

## **MATTHEW R. FERRET** (large, bold)

One Main St. • Arcata, CA 95512 • (707) 555.0320

Matthew.Ferret@humboldt.edu

### **Job (or Career or Professional) Objective:**

Objectives are often not needed, as your cover letter will allow you to expand anything you might put here. In some cases, an objective is used to identify a specific position you are applying to, especially for USA Jobs.

### **Education**

**Ph.D. Candidate in Wildlife**, Michigan State University, East Lansing, MI. 3.8 G.P.A. Expected completion June 2014.

**Dissertation:** "Title" and description (and/or listed in "Research Experience" section)

**M.S. degree in Wildlife Science**, Oregon State University, Corvallis, OR. 3.7 G.P.A.  
June 2010.

**Thesis:** "Title" and description (and/or listed in "Research Experience" section)

**B.S. degree in Wildlife (Wildlife Management and Conservation Option), with a minor in Fisheries**, Humboldt State University, Arcata, CA. 3.6 (Major, Overall, Upper Division) G.P.A. May 2006.

**Senior Project:** "Title" and description (or listed in "Research Experience" section)

### **Scholarships, Fellowships and Awards**

"Research Fellowship title" (\$7000), Michigan State University, East Lansing, MI. 2012.

"Longmire Scholarship" award (\$3000), Longmire Wildlife Conservation Foundation, East Lansing, MI. 2012.

"Graduate Student of the Year", Oregon State University Department of Wildlife Science, Corvallis, OR. 2010-11.

Outstanding Service Award, Oregon-TWS Annual Meeting, Bend, OR. 2011.

Thomas G. Scott Grant Scholarship, Oregon State University Department of Fisheries and Wildlife, Corvallis, OR. 2010.

### **Research Grants**

Student Research Grant (\$4000), North Central Section-The Wildlife Society (TWS). 2012.

Student Travel Grant (\$1000), Northwest Section-The Wildlife Society (TWS), to present research at the TWS Annual Conference, Snowbird, UT. 2010.

Technology Resource Fund Grant (\$7500), for classroom set of Garmin 60 Cx GPS units and Silva Ranger compasses for instruction and student use, Oregon State University, Corvallis, OR. 2010.

**Research Experience** (can also list dissertation and thesis topics here)

“Dissertation Title”, description. Date

“Thesis Title”, description. Date

“Title of research project”, description if needed. Date.

**Professional Experience** (or Field or Wildlife or Biology Experience)

**Fish & Wildlife Biologist** (GS-401-7/9)

2007 – 2009

USFS – Idaho Panhandle National Forest

Coeur d’Alene, ID

Description/scope of duties\_\_\_\_\_

\_\_\_\_\_

**Teaching Experience**

**Teaching Assistantship**

2010 – 2011

Wildlife Science Department, Oregon State University

Corvallis, OR

Description\_\_\_\_\_

\_\_\_\_\_

**Internships**

**Wildlife Intern (Volunteer)**

2005 – 2006

Humboldt Bay National Wildlife Refuge

Loleta, CA

Description\_\_\_\_\_

**Public Education Outreach**

Presenter, “Topic”, organization, location, dates.

Feature Story, “Title of article”, publication, location, dates.

Educational program, “Title”, program sponsor, location, dates.

**Publications**

**Ferrett, M.R.**, B.J. Stratton, and T.M. Jones. “Title”. Journal of Wildlife Management. Volume:issue. Date

Stratton, B.J., Jones, T.M., and **Ferrett, M.R.** “Title”. Journal of Wildlife Management. In press – to be published date.

(Additional entries)

**Professional Presentations & Conferences**

“Title of Presentation”, The Wildlife Society 18<sup>th</sup> Annual Conference, Waikaloa, HI. November 2011.

“Title of Presentation”, The Wildlife Society-Western Section Conference, Riverside, CA. February 2011.

Attended The Wildlife Society 17<sup>th</sup> Annual Conference, Snowbird, UT. November 2010. Presented poster of Master’s Research.

## Professional Associations

**Member**, The Wildlife Society, since 2005.

**Member**, The Wildlife Society-North Central Section, since 2010.

**Student Affairs Chair**, 2011-12.

**Student Member**, Conservation Unlimited, Student Chapter of The Wildlife Society, 2006-09.

**President**, 2008-09.

**Treasurer**, 2006-07.

## Training Courses & Certifications

Geospatial Skills Workshop, TWS Annual Conference, Waikaloa, HI. 2011.

Wildlife Capture and Immobilization, Oregon State University, Corvallis, OR. 2009 & 2010.

Mammal Tracking and Sign, Yellowstone Institute, Lamar Valley, MT. 2010.

Advanced Ecological Data Analysis with R, TWS Annual Conference, Snowbird, UT. 2010.

Radio Telemetry Workshop, Oregon State University, Corvallis, OR. 2009.

Communication Science: Tools for Scientists and Engineers, AAAS/NSF, East Lansing, MI. 2011.

Media Relations Workshop, Oregon State University, Corvallis, OR. 2010.

Wilderness First Responder, NOLS, East Lansing, MI. 2011.

Wildlife Restraint Class, California Department of Fish & Game, Rancho Cordova, CA. 2007.

Basic Supervisor Training, Oiled Wildlife Care Network, Humboldt State University, Arcata, CA. 2007.

CEQA/NEPA Basics, The Wildlife Society-Western Section, Sacramento, CA. 2006.

## Special Qualifications (other possibilities)

Can list Computer , Equipment/Techniques, Foreign Languages/Travel, etc

## References or Professional References (Include name, title, organization, phone, email)

<b>Professor of Wildlife</b>	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
<b>Michigan State University</b>	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
<b>(517) 432-5286</b>	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
<b><a href="mailto:mary.johanssen@msu.edu">mary.johanssen@msu.edu</a></b>	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX

# MARLIN Q. DUCKWORTH

242 Main St. Arcata, CA 95512

(707) 555.0320

crodriguez@gmail.com

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## Suggested Format for Cover Letter

August 15, 2015

Mr. John Doe  
College Relations Coordinator  
Corporation, Inc.  
100 Main Street  
Ft. Lauderdale, FL 33304

Dear Mr. Doe:

*First Paragraph: **Introduction:*** This is where you can introduce yourself talking about your major and overview of your background as it relates to the position. This is also the place to mention something you learned about the company and how it relates to you.

*Second Paragraph: **Body:*** Give one or two examples of relevant projects that would be of most interest to the employer. This is a good place to talk about how your experience has prepared you and to support your examples with results when possible.

- You can use bullets to highlight important projects (or continue writing in paragraph form).
- Refer the reader to the attached or enclosed resume, which will give additional information concerning your background and interests.
- Some students can do this in one paragraph. Some students use two paragraphs, one for experience and another for education.

*Third Paragraph: **Closing:*** Thank the employer and mention how excited you are about this position. Make sure your closing is strong and asks for the interview.

Sincerely,  
Marlin Q. Duckworth

## Action Words

# Resume Tools

### Management Skills

administered  
analyzed  
assigned  
attained  
chaired  
consolidated  
contracted  
coordinated  
delegated  
developed  
directed  
evaluated  
executed  
improved  
increased  
organized  
oversaw  
planned  
prioritized  
produced  
recommended  
reviewed  
scheduled  
strengthened  
supervised

### Communication Skills

addressed  
arbitrated  
arranged  
authored  
collaborated  
convinced  
corresponded  
developed  
directed  
drafted  
edited  
enlisted  
formulated  
influenced  
interpreted  
lectured  
mediated  
moderated  
negotiated  
persuaded  
promoted  
publicized  
reconciled

spoke  
translated  
wrote

### Research Skills

clarified  
collected  
critiqued  
diagnosed  
evaluated  
examined  
extracted  
identified  
inspected  
interpreted  
interviewed  
investigated  
organized  
reviewed  
summarized  
surveyed  
systemized

### Technical Skills

assembled  
built  
calculated  
computed  
designed  
devised  
engineered  
fabricated  
maintained  
operated  
overhauled  
programmed  
remodeled  
repaired  
solved  
upgraded

### Teaching Skills

adapted  
advised  
clarified  
coached  
communicated  
coordinated  
demystified  
developed  
enabled  
encouraged  
evaluated

facilitated  
guided  
informed  
instructed  
persuaded  
set goals  
stimulated  
trained

### Financial Skills

administered  
allocated  
analyzed  
appraised  
audited  
balanced  
budgeted  
calculated  
computed  
developed  
forecasted  
managed  
marketed  
planned  
projected  
researched

### Creative Skills

acted  
conceptualized  
created  
customized  
designed  
developed  
directed  
established  
fashioned  
founded  
illustrated  
initiated  
instituted  
integrated  
introduced  
invented  
originated  
performed  
planned  
revitalized  
shaped

### Helping Skills

assessed  
clarified

coached  
counseled  
demonstrated  
diagnosed  
educated  
expedited  
facilitated  
familiarized  
guided  
motivated  
referred  
rehabilitated  
represented

### Clerical/Detail Skills

approved  
arranged  
catalogued  
classified  
collected  
compiled  
dispatched  
executed  
generated  
implemented  
inspected  
monitored  
operated  
organized  
prepared  
processed  
purchased  
recorded  
retrieved  
screened  
specified  
systemized  
tabulated  
Validated

### More Verbs for Accomplishments

achieved  
expanded  
improved  
pioneered  
reduced (losses)  
resolved (problems)  
restored  
spearheaded  
transformed

**Marlin Q. Duckworth**

623 Henrietta Plaza

Arcata, CA 95521

Evening Phone: (707) 822-2222

Day Phone: (707) 269-1234

Email: [mqd3@humboldt.edu](mailto:mqd3@humboldt.edu)**Country of citizenship:** United States of America**Veterans' Preference:** No**Contact Current Employer:** Yes**AVAILABILITY****Job Type:**

Temporary

Summer

Seasonal

Student Career Experience

**Work Schedule:**

Full Time

**DESIRED LOCATIONS**

US-CA

US-ID-Eastern/Twin Falls

US-OR-Central

US-WA-Eastern/Spokane

US-WA-Central/Yakima

**WORK EXPERIENCE****USFS - Six Rivers National Forest****Eureka, CA US****5/2006 - 8/2006****Grade Level: GS-5****Salary: \$12.14 USD Per Hour****Hours per week: 45****Biological Technician , 0404**

Located and monitored Northern Spotted Owls to determine nesting and reproductive status in the national forest. Conducted Marbled Murrelet surveys and stream surveys (habitat typing, data collection and documentation of fish and amphibians present). Drove 4WD vehicles, worked in rough terrain and varying weather conditions, camped in remote areas. Used aerial photo maps, compass, GPS (hand-held) to orienteer and locate survey sites. (Contact Supervisor: Yes, Supervisor's Name: Jeff Stratton, Supervisor's Phone: (707) 442-1721)

**Jaime Sharpe, M.S. Candidate, HSU****Arcata, CA US****1/2006 - 5/2006****Salary: \$0.00 USD Per Year****Hours per week: 12****Research Assistant (volunteer)**

Worked with graduate student in her study of non-endangered species in the Gasquet area of Six Rivers National Forest. Collected, identified, and entered data in field records. Utilized digitizer to plot all detections for historical records. Mapped and evaluated habitat critical areas as prep work to biological evaluations and proposals. (Contact Supervisor: Yes, Supervisor's Name: Jaime Sharpe, Supervisor's Phone: (707) 826-1111)

**EDUCATION**

College of the Redwoods

Eureka, CA US

Associate Degree - 6/2005

60 Semester Hours

GPA: 3.5 out of 4.0

Humboldt State University

Arcata, CA US

Some College Coursework Completed - 12/2007

112 Semester Hours

Major: Wildlife (Wildlife Management and Conservation option)

Minor: Botany

GPA: 3.7 out of 4.0

Honors: magna cum laude

Relevant Coursework, Licensures and Certifications:

List any relevant coursework you have completed or will be taking in the next semester. You can also list such things as: EMT1, First Aid, CPR, Wilderness First Responder, Red Card (USFS- Firefighting), HAZMAT, HAZWOPER, SCUBA (Nauv, Padi), California Driver's License (Class B), Government Driver's License, Defensive Driving Course. Include dates where appropriate.

## JOB RELATED TRAINING

You can also list courses here related to your major/career. Be sure to include courses in which you are currently enrolled (can note "Fall or Spring 20xx").

Special workshops such as: EMT course, HAZMAT/HAZWOPER courses, small boat safety, firearm safety course, orienteering course, outdoor skills, wildlife techniques (small mammal trapping, mist netting, bird banding, point counts, etc.), 4WD, ATV/ORV/OHV use, etc.

## LANGUAGES

**Spanish**

**Spoken:** Intermediate

**Written:** Intermediate

**Read:** Intermediate

## AFFILIATIONS

Conservation Unlimited, HSU      Treasurer

Wildlife Conclave Team, HSU      Member

Phi Kappa Phi Honor Society      Member

## REFERENCES

**Jeff Stratton**      USFS - Six Rivers National Forest      Wildlife Biologist

**Phone Number:** (707) 442-1721

**Email Address:** jstratton@fs.gov

**Reference Type:** Professional

**Jaime Sharpe**      Wildlife Department, HSU      Graduate Student

**Phone Number:** (707) 836-1111

**Email Address:** jes@humboldt.edu

**Reference Type:** Professional

**Luke George, PhD**      Wildlife Department, HSU      Wildlife Professor

**Phone Number:** (707) 826-1234

**Email Address:** lg2@humboldt.edu

**Reference Type:** Professional

## ADDITIONAL INFORMATION

\*College courses could also be listed here.

