



**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 governmental 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. A non-federal resume should be < 2 pages long, unless the student has 5+ years of previous work experience. 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.

### II. Remember these formatting rules:

- Do not use a pre-formatted resume template – this often results in wasted space and an inflexible design
- Use standard-sized font (12-point) and normal margins (.75 to 1")
- Use bulleted, concise phrases rather than sentences or paragraphs
- If you see dense blocks of text, cut them down so they're less wordy
- Use reverse chronology, listing your most recent experience in each section first
- Be consistent and standardized with grammar, word tense, and formatting. Do not use "I".
- *For government resumes, ALWAYS list the hrs/week and total weeks worked in each position, including for relevant volunteer positions*

### III. Resume Sections, listed in order:

#### **Contact Header & Summary Statement:**

- Use larger font size for your name. Only have a header on the 1<sup>st</sup> page.
- Include EITHER a "Summary of Qualifications" that uses similar language as in the job description, OR a "Summary" statement that summarizes and pitches YOU in 1-4 sentences. See the example on pg. 3. In the statement, you 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..." 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.
- List GPA only if it's a selling point (3.5 or better).

**Experience:**

- So that your most FWCS-relevant experiences show up on the first page, you can create 2 subsections – “Relevant Experience” and “Other Work Experience”
- 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 & quantify* (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)
  - *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*. For similar positions, discuss different transferable skills.
  - 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. ‘hiked with 30-pound equipment packs in off-trail terrain’)
- You don’t need to include all your past work experiences, especially those older than ~10 years.

**Relevant Coursework**

- Include 1-4 of your most relevant classes such as FW 255 Field Sampling, and include bullets to detail project topics and highlight transferable skills relevant to the specific job.

**Skills section**

- 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...

**Certifications / Trainings / Awards / Leadership sections (\*optional)**

- Can include here workshops, trainings, volunteering, or even personal experiences (ex. 9-day backpack, lifetime hunter) here if they show valuable skills.

**References**

- Include at least 3 professional references, one being from OSU.
- 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.
- Submit a cover letter, even when optional; in this note your preferred locations

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

# EXAMPLE 1-2 PAGER / NGO RESUME

## CARMEN SMITH

City, State

(xxx) xxx-xxx | [email@oregonstate.edu](mailto:email@oregonstate.edu)

**SUMMARY:** Dedicated wildlife biology student at Oregon State University and lifetime hunter, with background in equipment repair, animal handling, and customer service. Eager to leverage my skills to serve ODFW’s mission as a Student Intern in summer 2024, advancing my future career in game management and habitat restoration.

### SUMMARY OF QUALIFICATIONS

- Academic foundation in wildlife management with skills in wildlife field sampling, vegetation surveys, data entry into Excel, and field identification of Oregon’s mammal species
- Familiar with the [job location], having hunted frequently in that unit, and knowledgeable of state game regulations
- Skilled in heavy machinery operation, maintenance and repair, having worked in timber for two years
- Passionate about game management and eager to leverage my skills to serve ODFW’s mission as a Student Intern in Summer 2024

### 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

Linn Benton Community College, Albany, OR 2021

A.S. Biology

Can list here or in its own section (recommended if you have less FWCS work experience)

### RELEVANT EXPERIENCE

#### Volunteer, Annual Meeting

The Oregon Chapter of The Wildlife Society

Feb. 2024

Hood River, OR

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

show professional motivation

#### Fisheries Volunteer

Washington Department of Fish and Wildlife

Mar. 2022

Wenatchee, WA

- Stocked fish into high lakes in North Cascades lakes, hiking 5-10 miles daily for 3 days

#### Animal Care Volunteer

Applegate Wildlife Center

May-Aug. 2021

Santa Cruz, CA

- Cleaned, fed, and monitored 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

emphasize equipment skills & ability to work independently

### OTHER WORK EXPERIENCE

#### Laborer

Washington Timber Company

June-Aug. 2022 & 2023

Wenatchee, WA

- Learned to operate, maintain and repair a variety of power equipment, tools, and trucks while assisting in road and culvert construction, working independently without direct supervision

Use one or the other, NOT BOTH summary sections!

They are both shown here for reference only

**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

**RELEVANT COURSEWORK****FW 255: Field Sampling of Fisheries and Wildlife, Oregon State University Winter 2024**

- 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
- Wrote final research paper and presented findings to class, including implications for management

**SKILLS**

- Lifetime Hunter, knowledgeable in Oregon's game regulations
- Computer - Microsoft Office Excel and Word, Google Suite
- 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

**LEADERSHIP & PROFESSIONAL AFFILIATIONS**

- Member of The Oregon Chapter of The Wildlife Society (2022-present) - Attended 2024 Annual Meeting
- Secretary of The OSU Fisheries & Wildlife Club (2022-present) – Help plan 5-8 activities each term with our leadership team, and send weekly newsletter to our 180 student members

**REFERENCES**

- Dr. Rachel Alvaro, (541) 737-1939, [alvaror@oregonstate.edu](mailto:alvaror@oregonstate.edu)  
Assistant Professor, OSU Dept. of Fisheries and Wildlife
- Tom Terl, (541) 653-2324, [tterl@gmail.com](mailto:tterl@gmail.com)  
Supervisor, Applegate Wildlife Center
- Jack Smith, (541) 653-2324, [jacksmith7821@gmail.com](mailto:jacksmith7821@gmail.com)  
Personal Mentor for past 8 years

Remember to  
NOT include  
this header!

## EXAMPLE FEDERAL GOVERNMENT RESUME

You can also create & download your federal resume using the USAJobs Resume Builder. Be sure to edit the download though, as the default formatting looks terrible!

### Gloria Alvarado

Campus: 123 4<sup>th</sup> Street, Corvallis OR 97330  
Permanent: 111 E St., Portland OR 97210  
[bbiologist@oregonstate.edu](mailto:bbiologist@oregonstate.edu) | 541-999-9999

This format can work well for state govt. positions also. 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:

- Able to collect fisheries data using biological field methods including electrofishing, driftnets, and PIT-tagging, as gained from four-month position with USGS fisheries
- Able to operate, maintain, and repair large equipment such as motorized boats, trailers, manual 4WD trucks
- Able 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
- Able to complete physically demanding tasks developed by rigorous military physical fitness training
- Able 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, [doej@usgs.gov](mailto:doej@usgs.gov), 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, [msanchez@odfw.gov](mailto:msanchez@odfw.gov), 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: John Nguyen, j.nguyen@usaf.gov, 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, janedoe@gmail.com, Permission to contact (no)

**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](mailto: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](mailto:Habitat@usfs.gov)

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

## EXAMPLE RESEARCH / ACADEMIC CV

### Samuel Ngyuen

888 8<sup>th</sup> Street Corvallis OR 97331

(541) 888-8888 [S.Scientist@oregonstate.edu](mailto:S.Scientist@oregonstate.edu)

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- EDUCATION** B.S. Fisheries, Wildlife, and Conservation Sciences  
Oregon State University, Corvallis, OR (Ecampus) 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 2021
- AWARDS** Wanda Wildlife Academic Scholarship 2022  
Dean's List – 6 quarters  
Best Undergraduate Poster, ORTWS Annual Meeting, 2022
- REFERENCES** Dr. Wally Waterfowl  
Avian Ecologist, Fisheries and Wildlife Science, OSU  
541-737-4531 [wally.waterfowl@oregonstate.edu](mailto:wally.waterfowl@oregonstate.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  
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