

**Natural Resources Conservation
Graduate Student Council
Resume Tips**

Sample Resumes and other information is posted at <http://umassnrcgrads.blogspot.com/>
Feel free to contact Cristina Kennedy (cgkenned@cns.umass.edu) or
Sean Matthews (smatthews@nrc.umass.edu) with questions.

Where to start

- List relevant work, volunteering, skills and education in an informal document
- Look at sample resumes to get ideas for what to include
- Start with a sample resume and fill in your information

Sections

- Name and contact info
- Education (degrees, expected grad date, GPA, relevant coursework)
- Relevant work/intern/volunteer experience
- Other skills/qualifications/awards
- References

General Guidelines

- There is no one 'right way'
- Curriculum Vitae (CV) versus Resume
- Tailor resume for the job you want
- Clean and concise
- Word choice, language from job description, active voice
- Bulleted versus paragraphs
- Page length
- Single standard font, black
- Consistent formatting within sections
- Electronic submissions, merge into single file
- Don't be afraid to show off!

Reviews

- Trade and review resumes with friends
- Ask for reviews from professors and former supervisors
 - Am I including relevant keywords?
- UMass Career Services review <http://www.umass.edu/careers/>
- Online Searches
- GET FEEDBACK!

T. Jobsearch

jobsearch@umass.edu
Amherst, MA
XXX-XXX-XXXX

EDUCATION

Boston College, Chestnut Hill, MA
Bachelor of Science, May, 2006
Dual Major: Biology & German Studies
Dean's List First Honors (Fall 2004, Spring 2005)

Goethe-Institute, Berlin, Germany, Summer 2003
Received the Zertifikat Deutsch

LABORATORY EXPERIENCE

- Researched components of the B-lymphocyte Cell Signaling Pathway
- Performed Western blotting, flow-cytometry, protein assays, culture of primary lymphocytes as well as long term cell lines, sterile technique
- Autoclaving, dishwashing and preparation of solutions and tissue culture media
- Used biological databases including NCBI Entrez, Swiss-Prot, PDB etc.

FIELD RESEARCH

- Assisted in researching spotted turtles
- Skills learned: trapping, marking, fitting with transmitters, relocating and identifying individuals with the use of radio telemetry and GPS, and record keeping

MANAGEMENT & COMMUNICATION SKILLS

- Organized and coordinated weekend activities and vacations for mentally challenged adults
- Managed weekend relief staff
- Recruited and coordinated volunteers and planned activities for Best Buddies events
- Utilized office skills while volunteering for food pantry

TEACHING EXPERIENCE

Assisted in teaching elementary German, prepared lessons and sample tests
Corrected homework & exams, held office hours

OTHER SKILLS

Fluent in German, conversant in Spanish
Comfortable with Microsoft Word, PowerPoint, Excel, and BD FacsDiva,
Certified by Red Cross for CPR, First Aid and medication administration

EMPLOYMENT HISTORY

Undergraduate Research, June 2005 to Present
Chiles Laboratory, Boston College

Weekend Manager, March 2003 to June 2004
NWW Committee, Newton, MA

Caretaker, June 2001 to June 2002
NWW Committee, Newton, MA

VOLUNTEERING

Membership Coordinator, 2000 to 2003
Best Buddies Boston College

Receptionist and Cook, Summer of 1999 and 2000
Lazarus House Ministries, Lawrence, MA

T. Jobsearch

jobsearch@umass.edu
College Lane
Amherst, MA
XXX-XXX-XXXX

OBJECTIVE

Seeking a position in the environmental field.