\*Senior projects and class projects could be listed here.

\*Presenter, "topic", at the Western Section of The Wildlife Society annual meeting.

\*Team Member, 1st Place Team for HSU, Wildlife Conclave competition, Bismarck, ND, date.

\*Include any Job-Related Skills, such as:

Computer Skills - operating systems (98, ME, XP), software (Word, Excel, PowerPoint, Access, Publisher), Languages (C++, etc.), GIS (ArcView, ArcGIS), remote sensing, statistical packages (NCSS, Minitab, SPS, S+).

Lab/Field Equipment - GPS, Jepson Manual, Munsell Color Chart; and techniques (mist netting, bird banding, small mammal tracking, soil ID)

Special Skills - work with horses, ATV's, firearms, farm equipment, etc.

**MALENA BYRD**

Email: malenab@yahoo.com

P.O. Box 100 | Moose, CA | 96064 | (707) 845-4321 (cell) | *Until May 31, 2017*203 Eagle Dr. | Antelope, CA 95631 | (707) 845-4321 (cell) | *Permanent address***OBJECTIVE:** To obtain the position of Wildlife Biologist position in Ely, Nevada, GS-0486-05/11.**WORK EXPERIENCE:****Biological Science Technician GS-5** – *fisher distribution*

U.S. Fish and Wildlife Service

1829 S. Oregon St.

Yreka, CA 96097

Dates Employed:

02-06/2006; 08-11/2006

Salary: \$14.75/hr

Hours per Week: 40+

Field assistant on a study investigating the distribution and habitat suitability for Pacific fisher in the eastern Klamath and south Cascades provinces in northern California. Work required navigation to systematic survey points in remote areas over difficult terrain in all weather conditions. Camped in isolated locations up to 9 days at a time. (Supervisor: Steve Jensen, 530/841-4321 ext. 116)

**Project Coordinator** – *bat wind turbine research*

Humboldt State University

1 Harpst Street

Arcata, CA 95521

Dates Employed:

07/2006-09/2006

Salary: \$12.86/hr

Hours per Week: 10-40

Created protocol and tested ultrasonic equipment intended for wind turbines to minimize bat mortality. Identified species with Pettersson detectors through SonoBat, as well as using infrared video equipment to quantify activity levels. Results to be presented at the North American Bat Symposium; Oct 2006. (Supervisor: Joe Scott, 707/834-1234)

**Biological Science Technician (GS-5)** – *marten OHV research*

Pacific Southwest Research Station

Redwood Sciences Laboratory

1700 Bayview Drive

Arcata, CA 95521

Dates Employed: 05/2004-03/2006

Grade Level: GS-0404-05/02

Salary: \$13.64/hr

Hours per Week: 40+

Field assistant on an American marten/off highway vehicle study. Job required navigation to systematic survey stations throughout two study areas within the Lake Tahoe Basin Management Area and Sierra National Forest. Work required understanding, maintenance, and transport of Trailmaster camera stations, track plates, Larson Davis 720 and 824 Sound Level Meters (SLM). Packed weights often exceed 50 lbs. for distances up to eight miles over difficult terrain. Fieldwork included winter sampling, which required snowmobiling, cross country skiing, and snowshoeing under all weather conditions. Field work also necessitated snowcamping and backpacking. Promoted to bioacoustician, which entailed maintenance of the SLM units, entering and maintaining data, and becoming a liaison between the project and Hubbs Sea World Research Institute. Trained new employees in all aspects of the project. Returned to RSL in October 2005. Duties included data organization and entry, assistance editing manuscripts, scat preparatory techniques for future analysis, and telemetry on dispersing juvenile pacific fisher for Hoopa Tribal Forestry. (Supervisor: Kevin Horne, 707/825-2222; Will James, 707/825-9999)

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## **Classroom Instructor**

Wright Wildlife Refuge  
Humboldt Area Foundation; Humboldt State University  
1 Harpst St  
Arcata, CA 95521

Dates: 09/2001-05/2004

Salary: \$8.25/hr

Hours per Week: 2

Visited classrooms of 3rd to 5th grade students to inform them about the refuge history, birds, and the aspects of bird banding. In charge of scheduling schools, organizing visit times, compiling and presenting a 45-minute slide show each week during banding seasons. (Supervisor: Milton Phillips, 707/826-4321)

## **Biological Science Technician (GS-5)** – *spotted owl surveyor and wildlife monitoring*

Redwood National and State Parks  
1111 Second Street  
Crescent City, CA 95531

Dates: 06/2003-08/2003

Grade Level: GS-0404-05/01

Salary: \$12.31/hr

Hours per Week: 40+

Located and monitored northern spotted owls to determine nesting and reproductive status in the National Park. Assisted with surveys for snowy plover, assessments of deformed amphibians, deconstruction of elk enclosures, and seining of salmonids. Drove 4WD vehicles, worked in rough terrain, camped in remote areas. Used aerial and topographic maps, compass, altimeter, and GPS to orienteer and locate survey sites. (Supervisor: Tom Hoopes, 707/464-1111)

## **Biological Science Technician (GS-4)** – *wildlife monitoring*

Foresthill Ranger District  
U.S. Forest Service; Tahoe National Forest  
22830 Foresthill Road

Dates: 05/2002-08/2002

Grade Level: GS-0404-04/01

Salary: \$10.91/hr

Hours per Week: 40+

Surveyed California spotted owl, great gray owl, willow flycatcher, American marten, and other forest sensitive species. Hired, supervised, and trained two crew members. Designed and led a baseline examination of habitat and fauna in the Granite Chief Wilderness for sensitive species; established survey routes to assess the impacts of the Star Fire (17,000 acres), and was responsible for reporting results to lead biologist as well as maintaining crew records. (Supervisor: Kathy Doyle, 530/367-4444)

## **Biological Assistant (GS-3)**

Foresthill Ranger District  
U.S. Forest Service; Tahoe National Forest  
22830 Foresthill Road

Dates: 05/2000-12/2000

Grade Level: GS-0404-03/01

Salary: \$8.93/hr

Hours per Week: 20-40+

After three years of voluntary bird banding and helping with field projects; I was hired as an assistant. Surveyed for California spotted owl, northern goshawk, American marten, and pacific fisher. Performed pellet counts for black-tailed deer, acorn sampling, small mammal trapping, and bird banding. Typed data summaries, conducted literature reviews, created public pamphlets, and compiled topographical maps. Documented, photographed, and produced technical drawings on historical structures for demolishment and reconstruction. (Supervisor: Mike Taylor, 530/367-2222)

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## AFFILIATIONS:

<u>Title</u>	<u>Organization</u>	<u>Dates</u>
Member Leadership Institute Participant (2006)	The Wildlife Society (TWS)	January 2002 - present
Newsletter Editor (3/05-pres) Student Affairs Chair (8/05-pres) Secretary (1/05-6/06)	Western Section - TWS	January 2003 - present
Western Section Representative	Humboldt Student Chapter - TWS	August 2003 - May 2004
Educational Committee Chair	Humboldt Student Chapter - TWS	August 2002 - May 2004
Professional Development Chair	Ca. North Coast Chapter - TWS	January - December 2004
Student Chapter Representative	Ca. North Coast Chapter - TWS	January - December 2003

## EDUCATION:

**Major: B.S. in Wildlife (Conservation and Management)**

**Minor: Botany**

Humboldt State University

Arcata, CA

Degree Earned: May 2004

GPA: 3.85 out of 4.0

198 Semester Hours (Total)

**A.S. in Natural Science**

Sierra College

Rocklin, CA

A.S. Earned: May 2001

GPA: 3.94 out of 4.0

83 Semester Hours

## TRAINING COURSES:

**Bat Grid Training** U.S. Forest Service, Bend, OR. June 2006

**Bat Survey Techniques Workshop**, Western Section-TWS, Hastings Preserve, CA. September 2005

**Wilderness First Aid**, American Medical Association, South Lake Tahoe, CA. September 2004.

**Wildlife Restraint Class**, California Department of Fish & Game, Rancho Cordova, CA. May 2003.

**Snow Tracking Clinic, University of Wyoming**, University of Wyoming, Laramie, WY. March 2003.

**Basic Supervisor Training**, Oiled Wildlife Care Network (OWCN), Arcata, CA. October 2002.

## HONORS AND AWARDS:

**Leadership Institute of the Wildlife Society:** One of ten people chosen in North America for a pilot leadership training program. Program included a variety of team building projects and leadership exercises with a culminating session at TWS's annual conference in Anchorage, Alaska; 2006

**Undergraduate of the Year; Charles F. Yocum Award:** Awarded by HSU's Department of Wildlife during graduation; 2004

**Student of the Year:** Awarded by the California North Coast Chapter - TWS; 2004

**Mark P. Bush Scholarship;** Awarded by HSU's Department of Wildlife for academic achievement; 2003-2004 academic year.

**Stan Harris Scholarship:** Awarded by HSU's Wildlife Department for academic achievement and community involvement; 2002-2003.

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## PRESENTATIONS/PUBLICATIONS:

**Coauthor;** Title unknown; National Symposium of Bat Research concerning acoustic bat deterrent - Oct 2006.

**Presenter** (Class lecturer, 15 students); Wildlife Society 101. WS-TWS Student Affairs Committee - A presentation for recruitment to the Wildlife Society and information about wildlife jobs, coursework, and the importance of extra curricular activities. Cal Poly – Sept. 2006; Feather River Community College – Apr. 2006; Humboldt State University – Nov 2005.

**Political Response;** Scientific rebuttal of a publication by House Representative Devlin Nunes concerning the Arctic National Wildlife Refuge. 6 pgs. March 2005.

**Presenter** (Class lecturer, 25 students); Map and Compass Workshop. Humboldt Student Chapter; April 2004.

**Commentary;** Reviewed the draft EIR for proposed Forest Ranch Development, responded with commentary concerning a variety of ecological and public safety concerns; published in the Final EIR. July 2004.

**Presenter** (Poster); 4th place. Comparing small mammal populations in old-growth Douglas-fir forests that differ in shrub understory, senior research project. Student Regional Wildlife Competition. Lubbock, Texas. March 2004.

**Presenter** (Poster); 1st place. Analyzing habitat availability for wolverine (*Gulo gulo*) in California. Student Regional Wildlife Competition. Laramie, Wyoming. March 2003.

## JOB RELATED SKILLS:

**Highly competent:** Spotted owl, carnivore track plate, and Trail master camera surveying. Backpacking, digital and SLR camera use, use of compass, topographic maps, GPS, and general navigation abilities. Use of MS Windows, MS Office (Excel, Word, Powerpoint, Publisher).

**Competent:** Bird banding, small mammal trapping, some amphibian surveys, seining. Use of aerial photographs, clinometer, DBH tape, vegetation prism, and water quality equipment. Experience cross country skiing, snowshoeing, mountain biking, kayaking and canoeing, off road/four wheel driving, all terrain vehicles (snowmobiles, quads, dirt bikes). Use of Adobe Pagemaker, Photoshop, EndNote, Access, and Paradox software.

**Certifications and miscellaneous:** First aid, wilderness first aid, CPR/ government driver's license/ trailer, ATV, snowmobile training completed/ rabies vaccination and booster current.

## REFERENCES

Will James, PhD  
*Wildlife Ecologist*  
PSW Research Station  
Redwood Sciences Laboratory  
Arcata, CA  
wjames@fs.fed.us  
(707) 825-9999

Milton Phillips, PhD  
*Advisor and Professor*  
Humboldt State University  
Department of Wildlife Management  
Arcata, CA  
mmp@humboldt.edu  
(707) 826-3333

Keith Ibarra  
*President of Western Section*  
Habitat Conservation Planning  
Ca. Dept. of Fish and Game  
Sacramento, CA  
kibarra@dfg.ca.gov  
(916) 324-5555

# Interview Tips

## Know Yourself

- Your past experiences
- Your skills and abilities
- Your personality and appearance
- Your knowledge of the employer, job, field, and
- Your future plans

## Know the Organization

- Who is the employer? What is their mission?
- What is their product or service?
- What has happened recently? Mergers, deregulation?
- What is the company climate/environment like?
- General industry trends?
- What/who is their competition?

## Preparing for the Interview

- Know the points you want to make
- Create an outline of the strengths, skills and assets you have to offer and want to communicate in the interview.
- Develop examples or “stories” that demonstrate in some detail how you have applied these assets.
- Describe the situation, action and outcome.
- Prepare intelligent questions you want to ask the Employer.
- Be sure your email address & phone message are professional.
- If you have a Myspace page, make it private or professional in case a prospective employer looks at it.

## Dress for Success

- Select apparel, fragrances, jewelry, hairstyle, etc. that do not detract from your professional image. The interviewer's attention should be focused on what you say and your qualifications.
- Make sure your hair is clean, neat and professionally styled.
- Apparel should be clean and neatly pressed.
- Less is more. Keep your look simple and successful until you become accustomed to the environment and learn about the company's dress code.

