & CERTIFICATIONS

- Computer Programs: ArcGIS (120 hours training and experience), Microsoft Word and Excel
- GIS Certificate, GIS Certification Institute, 2019
- American Red Cross First Aid/CPR, 2019
- Rock Climbing (70+ hours training and experience)

PROFESSIONAL ORGANIZATIONS & AFFILIATIONS

- Secretary, OSU Fisheries & Wildlife Club 2022-present
- Member, American Fisheries Society, Oregon Chapter 2021-present
- Member, Minorities in Natural Resources Society, OSU Chapter 2020-present

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

*Aim for 3 to 10 references on
a federal resume*

EXAMPLE RESEARCH / ACADEMIA CV

Samuel Scientist

888 8th Street Corvallis OR 97331

(541) 888-8888 S.Scientist@yahoo.com

EDUCATION B.S. Fisheries and Wildlife Sciences Oregon State University, Corvallis, OR June 2022
Specialization Avian Ecology
Senior Project: Waterfowl Use of Wetlands in Eastern Oregon
GPA: 3.75

EXPERIENCE **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 independent waterfowl surveys over 4 weeks
- 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 team 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

PUBLICATIONS 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. Poster. Oregon Chapter of The Wildlife Society Annual Meeting, Roseburg OR..

LEADERSHIP Secretary, Fish and Wildlife Club 2017

AWARDS Wanda Wildlife Academic Scholarship 2017
Dean's List – 6 quarters
Best Undergraduate Poster, ORTWS Annual Meeting, 2018

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

...

POWER VERBS FOR BULLETS

FOR FWCS

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