QUALIFICATIONS

- Field experience collecting physiochemical data on streams including water chemistries, GPS, temperature, and discharge
- Experience in stream morphology assessment including cross-sections and longitudinal profiles, sinuosity, pebble counts, embeddedness, and stream habitat characterization
- Collection of macroinvertebrate, periphyton, and *E. coli* samples
- Familiarity with Microsoft Access, ArcGIS, and the Rivermorph software
- Endangered species survey experience: trapping, marking, fitting with transmitters, relocating and identifying spotted turtles with the use of radio telemetry and GPS
- Lab techniques include Western blotting, flow-cytometry, protein assays, culture of primary lymphocytes as well as long term cell lines, solution preparation, and sterile technique
- Extensive coursework in biology including coastal field ecology, environmental field research methods, and undergraduate research in an immunology lab

EDUCATION

Bachelor of Science, May, 2006 GPA: 3.3
Boston College, Chestnut Hill, MA
Dual Major: Biology & German Studies
Dean's List First Honors 2005-2006

PROFESSIONAL EXPERIENCE

Wyoming Department of Environmental Quality, Sheridan, WY
June 2006 to November 2006
Watershed Monitoring Internship
Collected qualitative and quantitative morphology measures on Wyoming lakes and streams

Thomas Chiles Laboratory, Department of Biology, Boston College, Chestnut Hill, MA
June 2005 to June 2006
Researched components of the B-lymphocyte Cell Signaling Pathway

WORK AND VOLUNTEER EXPERIENCE

NWW Committee Webster House, Newton, MA
June 2001 to June 2006
Weekend Manager for mentally challenged adults in group home
Certified by the Red Cross for CPR and First Aid

Best Buddies Boston College, Chestnut Hill, MA
2000 to 2003
Membership Coordinator
Volunteering with mentally challenged adults

Lazarus House Ministries, Lawrence, MA
Summer of 1999 and 2000
Receptionist and Cook for homeless shelter

T. Jobsearch
College Lane
Amherst, MA
XXX-XXX-XXXX
jobsearch@student.umass.edu

Career Objective:

Wildlife and environmental research, management, policy, and education, with a focus on wetlands.

Education:

- Framingham State College Spring 2004-May 2007
- Middlesex Community College Spring 2002-Fall 2003
- University of Massachusetts Amherst Fall 2001

Related Courses:

- Biology
- Comparative Vertebrate Physiology
- Ecology
- Environmental Geology
- Environmental Law and Policy
- Environmental Science
- Evolution
- Invertebrate Zoology
- Methods in Research
- Municipal Land Use
- Ornithology
- Wetland: Hydrology, Ecology, and Restoration
- Wildlife Biology
- Vascular Plant Taxonomy

Research Project:

- Wetland Delineation
 - Senior research project entailed an evaluation of twelve wetland replication sites in Massachusetts using the MA Wetland Delineation Guidelines
 - Paper was presented at 37th Annual Framingham State College Biology Student Research Conference where I received the Thomas Thornton Award, and the 2006 Eastern New England Biology Conference, and 2006 Annual Conference of The Wildlife Society

Field Skills:

- Community Analysis
- Deer Aging
- GPS
- Herbarium
- Hoop Nets
- Mark-Recapture
- Mist-Netting
- Plant Identification
- Radio Telemetry
- Soil Sampling
- Sherman and Tomahawk Traps
- Water Sampling

Work Experience:

- **Conservation Commission** Sept. 2006-Current
 - Internship in the Conservation Office in Framingham, MA
 - Assist with various projects such as launching a Land Stewardship Volunteer Program, the exploration of permitting Bow Hunting on Conservation Land, and Baseline Documentation of Conservation Commission parcels
 - Other tasks include: site visits, permits, assistance administrative duties and attendance at Conservation Commission meetings
- **BioTeach** Feb. 2006
 - Worked as a lab assistant for a BioTeach Workshop that was hosted by Framingham State College. BioTeach is a program that aims to provide professional development in biotechnology to Biology teachers in MA
- **Environmental Protection Agency** June-Aug. 2006
 - Internship in the Office of Environmental Review