## First Impressions at the Interview

- Arrive early.
- Bring extra copies of your resume.
- Be courteous to everyone you meet
- Greet the interviewer by name, with a smile. Be sure you know the correct pronunciation & spelling of the name.
- Shake hands using a firm, but not too firm, grip.
- Show enthusiasm and confidence in your voice and posture.

## During the Interview

- Send the right body language by relaxing and being yourself. Sit erect, use gestures if they come naturally, and maintain good eye contact.
- Turn off your cell phone ringer/buzzer and DO NOT answer calls.
- Speak clearly and concisely. Keep your responses specific. Ask for clarification if needed.
- Answer questions with honesty and sincerity
- Be aware of the time allocated
- Don't criticize former employers faculty or associates.
- Close positively, end the interview as you started it by emphasizing your main strength.

## End of the Interview

- Reaffirm your interest in the job. For example: “After hearing more about your company and the position I am even more interested in the job. I hope to be working with you soon”.
- Ask when you can expect to hear back from the employer and the next steps in the process.
- Thank the interviewer and collect a business card or get the person's name, phone and email.

## Follow-Up After the Interview

- Take a moment to make some notes after each interview.
- Write and send a thank you letter that same evening.
- Forward any requested material promptly.
- If you don't hear from the company within one week, contact them about the status of the position.

## Things to Avoid

- Do not sit until the employer offers a seat.
- Do not take notes during an interview.
- Do not smoke, chew gum or a breath mint during the interview.
- Do not listen in on telephone conversations or read or inspect documents on an interviewer's desk.
- Do not call an interviewer “sir” or “madam”. Use the interviewer's name in the interview, but don't overdo it.
- Do not give one or two word answers. Answer questions thoroughly, but do not overpower the interview.
- Do not use profanity, even if the interviewer does.
- Do not ask “Will I get the job?”
- Do not discuss salary until later in the process.

**MALENA BYRD**

203 Eagle Dr., Antelope Valley, CA 95000 707.555.1234 malenab@yahoo.com

**EDUCATION****Humboldt State University**

Arcata, California

May 2004

Overall GPA 3.85

Major: *Wildlife (Management and Conservation option)*Minors: *Environmental Ethics, Botany***Sierra College**

Rocklin, California

May 2001

Overall GPA 3.94

Associate of Science: *Natural Sciences*Associate of Arts: *General Education, Liberal Arts***RELEVANT WORK EXPERIENCE****Biological Technician and Bioacoustician, GS-5**

May 2004-March 2006

*U.S. Forest Service; Redwood Science Lab, Pacific Southwest Research Station*

Tahoma and Shaver Lake, CA

Field assistant on an American marten/off highway vehicle study. Job required navigation to systematic survey stations in two study areas. Work required understanding, maintenance, and transport of Trailmaster camera stations, track plates, and Larson Davis 720 Sound Level Meters (SLM). Promoted to bioacoustician, which entailed constant maintenance of the SLM units, entering and maintaining data, and becoming a liaison between the project and Hubbs Sea World Research Institute. Site access required snowmobiles or ATVs over extreme terrain and hiking or skiing long distances with heavy packs in remote areas. Trained new employees in all aspects of the project.

**Biological Technician GS-5**

June-August 2003

*Redwood National and State Parks*

Orick, CA

Surveyed for northern spotted and barred owls. Assisted with snowy plover surveys, steelhead and salmon seining, and steelhead diving. Drove 4WD vehicles, worked in rough terrain, camped in remote areas.

**Banding Assistant**

April-November 2002

*Redwood Science Lab, U.S. Forest Service*

Lanphere Dunes, Arcata, CA

Volunteered to learn more efficient banding techniques and to become familiar with the passerines in the north coast area.

**Biological Technician GS-4**

May-August 2002

*U.S. Forest Service; Tahoe NF*

Foresthill, CA

Surveyed California spotted owl, great gray owl, willow flycatcher, mustelids, and other forest sensitive species. Hired, supervised, and trained two crew members. Responsible for reporting results to lead biologist as well as maintaining crew records.

**Biological Technician GS-4**

March-August 2001

*U.S. Forest Service; Tahoe NF*

Foresthill, CA

Conducted surveys for the California spotted owl and northern goshawk. Assisted with CA Dept of Fish and Game project continuing my prior four years of commitment to perform bird banding, small mammal trapping, black oak acorn and black-tailed deer surveys. Taught at high school camps, created a local bird guide for the public, and reformatted the district's owl history.

**Biological Intern**

January-May 2001

*Foothill Associates*

Roseville, CA

Surveyed fairy shrimp (counting various species of *Brachipoda* and *Maxillopoda*), and vernal pool flora surveys. Major tasks included the compilation of a forty page vernal pool and wetland flora field guide. Assisted in organizing and obtaining biological resources, compiling books, and data entry, processing and archiving files.

## OTHER WORK EXPERIENCE

---

### Biological Assistant

August 2003 to May 2004

*U. S. Forest Service; Redwood Science Laboratory, Pacific Southwest Research Station*

Arcata, CA

Assistant to William Zielinski and Ric Schlexer. Managed literature database, data entry, and data organization.

### Classroom Instructor

September 2001 to May 2004

*Wright Wildlife Refuge*

Humboldt County, CA

Visited classrooms of 3<sup>rd</sup> to 5<sup>th</sup> grade students to inform them about the refuge history, birds, and the aspects of bird banding. Created a 45-minute presentation for weekly visits to Humboldt County elementary schools.

### Biological Assistant GS-3

May to December 2000

*U.S. Forest Service; Foresthill Ranger District*

Foresthill, CA

Performed all duties listed during 2001 employment. Typed data summaries, conducted literature reviews, created public pamphlets, and compiled topographical maps. Documented, photographed, and produced technical drawings on historical structures.

## RELATED ACTIVITIES

---

### Student Affairs Committee co-chair, Secretary - Western Section

May 2004- Present

### Humboldt State Chapter Representative of the Wildlife Society - Western Section

August 2003- May 2004

Participated as a board member of the Western Section of the Wildlife Society (TWS) representing the Humboldt State Student Chapter, became assistant to TWS professional development committee, became secretary Jan. 2005.

### Student Representative of TWS - CNC Chapter

January - December 2003

### Professional Development Chair of TWS - CNC Chapter

January - December 2004

Operated as a board member of the California North Coast Chapter and the Humboldt State Student Chapters of the Wildlife Society. Acted as a liaison between the local universities and the professional chapter. Organized several student workshops, volunteer activities, and training opportunities for natural resource students.

### Wildlife Restraint Class

May 2003

*California Department of Fish and Game*

Rancho Cordova, CA

Completed introduction course in wildlife restraint, trapping, darting, chemical immobilization, and safety concerns for biologists and wardens. Field component with darting, jab sticks, direct injection, and animal monitoring.

### Attended California Environmental Quality Act for Biologists

November 2002

*Jones and Stokes*

Arcata, CA

Introduced to CEQA legalities, procedures, definitions, code sections, and relationship to California Endangered Species Act.

### Basic Supervisor Training

October 2002

*Oiled Wildlife Care Network (OWCN)*

Arcata, CA

Basic handling and restraint techniques of wild birds. Intake procedures of physical examination, evidence sample collection, filing out medical records and logs, blood processing, and analysis. Included stabilization methods, bird washing, and water-proof assessment.

## MEMBERSHIPS AND JOB RELATED SKILLS

---

- Conservation Unlimited/ The Wildlife Society - Humboldt Student Chapter Member since 2000
- The Wildlife Society, the Western Section of TWS Member since 2001
- CPR and First Aid Certified, Hazwoper Certified 2003
- Experience with 4WD vehicles, ATVs, snowmobiles, basic field instruments. Experience bird banding, and with spotted owl, northern goshawk, carnivore track plate, Trailmaster, and marbled murrelet protocols.
- Obtained trailer, snowmobile, ATV, wilderness first aid, and avalanche training.
- Rabies vaccination and booster current
- Outdoor recreation: mountain biking, running, hiking, x-country skiing, backpacking, kayaking (Class II+)
- Experience with Microsoft, EndNote, Paradox, SonoBat, and Adobe software. Computer capable, quick learner.

## REFERENCES

---

JAVIER GONZALEZ  
Wildlife Biologist  
U.S. Forest Service  
Tahoe National Forest  
Foresthill, CA  
(999) 123-4567

MILTON PHILLIPS, PHD.  
Advisor and Professor  
Humboldt State University  
Department of Wildlife Management  
Arcata, CA  
(100) 765-4321

KATHLEEN BURKE-JONES  
President of TWS- CNC  
Timber Harvest Monitor  
Department of Fish and Game  
Eureka, CA  
(100) 789-5678

**NAME** (large; bold)

Address, Phone Number

E-mail Address

**OBJECTIVE:** Often not needed, as your cover letter will allow you to expand anything you might put here. In some cases, an objective is used to identify a specific position you are applying to, especially for USA Jobs.

**EDUCATION\*****M.A./M.S. degree in** \_\_\_\_\_

Humboldt State University, Arcata, CA. 3.85 G.P.A.

Expected graduation May 200x.

Thesis: title, description, dates. (or listed below under research projects)

**B.A./B.S. degree in** \_\_\_\_\_**Minor in** \_\_\_\_\_

Humboldt State University, Arcata, CA. 3.2 (Major, Overall, Upper Division) G.P.A.

May 200x.

Senior Project: title, description, dates. (or listed below under research projects)

**A.A. degree (optional),** College of the Redwoods, Eureka, CA. 3.6 G.P.A.

June 200x. (Or "Attended College of the Redwoods, Eureka, CA 200x – 200x")

**PERTINENT COURSEWORK (optional):**

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

**RESEARCH PROJECTS** (or "Projects", "Individual Projects", "Independent Projects", etc.)

"Title", thesis completed for degree, H.S.U., date.

"Title", senior project completed for degree, H.S.U., date.

"Title", project completed for \_\_\_\_\_ class, H.S.U., date.

**RELEVANT EXPERIENCE\*** (or Related Experience, Professional Experience, Experience, Wildlife Experience, etc). Can include internships, volunteer experience or paid jobs. List in reverse chronological order.

**Job Title**

Employer

Short description – Action Words and Key Words \_\_\_\_\_

Dates

City/State

**Job Title**

Employer

Short description – Action Words and Key Words \_\_\_\_\_

Dates

City/State

NAME (large; bold)  
Address, Phone Number  
E-mail Address

**OTHER EXPERIENCE**

**Job Title**

Employer

Short description – Action Words and Key Words\_\_\_\_\_

Dates

City/State

**COMMUNITY SERVICE**

**Title**

Employer

Short description – Action Words and Key Words\_\_\_\_\_

Dates

City/State

**SPECIAL QUALIFICATIONS** (Or have separate sections for these categories)

**Computer Skills** – hardware, software, operating systems, languages, statistical packages, GIS

**Equipment/Techniques**

**Workshops and Special Training**

**Licenses and Certifications**

**Foreign Languages/Travel**

**Honors/Awards/Achievements**

**Outdoor Skills**

**OTHER POSSIBLE CATEGORIES:**

⇒ **Skills**

⇒ **Community Activities**

⇒ **Extracurricular Activities**

⇒ **Interests and Activities**

⇒ **Honors and Awards**

⇒ **Related Activities**

⇒ **Also see handout: *Categories for Resume and Curriculum Vitae***

**REFERENCES** or **PROFESSIONAL REFERENCES\*** (Include name, title, organization, phone, email. Reference may be listed in columns like this or listed in a row. Choose which balances your space best.)

Professor of Wildlife

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

Michigan State University

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

(517) 432-5286

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

[mary.johanssen@msu.edu](mailto:mary.johanssen@msu.edu)

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

*\*Should be included on every resume*

Prepared by Barbara S. Peters (Retired)  
And Kristina Hunt  
Humboldt State University  
Arcata, CA (October 2010)

## RESUME CATEGORIES

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- |                                |   |
|--------------------------------|---|
| • Personal Identification*     | • Relevant Experience*                  |
| • Job/Career Objective         | • Work Experience                       |
| • Education*                   | • Other Experience                      |
| • Summary/Highlights           | • Special Qualifications                |
| • Individual or Group Projects | • Skills Summary                        |
| • Independent Research         | • Relevant Activities                   |
| • Research Projects            | • Interests and Activities              |
| • Computer Skills              | • Community Service                     |
| • Community Activities         | • Special Interests                     |
| • Honors & Awards              | • References*                           |
| • Leadership Experience        | • Memberships/Professional Associations |

*\*Always include on Resume*

## C.V. CATEGORIES

---

- |  |   |
|--|---|
| • Experience Summary/Highlights                    | • Education                                       |
| • Work Experience/Professional Experience          | • Pertinent Coursework (if appropriate)           |
| • Honors/Achievements/Awards                       | • Thesis/Dissertation                             |
| • Scholarships/Fellowships                         | • Research Grants                                 |
| • Teach/Research/Lab Assistantships                | • Internships                                     |
| • Research/Teaching Interests                      | • Research Experience                             |
| • Presentations/Lectures                           | • Publications                                    |
| • Professional Associations/Societies              | • Conferences/Professional Meetings               |
| • Honor Societies                                  | • Certifications/Licenses                         |
| • Professional References                          | • Interests                                       |
| • Community Service                                | • Campus Activity/Services                        |
| • Language   | • Travel  |
| • Professional/Career/Vocational Research Projects | • Special Skills: equipment, techniques, Computer |

*\*Always include on C.V.*

**Betsy Biology**

242 Main St. Arcata, CA 95521 | (713) 555-0320 | mmica@gmail.com

**EDUCATION****Bachelor's of Science, Wildlife** (Wildlife Management & Conservation)  
Humboldt State University (HSU)May 2016  
Arcata, CA

## Pertinent Coursework:

- |                       |                  |                        |
|-----------------------|------------------|------------------------|
| • Wildlife Techniques | • General Botany | • Wildlife Ecology     |
| • Ornithology         | • Plant Ecology  | • Plant Taxonomy       |
| • Mammology           | • Zoology        | • Environmental Ethics |

**RESEARCH PROJECTS**

- "Vigilance budgets of green-winged teal in northern California – a comparison of gender", project completed for Ornithology class, HSU. Fall 2015.

