



**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 7-8)
- 3) Match the language 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 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.

### 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".
- Using resume templates is not recommended.

### III. Tips for each section of your resume:

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

- Use larger font size for your name. After 1<sup>st</sup> 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 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. 3). 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”)
- 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.
  - Examples: “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**

- 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 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 *in advance* 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

(xxx) xxx-xxx | [email@oregonstate.edu](mailto: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 2022.

#### 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 2023 (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

2019

A.S. Biology

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

#### WILDLIFE EXPERIENCE

##### FW 255: Field Sampling

Oregon State University

Mar-June 2021

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 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

##### Fisheries Volunteer

Washington Department of Fish and Wildlife

March 2018, 2019

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

Applegate Wildlife Center

May-Aug. 2017

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

### 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. 2014-2016**

Wenatchee, WA

### Sales Associate

McDonald's Restaurant

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

**2012 – 2014 (parttime)**

Portland, OR

### SKILLS

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

*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

### 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

### Gloria Government

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

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: Anywhere in the U.S.A.

On govt resumes, match exact words & phrases used on job announcement in your duties and skills sections

#### 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

##### **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 2023 (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

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

June 1, 2019-Oct. 31, 2019

Klamath Falls Field Station, OR

- 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

Show 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: Jane Doe, email

Fishing Program Intern Volunteer – 8 Hours/Day for 7 days, volunteer

March 1, 2016-June 2, 2017

Salem Headquarters, OR

- 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

quantify your  
achievements & highlight  
transferable skills

## OTHER WORK EXPERIENCE

### **United States Air Force**

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%

**December 2, 2009 – July 3, 2016**

Lakenheath, UK

### **Prater Thoroughbreds**

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 and training and exercise regimens for 27 thoroughbred racehorses valued at \$17,000,000
- Cleaned stalls and washed horses daily ensuring a healthy living environment minimizing health issues

**May 1, 2005 – September 30, 2008**

Ocala, FL

## 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.us](mailto:Habitat@usfs.gov.us)

## EXAMPLE RESEARCH / ACADEMIA CV

### Samuel Scientist

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

(541) 888-8888 [S.Scientist@yahoo.com](mailto:S.Scientist@yahoo.com)

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**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** **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](mailto:wally.waterfowl@univ.edu)

**Manuel Manager**  
Manager, Summer Lake Wildlife Area  
222-222-2222 [marty.manager@state.or.us](mailto:marty.manager@state.or.us)

**David Duck**  
US Fish and Wildlife Service, Finley Wildlife Refuge  
555-555-5555 [duckd@us.gov](mailto:duckd@us.gov)

**Donna Deer**  
Biologist, Oregon Department of Fish and Wildlife  
999-999-9999 [deerd@odfw.or](mailto:deerd@odfw.or)



## 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