- Reviewed several Environmental Impact Statement documents regarding Liquid Nitrogen Gas offshore terminals, highway, and watershed management projects
 - Presented an overview of the North Atlantic Right Whale Ship Strike Reduction Strategy proposed by NOAA to the Deputy Regional Administrator and several other employees
 - Participated in a public outreach event on the Ocean Survey Vessel *Bold* in Norwich, CT. Assisted in laboratory with showing the public invertebrate samples taken from the shore line
- **New England Wildflower Society** **July-Aug. 2006**
 - Instructor
 - Cattail Nature Kids camp at Garden in the Woods
- **Brown and Caldwell Environmental Engineers and Consulting** **March-June 2006**
 - Field Assistant
 - Surveyed *Clemmys guttata* (Spotted Turtle), using hoop nets, and *Hemidactylum scutatum* (Four toed salamander) populations on a proposed construction site
- **New England Wildflower Society** **Dec. 2004-Aug. 2005**
 - Education Internship
 - Teachers' aid in grant assisted program for Framingham grade schools focused on environmental education
 - Managed and conducted environmental summer camp, Eco Explorers, at Garden in the Woods
- **Various part time jobs throughout college and high school**

Memberships:

- The Wildlife Society Student Chapter at Framingham State College (TWS)
 - Secretary
- Society of Wetland Scientists (SWS)
- Association of Massachusetts Wetland Scientists (AMWS)
- The New England Wildflower Society (NEWFS)

Conferences:

- Society of Wetland Scientists New England Chapter: Regional Wetland Research Conference, November, 2006
- The Wildlife Society 13th Annual Conference, Anchorage, AK, September, 2006
 - Presented paper: Preliminary Evaluation of Replicated Wetlands Using the Massachusetts Wetland Delineation Method
- Eastern New England Biology Conference April, 2006
 - Presented paper: Preliminary Evaluation of Replicated Wetlands Using the Massachusetts Wetland Delineation Method
- The Wildlife Society Student Conclave March, 2006
- MACC Annual Environmental Conference March, 2006

Certifications:

- Project WILD Aquatic
- Project WOW! The Wonders of Wetlands

References:

- Dr. Brandi Van Roo
 - Framingham State College Assistant Professor of Biology
 - 508-626-4799

- bvanroo@frc.mass.edu
- Dr. Margaret Carroll
 - Framingham State College Associate Professor of Biology, Chair
 - 506-626-4720
 - mcarrol@frc.mass.edu
- Michele Grzenda
 - Town of Framingham Conservation Agent
 - 508-532-5460
 - mlg@FraminghamMA.gov

NEED A. JOB

P.O. BOX #411 • UNEMPLOYED, MA 01054

PHONE (123)456-7890

E-MAIL: needajob@gmail.com

EDUCATION

Anticipated graduation May 2010 University of Massachusetts, Amherst Amherst, MA

- MSc candidate, Natural Resources Conservation

2006–2010 University of Massachusetts, Amherst Amherst, MA

- Completed wildlife, biology and statistics classes to qualify for graduate program

Graduated May 2004 St. Andrews Presbyterian College Laurinburg, NC

- BA in Comparative Cultures
- General Honors Program, Faculty Scholarship Award

EXPERIENCE

July 2005– October 2005 Yosemite National Park El Portal, CA

Restoration and vegetation crew member – WG-5 level (40 hours/week)

- Carried out restoration projects including removal of non-native plants, planting and watering of native plants, seed collection, fence repair, top-soil salvage and meadow restoration. Lead volunteers in restoration projects. Used hand tools and heavy equipment (small Bobcat, Gehl).

May – July 2005 PRBO Conservation Science Mariposa, CA

Biologist (40+ hours/week)

- Conducted point counts for birds and collected information on vegetation according to protocol at sites on the Merced River. Collected genetic material from abandoned tricolored blackbird colonies. Used GIS, maps, and GPS to locate survey sites. Entered data into FoxPro database.
- Participated in surveys for plants in riparian areas in Yosemite National Park. Used dichotomous key (Jepson Manual), dissecting microscope, GPS, topographical maps, and Access database.