**WILDLIFE EXPERIENCE****Biological Technician (GS-4)**Summers 2014/2015  
Eureka, CA

USFS – Six Rivers National Forest

Located and monitored Northern Spotted Owls to determine nesting and reproductive status in the national forest. Conducted Marbled Murrelet surveys and stream surveys (habitat typing, data collection and documentation of fish and amphibians present). Drove 4x4 vehicles, worked in rough terrain, camped in remote areas. Used aerial photo maps, topographic maps, compass, GPS (hand-held) to orienteer and locate survey sites.

**Research Assistant (volunteer)**Jan. 2013 - May 2013  
Arcata, CA

Jaime Sharpe, M.S. Candidate, HSU

Worked with graduate student in her study of non-endangered species in the Gasquet area of Six Rivers National Forest. Collected, interpreted, and entered species data in field records. Utilized digitizer to plot all detections for historical records. Mapped and evaluated habitat critical areas as prep work to biological evaluations and proposals.

**COMMUNITY SERVICE**

Restoration Volunteer

2016 - present  
Arcata, CA

Humboldt Fish Action Council

Plant trees on creek beds to help with fish migration and population. Remove invasive plant species.

**SPECIAL QUALIFICATIONS**

- **Wildlife Techniques:** Mist-netting, bird banding, small mammal trapping, radio telemetry.
- **Outdoor Skills:** Backpacking and outdoor experience, use of compass, hand-held GPS.
- **Training & Certification:** Field Orienteering with Map, Compass & GPS (2014), Wilderness First Responder (2014), CPR and First Aid (current), Spotted Owl Survey training (2013).
- **Relevant Activities:** Wildlife Conclave Team, HSU (2014 & 2015).

**REFERENCES:**

Luke George, PhD

Wildlife Department

Humboldt State University

Arcata, CA 95521

(707) 826-1234

lgeorge@humboldt.edu

Richard W. Sandburg

Wildlife Biologist

USFS – Six Rivers N.F

Eureka, CA 95501

(707) 445-1721

rws@usfs.gov

Jaime Sharpe, Lecturer

Wildlife Department

Humboldt State University

Arcata, CA 95521

(707) 826-4321

jes@humboldt.edu

**Examples of additional information that you might include on a resume for Wildlife, Ecology and other biological research or laboratory related positions. Note: You may have other skills/experiences that will fit into these categories; brainstorm your own background. Also, USE language that identifies your skill level, i.e. “exposed to...”, “familiar with...”, “experience with...”, etc. Other categories might include MEMBERSHIPS, CLUBS, LEADERSHIP ACTIVITIES, etc.**

#### COMPUTER SKILLS:

- Hardware: PC/MAC
- Software: Word, Excel, Access, PowerPoint
- Operating Systems: Windows (10, 8, 7, XP, ME, 2000); UNIX; LINUX
- Languages: FORTRAN, C++
- Statistical Packages/Applications/Software: NCSS, Minitab, SAS, SPS, S+, Stata, R, MARK (specific to Wildlife), BASIC, VISUAL BASIC
- GIS – ArcView, ArcInfo, ArcGIS, ArcMap

#### WORKSHOPS/SPECIAL TRAINING & LICENSES/CERTIFICATIONS:

- Spotted Owl Training
- Hunter Safety Course
- Wilderness First Responder
- California Driver’s License (Class B)
- CPR
- Defensive Driving Course
- First Aid/Wilderness First Aid
- EMT1
- Red Card (USFS) for firefighting
- Associate Biologist Certification
- Orienteering – “Field Orienteering with Map, Compass & GPS”
- Certified Wildlife Biologist (TWS)

#### OTHER SKILLS:

- Chainsaw
- Horsemanship
- ATV’s, ORV’s OHV’s, 4WD, Snowmobile Certification
- Farm Equipment
- Fence Building
- Hand and Power Tools
- Photography
- Research Vessel; F/V (Fishing Vessel)
- Snorkel Surveys
- Diving (SCUBA) – NAUI or PADI
- Electro-Fishing
- Rabies Vaccination or Boosters
- Small Boat Handling
- Kayak Experience
- Other fisheries techniques – snorkel surveys, electro-fishing, seining, small boat handling, dip netting, etc.
- Outdoor Skills: Experience working in varying terrains and weather conditions

#### EQUIPMENT/TECHNIQUES:

- |                                   |                                    |                               |
|-----------------------------------|------------------------------------|-------------------------------|
| • Mist netting and Rocket Netting | • GPS (hand-held) – Type (Garmin)  | • Munsell Color Chart (soils) |
| • Bird Banding                    | • Spotting scopes                  | • Quadrat surveys             |
| • Small mammal trapping           | • Radio telemetry                  | • Jepson Manual (CNP)         |
| • Point counts                    | • Remote Sensing/GIS               | • PIT Tagging                 |
| • Wildlife surveys                | • Orienteering – map, compass, GPS | • Vernal Pool Surveys         |
| • Invasive Plant Removal          | • Turtle Trapping                  | • Herp Inventory              |
| • Frog Training                   | • Electro-shocking                 |                               |

#### BRIEF SUMMARY OF LABORATORY SKILLS:

##### **Chemistry**

- Extraction, Isolation, and Analysis of Compounds, Proteins, Tissues, and DNA
- Quantification of Chemical Species
- Synthesis of Organic Compounds
- Enzyme Kinetic Studies
- Design of Experiments

Chromatography: Paper, Gas, Ion Exchange (IXE), Gel Filtration, Thin Layer (TLC), Hydrophobic Interaction Column (HIC)

Spectroscopy: IR, NMR, UV-Vis, Mass spectrometry, Fluorescence

##### **Biology**

Zoology: Microscope and Dissection Techniques, Classification of Specimens

Bacteriology: Aseptic, Pure Culture, & Staining Techniques, Biochemical Classification of Species, Plasmid Transformation, Analysis of Growth Conditions, Kirby Bauer Assays

Genetics: Extraction & Analysis of Genomic/Plasmid DNA, & Nucleosomes, Primer Design, Gel Electrophoresis, Population Genetics

##### **Machines**

Spectrophotometer, Centrifuge/Ultra Centrifuge, Balances, NMR, IR, GC-MS, GC, Sonicator, Ion Selective Electrodes, Mel-Temp, PCR, NanoDrop, Autoclave

## **MATTHEW R. FERRET** (large, bold)

One Main St. • Arcata, CA 95512 • (707) 555.0320

Matthew.Ferret@humboldt.edu

### **Job (or Career or Professional) Objective:**

Objectives are often not needed, as your cover letter will allow you to expand anything you might put here. In some cases, an objective is used to identify a specific position you are applying to, especially for USA Jobs.

### **Education**

**Ph.D. Candidate in Wildlife**, Michigan State University, East Lansing, MI. 3.8 G.P.A. Expected completion June 2014.

**Dissertation:** "Title" and description (and/or listed in "Research Experience" section)

**M.S. degree in Wildlife Science**, Oregon State University, Corvallis, OR. 3.7 G.P.A.  
June 2010.

**Thesis:** "Title" and description (and/or listed in "Research Experience" section)

**B.S. degree in Wildlife (Wildlife Management and Conservation Option), with a minor in Fisheries**, Humboldt State University, Arcata, CA. 3.6 (Major, Overall, Upper Division) G.P.A. May 2006.

**Senior Project:** "Title" and description (or listed in "Research Experience" section)

### **Scholarships, Fellowships and Awards**

"Research Fellowship title" (\$7000), Michigan State University, East Lansing, MI. 2012.

"Longmire Scholarship" award (\$3000), Longmire Wildlife Conservation Foundation, East Lansing, MI. 2012.

"Graduate Student of the Year", Oregon State University Department of Wildlife Science, Corvallis, OR. 2010-11.

Outstanding Service Award, Oregon-TWS Annual Meeting, Bend, OR. 2011.

Thomas G. Scott Grant Scholarship, Oregon State University Department of Fisheries and Wildlife, Corvallis, OR. 2010.

### **Research Grants**

Student Research Grant (\$4000), North Central Section-The Wildlife Society (TWS). 2012.

Student Travel Grant (\$1000), Northwest Section-The Wildlife Society (TWS), to present research at the TWS Annual Conference, Snowbird, UT. 2010.

Technology Resource Fund Grant (\$7500), for classroom set of Garmin 60 Cx GPS units and Silva Ranger compasses for instruction and student use, Oregon State University, Corvallis, OR. 2010.

**Research Experience** (can also list dissertation and thesis topics here)

“Dissertation Title”, description. Date

“Thesis Title”, description. Date

“Title of research project”, description if needed. Date.

**Professional Experience** (or Field or Wildlife or Biology Experience)

**Fish & Wildlife Biologist** (GS-401-7/9)

2007 – 2009

USFS – Idaho Panhandle National Forest

Coeur d’Alene, ID

Description/scope of duties\_\_\_\_\_

\_\_\_\_\_

**Teaching Experience**

**Teaching Assistantship**

2010 – 2011

Wildlife Science Department, Oregon State University

Corvallis, OR

Description\_\_\_\_\_

\_\_\_\_\_

**Internships**

**Wildlife Intern (Volunteer)**

2005 – 2006

Humboldt Bay National Wildlife Refuge

Loleta, CA

Description\_\_\_\_\_

**Public Education Outreach**

Presenter, “Topic”, organization, location, dates.

Feature Story, “Title of article”, publication, location, dates.

Educational program, “Title”, program sponsor, location, dates.

**Publications**

**Ferrett, M.R.**, B.J. Stratton, and T.M. Jones. “Title”. Journal of Wildlife Management. Volume:issue. Date

Stratton, B.J., Jones, T.M., and **Ferrett, M.R.** “Title”. Journal of Wildlife Management. In press – to be published date.

(Additional entries)

**Professional Presentations & Conferences**

“Title of Presentation”, The Wildlife Society 18<sup>th</sup> Annual Conference, Waikaloa, HI. November 2011.

“Title of Presentation”, The Wildlife Society-Western Section Conference, Riverside, CA. February 2011.

Attended The Wildlife Society 17<sup>th</sup> Annual Conference, Snowbird, UT. November 2010. Presented poster of Master’s Research.

## Professional Associations

**Member**, The Wildlife Society, since 2005.

**Member**, The Wildlife Society-North Central Section, since 2010.

**Student Affairs Chair**, 2011-12.

**Student Member**, Conservation Unlimited, Student Chapter of The Wildlife Society, 2006-09.

**President**, 2008-09.

**Treasurer**, 2006-07.

## Training Courses & Certifications

Geospatial Skills Workshop, TWS Annual Conference, Waikaloa, HI. 2011.

Wildlife Capture and Immobilization, Oregon State University, Corvallis, OR. 2009 & 2010.

Mammal Tracking and Sign, Yellowstone Institute, Lamar Valley, MT. 2010.

Advanced Ecological Data Analysis with R, TWS Annual Conference, Snowbird, UT. 2010.

Radio Telemetry Workshop, Oregon State University, Corvallis, OR. 2009.

Communication Science: Tools for Scientists and Engineers, AAAS/NSF, East Lansing, MI. 2011.

Media Relations Workshop, Oregon State University, Corvallis, OR. 2010.

Wilderness First Responder, NOLS, East Lansing, MI. 2011.

Wildlife Restraint Class, California Department of Fish & Game, Rancho Cordova, CA. 2007.

Basic Supervisor Training, Oiled Wildlife Care Network, Humboldt State University, Arcata, CA. 2007.

CEQA/NEPA Basics, The Wildlife Society-Western Section, Sacramento, CA. 2006.

## Special Qualifications (other possibilities)

Can list Computer , Equipment/Techniques, Foreign Languages/Travel, etc

## References or Professional References (Include name, title, organization, phone, email)

<b>Professor of Wildlife</b>	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
<b>Michigan State University</b>	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
<b>(517) 432-5286</b>	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
<b><a href="mailto:mary.johanssen@msu.edu">mary.johanssen@msu.edu</a></b>	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX

# MARLIN Q. DUCKWORTH

242 Main St. Arcata, CA 95512

(707) 555.0320

crodriguez@gmail.com

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## Suggested Format for Cover Letter

August 15, 2015

Mr. John Doe  
College Relations Coordinator  
Corporation, Inc.  
100 Main Street  
Ft. Lauderdale, FL 33304

Dear Mr. Doe:

*First Paragraph: **Introduction:*** This is where you can introduce yourself talking about your major and overview of your background as it relates to the position. This is also the place to mention something you learned about the company and how it relates to you.

*Second Paragraph: **Body:*** Give one or two examples of relevant projects that would be of most interest to the employer. This is a good place to talk about how your experience has prepared you and to support your examples with results when possible.

- You can use bullets to highlight important projects (or continue writing in paragraph form).
- Refer the reader to the attached or enclosed resume, which will give additional information concerning your background and interests.
- Some students can do this in one paragraph. Some students use two paragraphs, one for experience and another for education.

*Third Paragraph: **Closing:*** Thank the employer and mention how excited you are about this position. Make sure your closing is strong and asks for the interview.

Sincerely,  
Marlin Q. Duckworth

## Action Words

# Resume Tools

### Management Skills

administered  
analyzed  
assigned  
attained  
chaired  
consolidated  
contracted  
coordinated  
delegated  
developed  
directed  
evaluated  
executed  
improved  
increased  
organized  
oversaw  
planned  
prioritized  
produced  
recommended  
reviewed  
scheduled  
strengthened  
supervised

### Communication Skills

addressed  
arbitrated  
arranged  
authored  
collaborated  
convinced  
corresponded  
developed  
directed  
drafted  
edited  
enlisted  
formulated  
influenced  
interpreted  
lectured  
mediated  
moderated  
negotiated  
persuaded  
promoted  
publicized  
reconciled

spoke  
translated  
wrote

### Research Skills

clarified  
collected  
critiqued  
diagnosed  
evaluated  
examined  
extracted  
identified  
inspected  
interpreted  
interviewed  
investigated  
organized  
reviewed  
summarized  
surveyed  
systemized

### Technical Skills

assembled  
built  
calculated  
computed  
designed  
devised  
engineered  
fabricated  
maintained  
operated  
overhauled  
programmed  
remodeled  
repaired  
solved  
upgraded

### Teaching Skills

adapted  
advised  
clarified  
coached  
communicated  
coordinated  
demystified  
developed  
enabled  
encouraged  
evaluated

facilitated  
guided  
informed  
instructed  
persuaded  
set goals  
stimulated  
trained

### Financial Skills

administered  
allocated  
analyzed  
appraised  
audited  
balanced  
budgeted  
calculated  
computed  
developed  
forecasted  
managed  
marketed  
planned  
projected  
researched

### Creative Skills

acted  
conceptualized  
created  
customized  
designed  
developed  
directed  
established  
fashioned  
founded  
illustrated  
initiated  
instituted  
integrated  
introduced  
invented  
originated  
performed  
planned  
revitalized  
shaped

### Helping Skills

assessed  
clarified

coached  
counseled  
demonstrated  
diagnosed  
educated  
expedited  
facilitated  
familiarized  
guided  
motivated  
referred  
rehabilitated  
represented

### Clerical/Detail Skills

approved  
arranged  
catalogued  
classified  
collected  
compiled  
dispatched  
executed  
generated  
implemented  
inspected  
monitored  
operated  
organized  
prepared  
processed  
purchased  
recorded  
retrieved  
screened  
specified  
systemized  
tabulated  
Validated

### More Verbs for Accomplishments

achieved  
expanded  
improved  
pioneered  
reduced (losses)  
resolved (problems)  
restored  
spearheaded  
transformed

**Marlin Q. Duckworth**

623 Henrietta Plaza

Arcata, CA 95521

Evening Phone: (707) 822-2222

Day Phone: (707) 269-1234

Email: [mqd3@humboldt.edu](mailto:mqd3@humboldt.edu)**Country of citizenship:** United States of America**Veterans' Preference:** No**Contact Current Employer:** Yes**AVAILABILITY****Job Type:**

Temporary

Summer

Seasonal

Student Career Experience

**Work Schedule:**

Full Time

**DESIRED LOCATIONS**

US-CA

US-ID-Eastern/Twin Falls

US-OR-Central

US-WA-Eastern/Spokane

US-WA-Central/Yakima

**WORK EXPERIENCE****USFS - Six Rivers National Forest****Eureka, CA US****5/2006 - 8/2006****Grade Level: GS-5****Salary: \$12.14 USD Per Hour****Hours per week: 45****Biological Technician , 0404**

Located and monitored Northern Spotted Owls to determine nesting and reproductive status in the national forest. Conducted Marbled Murrelet surveys and stream surveys (habitat typing, data collection and documentation of fish and amphibians present). Drove 4WD vehicles, worked in rough terrain and varying weather conditions, camped in remote areas. Used aerial photo maps, compass, GPS (hand-held) to orienteer and locate survey sites. (Contact Supervisor: Yes, Supervisor's Name: Jeff Stratton, Supervisor's Phone: (707) 442-1721)

**Jaime Sharpe, M.S. Candidate, HSU****Arcata, CA US****1/2006 - 5/2006****Salary: \$0.00 USD Per Year****Hours per week: 12****Research Assistant (volunteer)**

Worked with graduate student in her study of non-endangered species in the Gasquet area of Six Rivers National Forest. Collected, identified, and entered data in field records. Utilized digitizer to plot all detections for historical records. Mapped and evaluated habitat critical areas as prep work to biological evaluations and proposals. (Contact Supervisor: Yes, Supervisor's Name: Jaime Sharpe, Supervisor's Phone: (707) 826-1111)

**EDUCATION**

College of the Redwoods

Eureka, CA US

Associate Degree - 6/2005

60 Semester Hours

GPA: 3.5 out of 4.0

Humboldt State University

Arcata, CA US

Some College Coursework Completed - 12/2007

112 Semester Hours

Major: Wildlife (Wildlife Management and Conservation option)

Minor: Botany

GPA: 3.7 out of 4.0

Honors: magna cum laude

Relevant Coursework, Licensures and Certifications:

List any relevant coursework you have completed or will be taking in the next semester. You can also list such things as: EMT1, First Aid, CPR, Wilderness First Responder, Red Card (USFS- Firefighting), HAZMAT, HAZWOPER, SCUBA (Nau, Padi), California Driver's License (Class B), Government Driver's License, Defensive Driving Course. Include dates where appropriate.

## JOB RELATED TRAINING

You can also list courses here related to your major/career. Be sure to include courses in which you are currently enrolled (can note "Fall or Spring 20xx").

Special workshops such as: EMT course, HAZMAT/HAZWOPER courses, small boat safety, firearm safety course, orienteering course, outdoor skills, wildlife techniques (small mammal trapping, mist netting, bird banding, point counts, etc.), 4WD, ATV/ORV/OHV use, etc.

## LANGUAGES

**Spanish**

**Spoken:** Intermediate

**Written:** Intermediate

**Read:** Intermediate

## AFFILIATIONS

Conservation Unlimited, HSU      Treasurer

Wildlife Conclave Team, HSU      Member

Phi Kappa Phi Honor Society      Member

## REFERENCES

**Jeff Stratton**      USFS - Six Rivers National Forest      Wildlife Biologist

**Phone Number:** (707) 442-1721

**Email Address:** jstratton@fs.gov

**Reference Type:** Professional

**Jaime Sharpe**      Wildlife Department, HSU      Graduate Student

**Phone Number:** (707) 836-1111

**Email Address:** jes@humboldt.edu

**Reference Type:** Professional

**Luke George, PhD**      Wildlife Department, HSU      Wildlife Professor

**Phone Number:** (707) 826-1234

**Email Address:** lg2@humboldt.edu

**Reference Type:** Professional

## ADDITIONAL INFORMATION

\*College courses could also be listed here.

\*Senior projects and class projects could be listed here.

\*Presenter, "topic", at the Western Section of The Wildlife Society annual meeting.

\*Team Member, 1st Place Team for HSU, Wildlife Conclave competition, Bismarck, ND, date.

\*Include any Job-Related Skills, such as:

Computer Skills - operating systems (98, ME, XP), software (Word, Excel, PowerPoint, Access, Publisher), Languages (C++, etc.), GIS (ArcView, ArcGIS), remote sensing, statistical packages (NCSS, Minitab, SPS, S+).

Lab/Field Equipment - GPS, Jepson Manual, Munsell Color Chart; and techniques (mist netting, bird banding, small mammal tracking, soil ID)

Special Skills - work with horses, ATV's, firearms, farm equipment, etc.

**MALENA BYRD**

Email: malenab@yahoo.com

P.O. Box 100 | Moose, CA | 96064 | (707) 845-4321 (cell) | *Until May 31, 2017*203 Eagle Dr. | Antelope, CA 95631 | (707) 845-4321 (cell) | *Permanent address***OBJECTIVE:** To obtain the position of Wildlife Biologist position in Ely, Nevada, GS-0486-05/11.**WORK EXPERIENCE:****Biological Science Technician GS-5** – *fisher distribution*

U.S. Fish and Wildlife Service

1829 S. Oregon St.

Yreka, CA 96097

Dates Employed:

02-06/2006; 08-11/2006

Salary: \$14.75/hr

Hours per Week: 40+

Field assistant on a study investigating the distribution and habitat suitability for Pacific fisher in the eastern Klamath and south Cascades provinces in northern California. Work required navigation to systematic survey points in remote areas over difficult terrain in all weather conditions. Camped in isolated locations up to 9 days at a time. (Supervisor: Steve Jensen, 530/841-4321 ext. 116)

**Project Coordinator** – *bat wind turbine research*

Humboldt State University

1 Harpst Street

Arcata, CA 95521

Dates Employed:

07/2006-09/2006

Salary: \$12.86/hr

Hours per Week: 10-40

Created protocol and tested ultrasonic equipment intended for wind turbines to minimize bat mortality. Identified species with Pettersson detectors through SonoBat, as well as using infrared video equipment to quantify activity levels. Results to be presented at the North American Bat Symposium; Oct 2006. (Supervisor: Joe Scott, 707/834-1234)

**Biological Science Technician (GS-5)** – *marten OHV research*

Pacific Southwest Research Station

Redwood Sciences Laboratory

1700 Bayview Drive

Arcata, CA 95521

Dates Employed: 05/2004-03/2006

Grade Level: GS-0404-05/02

Salary: \$13.64/hr

Hours per Week: 40+

Field assistant on an American marten/off highway vehicle study. Job required navigation to systematic survey stations throughout two study areas within the Lake Tahoe Basin Management Area and Sierra National Forest. Work required understanding, maintenance, and transport of Trailmaster camera stations, track plates, Larson Davis 720 and 824 Sound Level Meters (SLM). Packed weights often exceed 50 lbs. for distances up to eight miles over difficult terrain. Fieldwork included winter sampling, which required snowmobiling, cross country skiing, and snowshoeing under all weather conditions. Field work also necessitated snowcamping and backpacking. Promoted to bioacoustician, which entailed maintenance of the SLM units, entering and maintaining data, and becoming a liaison between the project and Hubbs Sea World Research Institute. Trained new employees in all aspects of the project. Returned to RSL in October 2005. Duties included data organization and entry, assistance editing manuscripts, scat preparatory techniques for future analysis, and telemetry on dispersing juvenile pacific fisher for Hoopa Tribal Forestry. (Supervisor: Kevin Horne, 707/825-2222; Will James, 707/825-9999)

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## **Classroom Instructor**

Wright Wildlife Refuge  
Humboldt Area Foundation; Humboldt State University  
1 Harpst St  
Arcata, CA 95521

Dates: 09/2001-05/2004

Salary: \$8.25/hr

Hours per Week: 2

Visited classrooms of 3rd to 5th grade students to inform them about the refuge history, birds, and the aspects of bird banding. In charge of scheduling schools, organizing visit times, compiling and presenting a 45-minute slide show each week during banding seasons. (Supervisor: Milton Phillips, 707/826-4321)

## **Biological Science Technician (GS-5)** – *spotted owl surveyor and wildlife monitoring*

Redwood National and State Parks  
1111 Second Street  
Crescent City, CA 95531

Dates: 06/2003-08/2003

Grade Level: GS-0404-05/01

Salary: \$12.31/hr

Hours per Week: 40+

Located and monitored northern spotted owls to determine nesting and reproductive status in the National Park. Assisted with surveys for snowy plover, assessments of deformed amphibians, deconstruction of elk enclosures, and seining of salmonids. Drove 4WD vehicles, worked in rough terrain, camped in remote areas. Used aerial and topographic maps, compass, altimeter, and GPS to orienteer and locate survey sites. (Supervisor: Tom Hoopes, 707/464-1111)

## **Biological Science Technician (GS-4)** – *wildlife monitoring*

Foresthill Ranger District  
U.S. Forest Service; Tahoe National Forest  
22830 Foresthill Road