May – October 2002, 2003, 2004 Sequoia/Kings Canyon NPS Three Rivers, CA

Forest Carnivore Project Crew Leader, Biological Technician – GS-6 level (40+ hours/week)

- Designed and implemented surveys to detect forest carnivores (primarily marten and fisher) using track plates and remote cameras. Supervised a small crew in collecting data according to protocol in a variety of habitat types in low, middle, and high elevations. Camped and navigated using GPS, compass and topographical maps in remote areas for weeks at a time. Arranged transport of gear by helicopter and mules to base camps in wilderness areas. Followed all bear regulations.
- Identified and organized tracks and photos from survey stations. Compiled data on species detections and vegetation in MS Excel spreadsheets and Access database. Utilized ArcView and ArcGIS to make maps for surveys and to display results. Used PowerPoint to present talks on this project to the National Park Service (2004), Western Section of the Wildlife Society (2004, 2005), and Humboldt State University (2003, 2004), and to create a poster for the Wildlife Society *Martes* Symposium (2006). Currently finishing graduate thesis on carnivore distribution in the Parks and evaluation of the CWHM marten habitat model using SPSS, ArcGIS, MS Word, and MS Excel.
- Received Employee of the Quarter award for Kings Canyon National Park in fall 2004.

January – May 2002, 2003, 2004 Humboldt State University Arcata, CA

Wildlife Techniques Class, Teaching Assistant (10-15 hours/week)

- Assisted with lab, field and discussion portions of a class on study design, scientific writing, data analyses and field techniques. Introduced students to radio telemetry, animal capture/handling, data organization, population estimation, vegetation measurement and navigation (map, compass).

- October 2004 Point Reyes Bird Observatory Farallon Islands, CA
Short-term Internship (two weeks)
- Worked with a small crew on the southeast Farallon Island. Conducted various tasks including: surveys for migratory landbirds, gulls, and shorebirds, operation of mist nets, monitoring of ashly storm petrel nests, scanning for great white shark attacks, and recording elephant seal tags.
- Dec. 2003 – May 2004, Nov. 2004 – April 2005 Humboldt State University Arcata, CA
Mad River Slough Wildlife Area, Grassland Bird Surveyor (2 days/month)
- Participated in surveys to assess impacts of cattle grazing on birds. Conducted point counts and walked transects identifying birds visually and by ear. Typical species in this area included savannah sparrow, marsh wren, song sparrow, short-eared owl, and white-tailed kite.
- January – May 2004 Humboldt Bay Bird Observatory Arcata, CA
Lanphere Dunes Banding Station, Volunteer Bird Bander (1 day/week)
- Assisted primary bander in extracting birds from mist nets and processing birds quickly and safely. Followed station protocols for banding birds and collecting additional information. Used the Pyle Guide to determine species, age, sex and other characteristics.
- March -- September 2001 Humboldt State University Redwood National Park, CA
Marbled Murrelet Project, Graduate Student Assistant (50+hours/week)
- Helped organize and implement capture and radio-marking of marbled murrelets from boats using spot-lighting technique off the coast of northern California.
 - Monitored inland flights of murrelets using radio-telemetry and audio-visual surveys. Collected data on temporal activity patterns of nesting and non-nesting birds in Redwood National and State Parks. Used hand-held and omni antennas as well as remote data logging equipment.
 - Searched for nests in old growth redwood forest using telemetry and by observing morning flights. Assisted tree climber in identifying potential nest trees and collecting vegetation data.
 - Organized/entered data in Excel and Access database. Prepared a talk on temporal activity patterns of marbled murrelets given by Dr. Golightly at the Pacific Seabird Group Conf. (2002).
- April 2000– March 2001 Humboldt State University Redwood National Park, CA
Mountain Lion Project, Student Assistant (40+hours/week)
- Searched for and identified daily locations of radio-collared mountain lions in Redwood National and State Parks and surrounding private timber lands. Used 4-wheel drive vehicle, yagi and omni antennas, topographical maps and compass to triangulate locations of lions in remote areas.
 - Participated in capture and radio-collaring process. Identified and measured tracks, scrapes and scat during capture and daily activities. Entered data into an Access database.
- May – August 2000 Humboldt State University Eureka, CA
Wright Refuge Bird Banding Station, Volunteer Bander (1 day/week)
- Assisted primary bander in safely handling, identifying, measuring and banding birds according to established protocols. Used Pyle Guide to identify age, sex and reproductive condition of birds.
- May – November 1998, 1999 Sequoia/Kings Canyon NPS Three Rivers, CA
Small Mammal Fire Effects Crew, Biological Technician –GS-5 level (40 hours/week)
- Used Sherman live traps to assess the effects of prescribed burning on population size and species composition of small mammal communities. Established plots in a variety of habitats and elevations. Worked in rugged terrain and camped with small crew during the field season. Completed data entry (QuatroPro) and assisted in calculating population estimates (Jolly-Seber).
 - Utilized Havahart traps to determine presence of small carnivores (e.g., marten, ringtail). Occasionally conducted mountain beaver, pond turtle, trout, and peregrine falcon surveys.