Dates: 05/2002-08/2002

Grade Level: GS-0404-04/01

Salary: \$10.91/hr

Hours per Week: 40+

Surveyed California spotted owl, great gray owl, willow flycatcher, American marten, and other forest sensitive species. Hired, supervised, and trained two crew members. Designed and led a baseline examination of habitat and fauna in the Granite Chief Wilderness for sensitive species; established survey routes to assess the impacts of the Star Fire (17,000 acres), and was responsible for reporting results to lead biologist as well as maintaining crew records. (Supervisor: Kathy Doyle, 530/367-4444)

## **Biological Assistant (GS-3)**

Foresthill Ranger District  
U.S. Forest Service; Tahoe National Forest  
22830 Foresthill Road

Dates: 05/2000-12/2000

Grade Level: GS-0404-03/01

Salary: \$8.93/hr

Hours per Week: 20-40+

After three years of voluntary bird banding and helping with field projects; I was hired as an assistant. Surveyed for California spotted owl, northern goshawk, American marten, and pacific fisher. Performed pellet counts for black-tailed deer, acorn sampling, small mammal trapping, and bird banding. Typed data summaries, conducted literature reviews, created public pamphlets, and compiled topographical maps. Documented, photographed, and produced technical drawings on historical structures for demolishment and reconstruction. (Supervisor: Mike Taylor, 530/367-2222)

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## AFFILIATIONS:

<u>Title</u>	<u>Organization</u>	<u>Dates</u>
Member Leadership Institute Participant (2006)	The Wildlife Society (TWS)	January 2002 - present
Newsletter Editor (3/05-pres) Student Affairs Chair (8/05-pres) Secretary (1/05-6/06)	Western Section - TWS	January 2003 - present
Western Section Representative	Humboldt Student Chapter - TWS	August 2003 - May 2004
Educational Committee Chair	Humboldt Student Chapter - TWS	August 2002 - May 2004
Professional Development Chair	Ca. North Coast Chapter - TWS	January - December 2004
Student Chapter Representative	Ca. North Coast Chapter - TWS	January - December 2003

## EDUCATION:

**Major: B.S. in Wildlife (Conservation and Management)**

**Minor: Botany**

Humboldt State University

Arcata, CA

Degree Earned: May 2004

GPA: 3.85 out of 4.0

198 Semester Hours (Total)

**A.S. in Natural Science**

Sierra College

Rocklin, CA

A.S. Earned: May 2001

GPA: 3.94 out of 4.0

83 Semester Hours

## TRAINING COURSES:

**Bat Grid Training** U.S. Forest Service, Bend, OR. June 2006

**Bat Survey Techniques Workshop**, Western Section-TWS, Hastings Preserve, CA. September 2005

**Wilderness First Aid**, American Medical Association, South Lake Tahoe, CA. September 2004.

**Wildlife Restraint Class**, California Department of Fish & Game, Rancho Cordova, CA. May 2003.

**Snow Tracking Clinic, University of Wyoming**, University of Wyoming, Laramie, WY. March 2003.

**Basic Supervisor Training**, Oiled Wildlife Care Network (OWCN), Arcata, CA. October 2002.

## HONORS AND AWARDS:

**Leadership Institute of the Wildlife Society:** One of ten people chosen in North America for a pilot leadership training program. Program included a variety of team building projects and leadership exercises with a culminating session at TWS's annual conference in Anchorage, Alaska; 2006

**Undergraduate of the Year; Charles F. Yocum Award:** Awarded by HSU's Department of Wildlife during graduation; 2004

**Student of the Year:** Awarded by the California North Coast Chapter - TWS; 2004

**Mark P. Bush Scholarship;** Awarded by HSU's Department of Wildlife for academic achievement; 2003-2004 academic year.

**Stan Harris Scholarship:** Awarded by HSU's Wildlife Department for academic achievement and community involvement; 2002-2003.

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203 Eagle Dr. | Antelope, CA 95631 | (707) 845-4321 (cell) | *Permanent address*

## PRESENTATIONS/PUBLICATIONS:

**Coauthor;** Title unknown; National Symposium of Bat Research concerning acoustic bat deterrent - Oct 2006.

**Presenter** (Class lecturer, 15 students); Wildlife Society 101. WS-TWS Student Affairs Committee - A presentation for recruitment to the Wildlife Society and information about wildlife jobs, coursework, and the importance of extra curricular activities. Cal Poly – Sept. 2006; Feather River Community College – Apr. 2006; Humboldt State University – Nov 2005.

**Political Response;** Scientific rebuttal of a publication by House Representative Devlin Nunes concerning the Arctic National Wildlife Refuge. 6 pgs. March 2005.

**Presenter** (Class lecturer, 25 students); Map and Compass Workshop. Humboldt Student Chapter; April 2004.

**Commentary;** Reviewed the draft EIR for proposed Forest Ranch Development, responded with commentary concerning a variety of ecological and public safety concerns; published in the Final EIR. July 2004.

**Presenter** (Poster); 4th place. Comparing small mammal populations in old-growth Douglas-fir forests that differ in shrub understory, senior research project. Student Regional Wildlife Competition. Lubbock, Texas. March 2004.

**Presenter** (Poster); 1st place. Analyzing habitat availability for wolverine (*Gulo gulo*) in California. Student Regional Wildlife Competition. Laramie, Wyoming. March 2003.

## JOB RELATED SKILLS:

**Highly competent:** Spotted owl, carnivore track plate, and Trail master camera surveying. Backpacking, digital and SLR camera use, use of compass, topographic maps, GPS, and general navigation abilities. Use of MS Windows, MS Office (Excel, Word, Powerpoint, Publisher).

**Competent:** Bird banding, small mammal trapping, some amphibian surveys, seining. Use of aerial photographs, clinometer, DBH tape, vegetation prism, and water quality equipment. Experience cross country skiing, snowshoeing, mountain biking, kayaking and canoeing, off road/four wheel driving, all terrain vehicles (snowmobiles, quads, dirt bikes). Use of Adobe Pagemaker, Photoshop, EndNote, Access, and Paradox software.

**Certifications and miscellaneous:** First aid, wilderness first aid, CPR/ government driver's license/ trailer, ATV, snowmobile training completed/ rabies vaccination and booster current.

## REFERENCES

Will James, PhD  
*Wildlife Ecologist*  
PSW Research Station  
Redwood Sciences Laboratory  
Arcata, CA  
wjames@fs.fed.us  
(707) 825-9999

Milton Phillips, PhD  
*Advisor and Professor*  
Humboldt State University  
Department of Wildlife Management  
Arcata, CA  
mmp@humboldt.edu  
(707) 826-3333

Keith Ibarra  
*President of Western Section*  
Habitat Conservation Planning  
Ca. Dept. of Fish and Game  
Sacramento, CA  
kibarra@dfg.ca.gov  
(916) 324-5555

# Interview Tips

## Know Yourself

- Your past experiences
- Your skills and abilities
- Your personality and appearance
- Your knowledge of the employer, job, field, and
- Your future plans

## Know the Organization

- Who is the employer? What is their mission?
- What is their product or service?
- What has happened recently? Mergers, deregulation?
- What is the company climate/environment like?
- General industry trends?
- What/who is their competition?

## Preparing for the Interview

- Know the points you want to make
- Create an outline of the strengths, skills and assets you have to offer and want to communicate in the interview.
- Develop examples or “stories” that demonstrate in some detail how you have applied these assets.
- Describe the situation, action and outcome.
- Prepare intelligent questions you want to ask the Employer.
- Be sure your email address & phone message are professional.
- If you have a Myspace page, make it private or professional in case a prospective employer looks at it.

## Dress for Success

- Select apparel, fragrances, jewelry, hairstyle, etc. that do not detract from your professional image. The interviewer's attention should be focused on what you say and your qualifications.
- Make sure your hair is clean, neat and professionally styled.
- Apparel should be clean and neatly pressed.
- Less is more. Keep your look simple and successful until you become accustomed to the environment and learn about the company's dress code.

## First Impressions at the Interview

- Arrive early.
- Bring extra copies of your resume.
- Be courteous to everyone you meet
- Greet the interviewer by name, with a smile. Be sure you know the correct pronunciation & spelling of the name.
- Shake hands using a firm, but not too firm, grip.
- Show enthusiasm and confidence in your voice and posture.

## During the Interview

- Send the right body language by relaxing and being yourself. Sit erect, use gestures if they come naturally, and maintain good eye contact.
- Turn off your cell phone ringer/buzzer and DO NOT answer calls.
- Speak clearly and concisely. Keep your responses specific. Ask for clarification if needed.
- Answer questions with honesty and sincerity
- Be aware of the time allocated
- Don't criticize former employers faculty or associates.
- Close positively, end the interview as you started it by emphasizing your main strength.

## End of the Interview

- Reaffirm your interest in the job. For example: “After hearing more about your company and the position I am even more interested in the job. I hope to be working with you soon”.
- Ask when you can expect to hear back from the employer and the next steps in the process.
- Thank the interviewer and collect a business card or get the person's name, phone and email.

## Follow-Up After the Interview

- Take a moment to make some notes after each interview.
- Write and send a thank you letter that same evening.
- Forward any requested material promptly.
- If you don't hear from the company within one week, contact them about the status of the position.

## Things to Avoid

- Do not sit until the employer offers a seat.
- Do not take notes during an interview.
- Do not smoke, chew gum or a breath mint during the interview.
- Do not listen in on telephone conversations or read or inspect documents on an interviewer's desk.
- Do not call an interviewer “sir” or “madam”. Use the interviewer's name in the interview, but don't overdo it.
- Do not give one or two word answers. Answer questions thoroughly, but do not overpower the interview.
- Do not use profanity, even if the interviewer does.
- Do not ask “Will I get the job?”
- Do not discuss salary until later in the process.

**MALENA BYRD**

203 Eagle Dr., Antelope Valley, CA 95000 707.555.1234 malenab@yahoo.com

**EDUCATION****Humboldt State University**

Arcata, California

May 2004

Overall GPA 3.85

Major: *Wildlife (Management and Conservation option)*Minors: *Environmental Ethics, Botany***Sierra College**

Rocklin, California

May 2001

Overall GPA 3.94

Associate of Science: *Natural Sciences*Associate of Arts: *General Education, Liberal Arts***RELEVANT WORK EXPERIENCE****Biological Technician and Bioacoustician, GS-5**

May 2004-March 2006

*U.S. Forest Service; Redwood Science Lab, Pacific Southwest Research Station*

Tahoma and Shaver Lake, CA

Field assistant on an American marten/off highway vehicle study. Job required navigation to systematic survey stations in two study areas. Work required understanding, maintenance, and transport of Trailmaster camera stations, track plates, and Larson Davis 720 Sound Level Meters (SLM). Promoted to bioacoustician, which entailed constant maintenance of the SLM units, entering and maintaining data, and becoming a liaison between the project and Hubbs Sea World Research Institute. Site access required snowmobiles or ATVs over extreme terrain and hiking or skiing long distances with heavy packs in remote areas. Trained new employees in all aspects of the project.

**Biological Technician GS-5**

June-August 2003

*Redwood National and State Parks*

Orick, CA

Surveyed for northern spotted and barred owls. Assisted with snowy plover surveys, steelhead and salmon seining, and steelhead diving. Drove 4WD vehicles, worked in rough terrain, camped in remote areas.

**Banding Assistant**

April-November 2002

*Redwood Science Lab, U.S. Forest Service*

Lanphere Dunes, Arcata, CA

Volunteered to learn more efficient banding techniques and to become familiar with the passerines in the north coast area.

**Biological Technician GS-4**

May-August 2002

*U.S. Forest Service; Tahoe NF*

Foresthill, CA

Surveyed California spotted owl, great gray owl, willow flycatcher, mustelids, and other forest sensitive species. Hired, supervised, and trained two crew members. Responsible for reporting results to lead biologist as well as maintaining crew records.

**Biological Technician GS-4**

March-August 2001

*U.S. Forest Service; Tahoe NF*

Foresthill, CA

Conducted surveys for the California spotted owl and northern goshawk. Assisted with CA Dept of Fish and Game project continuing my prior four years of commitment to perform bird banding, small mammal trapping, black oak acorn and black-tailed deer surveys. Taught at high school camps, created a local bird guide for the public, and reformatted the district's owl history.

**Biological Intern**

January-May 2001

*Foothill Associates*

Roseville, CA

Surveyed fairy shrimp (counting various species of *Brachipoda* and *Maxillopoda*), and vernal pool flora surveys. Major tasks included the compilation of a forty page vernal pool and wetland flora field guide. Assisted in organizing and obtaining biological resources, compiling books, and data entry, processing and archiving files.

## OTHER WORK EXPERIENCE

---

### Biological Assistant

August 2003 to May 2004

*U. S. Forest Service; Redwood Science Laboratory, Pacific Southwest Research Station*

Arcata, CA

Assistant to William Zielinski and Ric Schlexer. Managed literature database, data entry, and data organization.

### Classroom Instructor

September 2001 to May 2004

*Wright Wildlife Refuge*

Humboldt County, CA

Visited classrooms of 3<sup>rd</sup> to 5<sup>th</sup> grade students to inform them about the refuge history, birds, and the aspects of bird banding. Created a 45-minute presentation for weekly visits to Humboldt County elementary schools.

### Biological Assistant GS-3

May to December 2000

*U.S. Forest Service; Foresthill Ranger District*

Foresthill, CA

Performed all duties listed during 2001 employment. Typed data summaries, conducted literature reviews, created public pamphlets, and compiled topographical maps. Documented, photographed, and produced technical drawings on historical structures.

## RELATED ACTIVITIES

---

### Student Affairs Committee co-chair, Secretary - Western Section

May 2004- Present

### Humboldt State Chapter Representative of the Wildlife Society - Western Section

August 2003- May 2004

Participated as a board member of the Western Section of the Wildlife Society (TWS) representing the Humboldt State Student Chapter, became assistant to TWS professional development committee, became secretary Jan. 2005.

### Student Representative of TWS - CNC Chapter

January - December 2003

### Professional Development Chair of TWS - CNC Chapter

January - December 2004

Operated as a board member of the California North Coast Chapter and the Humboldt State Student Chapters of the Wildlife Society. Acted as a liaison between the local universities and the professional chapter. Organized several student workshops, volunteer activities, and training opportunities for natural resource students.

### Wildlife Restraint Class

May 2003

*California Department of Fish and Game*

Rancho Cordova, CA

Completed introduction course in wildlife restraint, trapping, darting, chemical immobilization, and safety concerns for biologists and wardens. Field component with darting, jab sticks, direct injection, and animal monitoring.

### Attended California Environmental Quality Act for Biologists

November 2002

*Jones and Stokes*

Arcata, CA

Introduced to CEQA legalities, procedures, definitions, code sections, and relationship to California Endangered Species Act.

### Basic Supervisor Training

October 2002

*Oiled Wildlife Care Network (OWCN)*

Arcata, CA

Basic handling and restraint techniques of wild birds. Intake procedures of physical examination, evidence sample collection, filing out medical records and logs, blood processing, and analysis. Included stabilization methods, bird washing, and water-proof assessment.

## MEMBERSHIPS AND JOB RELATED SKILLS

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- Conservation Unlimited/ The Wildlife Society - Humboldt Student Chapter Member since 2000
- The Wildlife Society, the Western Section of TWS Member since 2001
- CPR and First Aid Certified, Hazwoper Certified 2003
- Experience with 4WD vehicles, ATVs, snowmobiles, basic field instruments. Experience bird banding, and with spotted owl, northern goshawk, carnivore track plate, Trailmaster, and marbled murrelet protocols.
- Obtained trailer, snowmobile, ATV, wilderness first aid, and avalanche training.
- Rabies vaccination and booster current
- Outdoor recreation: mountain biking, running, hiking, x-country skiing, backpacking, kayaking (Class II+)
- Experience with Microsoft, EndNote, Paradox, SonoBat, and Adobe software. Computer capable, quick learner.

## REFERENCES

---

JAVIER GONZALEZ  
Wildlife Biologist  
U.S. Forest Service  
Tahoe National Forest  
Foresthill, CA  
(999) 123-4567

MILTON PHILLIPS, PHD.  
Advisor and Professor  
Humboldt State University  
Department of Wildlife Management  
Arcata, CA  
(100) 765-4321

KATHLEEN BURKE-JONES  
President of TWS- CNC  
Timber Harvest Monitor  
Department of Fish and Game  
Eureka, CA  
(100) 789-5678

**NAME** (large; bold)

Address, Phone Number

E-mail Address

**OBJECTIVE:** Often not needed, as your cover letter will allow you to expand anything you might put here. In some cases, an objective is used to identify a specific position you are applying to, especially for USA Jobs.

**EDUCATION\*****M.A./M.S. degree in** \_\_\_\_\_

Humboldt State University, Arcata, CA. 3.85 G.P.A.

Expected graduation May 200x.

Thesis: title, description, dates. (or listed below under research projects)

**B.A./B.S. degree in** \_\_\_\_\_**Minor in** \_\_\_\_\_

Humboldt State University, Arcata, CA. 3.2 (Major, Overall, Upper Division) G.P.A.

May 200x.

Senior Project: title, description, dates. (or listed below under research projects)

**A.A. degree (optional),** College of the Redwoods, Eureka, CA. 3.6 G.P.A.

June 200x. (Or "Attended College of the Redwoods, Eureka, CA 200x – 200x")

**PERTINENT COURSEWORK (optional):**

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

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XXXXXXXXXXXXXXXXXXXX

**RESEARCH PROJECTS** (or "Projects", "Individual Projects", "Independent Projects", etc.)

"Title", thesis completed for degree, H.S.U., date.

"Title", senior project completed for degree, H.S.U., date.

"Title", project completed for \_\_\_\_\_ class, H.S.U., date.

**RELEVANT EXPERIENCE\*** (or Related Experience, Professional Experience, Experience, Wildlife Experience, etc). Can include internships, volunteer experience or paid jobs. List in reverse chronological order.

**Job Title**

Employer

Short description – Action Words and Key Words \_\_\_\_\_

Dates

City/State

**Job Title**

Employer

Short description – Action Words and Key Words \_\_\_\_\_

Dates

City/State

NAME (large; bold)  
Address, Phone Number  
E-mail Address

#### OTHER EXPERIENCE

**Job Title**

Employer

Short description – Action Words and Key Words\_\_\_\_\_

Dates

City/State

#### COMMUNITY SERVICE

**Title**

Employer

Short description – Action Words and Key Words\_\_\_\_\_

Dates

City/State

#### SPECIAL QUALIFICATIONS (Or have separate sections for these categories)

**Computer Skills** – hardware, software, operating systems, languages, statistical packages, GIS

**Equipment/Techniques**

**Workshops and Special Training**

**Licenses and Certifications**

**Foreign Languages/Travel**

**Honors/Awards/Achievements**

**Outdoor Skills**

#### OTHER POSSIBLE CATEGORIES:

⇒ **Skills**

⇒ **Community Activities**

⇒ **Extracurricular Activities**

⇒ **Interests and Activities**

⇒ **Honors and Awards**

⇒ **Related Activities**

⇒ **Also see handout: *Categories for Resume and Curriculum Vitae***

**REFERENCES** or **PROFESSIONAL REFERENCES\*** (Include name, title, organization, phone, email. Reference may be listed in columns like this or listed in a row. Choose which balances your space best.)

Professor of Wildlife  
Michigan State University  
(517) 432-5286  
[mary.johanssen@msu.edu](mailto:mary.johanssen@msu.edu)

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*\*Should be included on every resume*

Prepared by Barbara S. Peters (Retired)  
And Kristina Hunt  
Humboldt State University  
Arcata, CA (October 2010)

## RESUME CATEGORIES

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- |                                |   |
|--------------------------------|---|
| • Personal Identification*     | • Relevant Experience*                  |
| • Job/Career Objective         | • Work Experience                       |
| • Education*                   | • Other Experience                      |
| • Summary/Highlights           | • Special Qualifications                |
| • Individual or Group Projects | • Skills Summary                        |
| • Independent Research         | • Relevant Activities                   |
| • Research Projects            | • Interests and Activities              |
| • Computer Skills              | • Community Service                     |
| • Community Activities         | • Special Interests                     |
| • Honors & Awards              | • References*                           |
| • Leadership Experience        | • Memberships/Professional Associations |

*\*Always include on Resume*

## C.V. CATEGORIES

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- |  |   |
|--|---|
| • Experience Summary/Highlights                    | • Education                                       |
| • Work Experience/Professional Experience          | • Pertinent Coursework (if appropriate)           |
| • Honors/Achievements/Awards                       | • Thesis/Dissertation                             |
| • Scholarships/Fellowships                         | • Research Grants                                 |
| • Teach/Research/Lab Assistantships                | • Internships                                     |
| • Research/Teaching Interests                      | • Research Experience                             |
| • Presentations/Lectures                           | • Publications                                    |
| • Professional Associations/Societies              | • Conferences/Professional Meetings               |
| • Honor Societies                                  | • Certifications/Licenses                         |
| • Professional References                          | • Interests                                       |
| • Community Service                                | • Campus Activity/Services                        |
| • Language   | • Travel  |
| • Professional/Career/Vocational Research Projects | • Special Skills: equipment, techniques, Computer |

*\*Always include on C.V.*

Computer Skills:

- Software: Word, Excel, Access, PowerPoint
- Operating Systems: Windows (10, 8, XP, ME, 2000); UNIX; LINUX
- Languages: FORTRAN, C++
- Statistical Packages/Applications/Software: NCSS, Minitab, SAS, SPS, S+, Stata, R, MARK (specific to Wildlife), BASIC,

Equipment/Techniques:

- |  |   |
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| <ul style="list-style-type: none"> <li>• Mist Netting &amp; Rocket Netting</li> <li>• Bird Banding</li> <li>• Small mammal trapping</li> <li>• Point counts</li> <li>• PIT Tagging</li> <li>• Wildlife surveys</li> <li>• Spotting scopes</li> <li>• Radio telemetry</li> <li>• Remote sensing/GIS</li> <li>• GPS (hand-held) – Type (Garmin/Trimble)</li> </ul> | <ul style="list-style-type: none"> <li>• Orienteering – map, compass, GPS</li> <li>• Quadrat surveys</li> <li>• Vernal pool surveys</li> <li>• Invasive plant removal</li> <li>• Jepson Manual (CA Native Plants)</li> <li>• Munsell Color Chart (soils)</li> <li>• Turtle trapping</li> <li>• Herp inventory</li> <li>• Frog training</li> <li>• Electro-shocking</li> </ul> |
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Workshops/Special Training & Licenses/

- Spotted Owl Training
- Associate Biologist Certification
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- First Aid/Wilderness First Aid
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- Orienteering – “Field Orienteering with Map, Compass & GPS” (TWS training)

Other Skills to Fit in:

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**Note: You may have other skills/experiences that will fit into these categories; brainstorm your own background. Use language that identifies your skill level, i.e. “exposed to...”, “familiar with...”, “experience with...”, etc.**

Prepared by Barbara S. Peters (Retired),  
Humboldt State University

# Tips for Writing Your Curriculum Vitae

— Adapted from University of Colorado Career Services  
<http://careerservices.colorado.edu/public.cs?cvLetter>

Your curriculum vitae will increase in length as you gain experience and establish a publication record. As a beginning scholar, your vitae will probably be about two pages in length, unless you are very experienced. In compiling your vitae, present a trajectory of your life as a scholar and teacher, from the time you started your academic career as an undergraduate. Arrange all information on your vitae in reverse chronological order, listing the most recent positions or awards first. Report all pertinent information, but do not pad your vitae with extraneous information.

When compiling a vitae for employment purposes, highlight your strengths and tailor your vitae to the positions for which you are applying. Since academic institutions vary in their missions and objectives, you may need to arrange the information on your vitae differently for different audiences. For instance, list your publications, presentations, and awards first when applying to research institutions; list your teaching experience first when applying to smaller liberal arts colleges or community colleges, and add a section on community or academic service.

Although you are highlighting different kinds of strengths for different positions, you should not be anything less than perfectly honest about your training, experience, or publication history. Be careful not to overestimate your fluency in a foreign language, for instance, or to list an article as "forthcoming" until you have signed a contract and can report an expected publication date. Since academic circles are extremely small, you run the risk of damaging your reputation within that community if you exaggerate your record.

## Elements of a Curriculum Vitae

### Identification

Include your name, address, complete telephone number, and e-mail address. Since your vitae may be circulated to faculty members and deans without your letter of application, include your department address, as well as your home address, so your current academic affiliation is clearly stated at the top of the page. Do not include any explicit reference to your age, marital status, race, sex, gender identity, ethnicity or sexual orientation anywhere on your vitae. List your name and page number on each subsequent sheet of your CV.

### Education

List all institutions, degrees and graduation dates in reverse chronological order. If you attended an institution but did not earn a degree, you do not need to list it on your vitae unless the training you received was vital to your career--a language course taken abroad, for instance.

### Dissertation

You can list the title of your dissertation beneath the information on your doctoral degree, as well as the name of your director. Some fields require a longer description (one paragraph) of the dissertation on your vitae. Consult with faculty members in your department on this matter.

### Exams and Requirements

In some disciplines, the CV should include a description of your fields as well as the dates of your qualifying examinations. Seek advice on this matter from your department.

### Awards, Fellowships, Honors, Grants

List any academic distinctions, teaching awards, fellowships, honors, or grants you have received since you entered college in reverse chronological order. Include the name of the department and institution bestowing the honor.

### Publications, Creative Work

Include bibliographic citations of articles, pamphlets, research reports, poems, stories and book reviews that you have published. If applicable, list any musical recitals or art exhibits in this section. As you gain experience, you will further separate these items into different categories, such as "book reviews," "articles in refereed journals," "books," etc. Use the form of citation appropriate to your field. In order to list something as "forthcoming" in this section, you should have a signed contract and a reasonably firm sense of when the publication will appear in print.

### Presentations

List all papers you have delivered, or will deliver, along with the names, dates, and locations of the conferences or meetings where you presented that work. If you presented your work in a colloquium or workshop, you may also list the talk if it was a substantial piece of work or something directly relevant to your dissertation work or research agenda.