September 1997 – May 1998 Friends of the Dunes Arcata, CA
Work-study Position (10-15 hours/week)

- Directed volunteer restoration crews in removal of non-native plants from coastal dunes.
- Led educational walks, maintained member database and performed other office related tasks.

May – August 1997 Tahoe National Forest Truckee, CA
Wildlife Crew, Biological Science Technician – SCA Internship (40+hours/week)

- Surveyed for California spotted owl (voice) and northern goshawk (taped calls). Searched for and monitored nests of spotted owls and bald eagle. Monitored forest carnivore track plate stations.

October – December 1996 Bitter Lake National Wildlife Refuge Roswell, NM
Volunteer (40 hours/week)

- Assisted with activities such as: weekly counts of waterfowl and other birds, sandhill crane productivity surveys, identification of snow goose neck collars, monitoring of reptile array/pitfall traps and Sherman traps, data entry (QuatroPro), and children's educational programs.

ADDITIONAL EXPERIENCE AND TRAINING

Conservation Assessment for American Marten and Fisher, U.S. Forest Service, Sacramento, CA (2002-2004). Contributed written segments for conservation assessment and attended associated meetings.

Institute for Bird Populations Bird Banding Training, Starr Ranch, Riverside County and Sequoia National Park, CA (May 2003). Participated in a course on mist netting and bird banding.

Vertebrate Museum, Wildlife Department, Humboldt State University, CA (spring 2003). Assisted curator in preparation of mammal skins for museum collection one day per week.

Oil Spill Volunteer, Humboldt State University, Arcata, CA (1997). Handled and cleaned oiled birds.

Boat and Airplane Safety Training, USGS, Dixon, CA (spring 2001).

Helicopter Safety Training, Sequoia National Park, CA (1998, 1999, 2004).

ACCESS database Training, Sequoia National Park, CA (2002).

International Travel Experience: India (1989, 1991), Mexico (1990, 1998, 2004), and Guatemala (2005). Assisted with bird banding for one week in Oaxaca, Mexico (2004) and for three weeks in Guatemala.

REFERENCES

JOE RANGER – National Park Service Wildlife Biologist

Phone: (XXX)XXX-XXXX

E-mail: Joe_Ranger@nps.gov

Address: Sequoia/Kings Canyon NPS, 47050 Generals Highway, Three Rivers, CA 93271

Relation to me: Supervisor of Forest Carnivore Project

JANE ECOLOGIST– National Park Service Wildlife Ecologist

Phone: (XXX)XXX-XXXX

E-mail: Jane_Ecologist@nps.gov

Address: Sequoia/Kings Canyon NPS, 47050 Generals Highway, Three Rivers, CA 93271

Relation to me: Supervisor of Small Mammal Fire Effects Project

DR. MAD PROFESSOR– Humboldt State University Professor

Phone: (xxx)xxx-xxxx

E-mail: xyz1@humboldt.edu

Address: Wildlife Department, Humboldt State University, Arcata CA 95521

Relation to me: Graduate Advisor, Teacher of Wildlife Techniques Class, Supervisor of Grazing Effects Project