### Work Submitted, Work In Progress

In some fields, it is fairly standard practice for scholars to add "Work Submitted" and "Work in Progress" sections to their CV's. If you have an article or book under review at a refereed journal or academic press, you list it under the category "Work Submitted for Publication," or "Work in Circulation." In this way, you can inform employers that you are starting to move toward professional activity and that you have enough confidence in your work to submit it for publication. If you are an experienced candidate, or are looking to change jobs, you will want to indicate the potential of publication on new projects by reporting on them in a section entitled "Work in Progress."

### Teaching Experience

Include all full-time, part-time and adjunct teaching experience. For each position, list your title, the dates of employment (or quarter and year), the name of each course you taught, and a brief description of your responsibilities. Since job titles vary from university to university, you need to tell the employer something about your level of involvement in the course design, preparation of materials, weekly instruction, and grading.

### Research Interests, Teaching Competencies

Describe your current research interests and teaching competencies. List no more than four or five areas under each heading, in order of preference. When listing your teaching competencies, be sure to list general categories, as well as specializations, so that employers know you are capable and willing to teach the undergraduate and general education requirements offered in their departments.

### Professional Training

List any special professional training you received in your department or through a professional organization in this section. Such training may include special courses on pedagogy or teaching techniques, professional seminars offered through your professional organization, or technical or computer training you completed in addition to your regular coursework.

### Languages

List the languages you have studied, as well as some indication of your level of expertise. For example, you may have a "reading knowledge of French," be "fluent in Spanish," or have a "working knowledge of Italian."

### Professional Affiliations

List the major professional organizations to which you belong. If you have served actively in the organizations, indicate the level of your involvement.

### University, Department, Professional Service

If you have served on any committees (such as graduate advisory or search committees in your department, or any appointed or elected position in the university or in your professional organization), list the experience here. You may also note in this category any talks you gave or meetings you arranged in the department about professional issues in your field. Demonstrating service will tell employers that you are a good citizen in your current department and institution.

### References And Dossier

At the end of your vitae, list the names, titles and academic affiliations of your references. List your references in order of importance including addresses and telephone numbers. Inform prospective employers how they can obtain a copy of your dossier. You can add a line at the end of your vitae or in the last paragraph of your letter of application. In order to have a better sense of where they stand in the application process at each school, some candidates prefer to manage the mailing of their dossiers themselves.

CV Examples "The CV Doctor Critiques CV's" The Chronicle of Higher Education

<http://chronicle.com/jobs/2003/09/2003092601c.htm>

## FEDERAL GOVERNMENT WEBSITES

Office of Personnel Management – <http://www.usajobs.gov> (Federal resume & jobs)

Bureau of Land Management – <https://blm.usajobs.gov/>

National Park Service – <http://www.usajobs.gov>

U.S. Fish and Wildlife Service – <http://www.usajobs.gov>

U.S. Forest Service – <http://www.fs.fed.us/fsjobs>

U.S. Geological Survey – <http://www.usajobs.gov>

## STATE GOVERNMENT WEBSITES

California State Personnel Board – <http://jobs.ca.gov>  
(Requires exam prior to applying)

California Fish & Wildlife – <https://www.wildlife.ca.gov/Employment>  
(Requires exam prior to applying)

Other states – [http://www.fw.msu.edu/employment/state\\_natural\\_resource\\_agencies](http://www.fw.msu.edu/employment/state_natural_resource_agencies)

## WILDLIFE-RELATED WEBSITES

American Association of Consulting Foresters – [www.acf-foresters.org](http://www.acf-foresters.org) (Click on “Find a Forester”)

American Zoological Association – [www.aza.org/Jobs](http://www.aza.org/Jobs)

Department of Fisheries & Wildlife, Michigan State University (Developed by Jim Schneider) –  
[www.fw.msu.edu/employment](http://www.fw.msu.edu/employment)

Herp Jobs – <http://parcplace.org>. (click on “Resources”)

Ornithological Jobs – [www.osnabirds.org/Jobs.aspx](http://www.osnabirds.org/Jobs.aspx)

Primate Jobs – <http://pin.primate.wisc.edu/jobs/list/avail>.

Society for Conservation Biology – <http://careers.conbio.org>

Society of Wetland Scientists – <http://www.sws.org> (click on “Resources”. Note: you will need to  
“log-in” to view positions.)

Texas A & M University – <http://wfscjobs.tamu.edu/job-board/>

The Wildlife Society – [http://careers.wildlife.org/c/search\\_results.cfm?site\\_id=8764](http://careers.wildlife.org/c/search_results.cfm?site_id=8764)

Wildlife Job Search (Marci Johnson) – [www.pherkad.com/jobs.html](http://www.pherkad.com/jobs.html) (Very comprehensive!)

American Society of Mammalogists: <http://www.mammalsociety.org/jobs-post-docs-interships-assistantships-seasonal-postings/>

Entomological Society of America: [www.entsoc.org](http://www.entsoc.org)

## WILDLIFE REHABILITATION WEBSITES

California Council for Wildlife Rehabilitators – [www.cccwr.org](http://www.cccwr.org)

International Wildlife Rehabilitation Council – [www.theiwrc.org](http://www.theiwrc.org)

National Wildlife Rehabilitators Association – <http://www.nwrawildlife.org/>

Wildlife Rehabilitation Information Directory – <http://wildliferehabinfo.org> (Information directory for wildlife rehabilitation)

Wildlife Rescue and Rehabilitation Services – [www.southeasternoutdoors.com/wildlife/rehabilitators/directory-us.html](http://www.southeasternoutdoors.com/wildlife/rehabilitators/directory-us.html) (Lists services and rehab centers in US)

## GENERAL ENVIRONMENTAL WEBSITES

Cyber-Sierra – [www.cyber-sierra.com/nrjobs](http://www.cyber-sierra.com/nrjobs)

EcoEmploy – [www.ecoemploy.com](http://www.ecoemploy.com)

Environmental Career Center – [www.environmentalcareer.com](http://www.environmentalcareer.com)

Environmental Career Opportunities – [www.ecojobs.com/index.php](http://www.ecojobs.com/index.php) (Subscription Service)

Environmental Careers Organization – [www.eco.org](http://www.eco.org)

Ecological Society of America – <http://www.esa.org/esa/careers-and-certification/job-board/>

The Nature Conservancy – <http://www.nature.org/about-us/careers/index.htm>

Student Conservation Association – [www.thesca.org](http://www.thesca.org) (Lists positions that can be for the summer or for up to a year)

## INTERNATIONAL WEBSITES

Animal Jobs International – [www.animal-job.co.uk/animal-jobs-international.html](http://www.animal-job.co.uk/animal-jobs-international.html)

BirdLife International – <http://www.birdlife.org/worldwide/jobs-and-opportunities-birdlife-international>

Environment Jobs (previously “Stop Dodo”) – [www.environmentjobs.com](http://www.environmentjobs.com)

Royal Society for the Protection of Birds – [www.rspb.org.uk](http://www.rspb.org.uk)

World Wildlife Fund – [http://wwf.panda.org/who\\_we\\_are/jobs/](http://wwf.panda.org/who_we_are/jobs/)

## GRADUATE SCHOOL WEBSITE

National Association of University Fisheries and Wildlife Programs – [http://naufwp.org/html/university\\_members.html](http://naufwp.org/html/university_members.html) (Provides links to academic programs in Fisheries and Wildlife).

Texas A & M University – <http://wfscjobs.tamu.edu/job-board/> (This website also advertises graduate assistantships)

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## BIOCOMMUNICATIONS

BioCommunications Association: [www.bca.org](http://www.bca.org)

Society for Technical Communication: [www.stc.org](http://www.stc.org)

Society for Scholarly Publishing: <https://www.sspnet.org/>

National Association of Science Writers: [www.nasw.org](http://www.nasw.org)

Computer Skills:

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- Operating Systems: Windows (10, 8, XP, ME, 2000); UNIX; LINUX
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- |  |   |
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CV Examples "The CV Doctor Critiques CV's" The Chronicle of Higher Education

<http://chronicle.com/jobs/2003/09/2003092601c.htm>

## FEDERAL GOVERNMENT WEBSITES

Office of Personnel Management – <http://www.usajobs.gov> (Federal resume & jobs)

Bureau of Land Management – <https://blm.usajobs.gov/>

National Park Service – <http://www.usajobs.gov>

U.S. Fish and Wildlife Service – <http://www.usajobs.gov>

U.S. Forest Service – <http://www.fs.fed.us/fsjobs>

U.S. Geological Survey – <http://www.usajobs.gov>

## STATE GOVERNMENT WEBSITES

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(Requires exam prior to applying)

California Fish & Wildlife – <https://www.wildlife.ca.gov/Employment>  
(Requires exam prior to applying)

Other states – [http://www.fw.msu.edu/employment/state\\_natural\\_resource\\_agencies](http://www.fw.msu.edu/employment/state_natural_resource_agencies)

## WILDLIFE-RELATED WEBSITES

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American Zoological Association – [www.aza.org/Jobs](http://www.aza.org/Jobs)

Department of Fisheries & Wildlife, Michigan State University (Developed by Jim Schneider) –  
[www.fw.msu.edu/employment](http://www.fw.msu.edu/employment)

Herp Jobs – <http://parcplace.org>. (click on “Resources”)

Ornithological Jobs – [www.osnabirds.org/Jobs.aspx](http://www.osnabirds.org/Jobs.aspx)

Primate Jobs – <http://pin.primate.wisc.edu/jobs/list/avail>.

Society for Conservation Biology – <http://careers.conbio.org>

Society of Wetland Scientists – <http://www.sws.org> (click on “Resources”. Note: you will need to  
“log-in” to view positions.)

Texas A & M University – <http://wfscjobs.tamu.edu/job-board/>

The Wildlife Society – [http://careers.wildlife.org/c/search\\_results.cfm?site\\_id=8764](http://careers.wildlife.org/c/search_results.cfm?site_id=8764)

Wildlife Job Search (Marci Johnson) – [www.pherkad.com/jobs.html](http://www.pherkad.com/jobs.html) (Very comprehensive!)

American Society of Mammalogists: <http://www.mammalsociety.org/jobs-post-docs-interships-assistantships-seasonal-postings/>

Entomological Society of America: [www.entsoc.org](http://www.entsoc.org)

## WILDLIFE REHABILITATION WEBSITES

California Council for Wildlife Rehabilitators – [www.cccwr.org](http://www.cccwr.org)

International Wildlife Rehabilitation Council – [www.theiwrc.org](http://www.theiwrc.org)

National Wildlife Rehabilitators Association – <http://www.nwrawildlife.org/>

Wildlife Rehabilitation Information Directory – <http://wildliferehabinfo.org> (Information directory for wildlife rehabilitation)

Wildlife Rescue and Rehabilitation Services – [www.southeasternoutdoors.com/wildlife/rehabilitators/directory-us.html](http://www.southeasternoutdoors.com/wildlife/rehabilitators/directory-us.html) (Lists services and rehab centers in US)

## GENERAL ENVIRONMENTAL WEBSITES

Cyber-Sierra – [www.cyber-sierra.com/nrjobs](http://www.cyber-sierra.com/nrjobs)

EcoEmploy – [www.ecoemploy.com](http://www.ecoemploy.com)

Environmental Career Center – [www.environmentalcareer.com](http://www.environmentalcareer.com)

Environmental Career Opportunities – [www.ecojobs.com/index.php](http://www.ecojobs.com/index.php) (Subscription Service)

Environmental Careers Organization – [www.eco.org](http://www.eco.org)

Ecological Society of America – <http://www.esa.org/esa/careers-and-certification/job-board/>

The Nature Conservancy – <http://www.nature.org/about-us/careers/index.htm>

Student Conservation Association – [www.thesca.org](http://www.thesca.org) (Lists positions that can be for the summer or for up to a year)

## INTERNATIONAL WEBSITES

Animal Jobs International – [www.animal-job.co.uk/animal-jobs-international.html](http://www.animal-job.co.uk/animal-jobs-international.html)

BirdLife International – <http://www.birdlife.org/worldwide/jobs-and-opportunities-birdlife-international>

Environment Jobs (previously “Stop Dodo”) – [www.environmentjobs.com](http://www.environmentjobs.com)

Royal Society for the Protection of Birds – [www.rspb.org.uk](http://www.rspb.org.uk)

World Wildlife Fund – [http://wwf.panda.org/who\\_we\\_are/jobs/](http://wwf.panda.org/who_we_are/jobs/)

## GRADUATE SCHOOL WEBSITE

National Association of University Fisheries and Wildlife Programs – [http://naufwp.org/html/university\\_members.html](http://naufwp.org/html/university_members.html) (Provides links to academic programs in Fisheries and Wildlife).

Texas A & M University – <http://wfscjobs.tamu.edu/job-board/> (This website also advertises graduate assistantships)

The Wildlife Society – [http://careers.wildlife.org/c/search\\_results.cfm?site\\_id=8764](http://careers.wildlife.org/c/search_results.cfm?site_id=8764) (This website also advertises graduate assistantships)

## BIOCOMMUNICATIONS

BioCommunications Association: [www.bca.org](http://www.bca.org)

Society for Technical Communication: [www.stc.org](http://www.stc.org)

Society for Scholarly Publishing: <https://www.sspnet.org/>

National Association of Science Writers: [www.nasw.org](http://www.nasw.org)