

Understanding the Vacancy Announcement

Vacancy announcements provide information for potential applicants about positions being advertised. While they might look different from Federal agency to Federal agency, the content should be similar.

The following types of information will be included in the vacancy announcements:

- **Position Title** – provides the official position title for the position being advertised. Some jobs being advertised may show more than one position title. These jobs are what we consider to be interdisciplinary in nature. For example, if the position title is shown as Agricultural/Mechanical Engineer, we are seeking candidates from either of these occupational fields. Sometimes similar positions can have different position titles so it's important that you also read the duty statements and qualification requirements in vacancy announcements.
- **Series and Grade** – provides information on the occupational series used in the Federal Government for positions and the grade level that has been assigned to the position. All positions in the Federal Government have a position title and a four-digit occupational series number. All similar positions are grouped according to their occupational series. For example, all secretary positions are in the 0318 occupational series, all chemist positions are in the 1320 occupational series. Therefore, as you start looking for possible positions in the Federal Government you should pay close attention to the position title and occupational series of positions you are interested in and look for other positions in these occupational series.
- **Salary Range** – provides the range of salaries for the grades of the position being advertised. For example, if the position is announced as GS-11/12, you will see the salary range for both the GS-11 and GS-12 grade level.
- **Promotion Potential** – indicates the highest-grade level for the position being advertised. Employees competing for jobs with promotion potential may be promoted to the higher levels without having to compete for promotions. Promotions are not entitlements; employees must be performing at the next higher grade level to earn a promotion to that level.
- **Type of Appointment** – indicates whether the position is permanent or temporary and whether it is full-time or part-time.
- **Location of Position** – provides the name of the location, the city and state where the position is located.
- **Announcement Number** – provides the announcement number for the position being advertised. Each position has a different announcement number. You should always indicate the announcement number on the application you are submitting and on any documents submitted separately from your application so that the documents can be matched to the correct case file.
- **Opening and Closing Dates** – provides the opening and closing dates for the announcement. The vacancy announcement will indicate whether the application must be to the contact person by the closing date or if postmarked applications will be accepted. You should pay close attention to the closing date – if your application is late you will probably be excluded from consideration.

- **Area of Consideration** – indicates the area from which applications will be accepted. For example, if the area of consideration is:
 - “*All U.S. Citizens*” – all U.S. citizens are eligible to apply.
 - “*All U.S. Citizens in the Local Commuting Area*” – only those U.S. citizens within the particular commuting area would be considered.
 - “*Status Applicants Only (in the local commuting area or nationwide)*” – only current Federal employees (in the local commuting area or nationwide) may apply.
 - “*Forest Service Employees Only*” – only current FS employees may apply.
- **Duties** – describes the main duties and responsibilities for the position being advertised.
- **Qualifications** – describes the main qualification requirements for the position being advertised. In this section you’ll find information about education and experience requirements. You will see KSAs (knowledge, skills, and abilities) expressed in this section in terms of “Specialized Experience” and in some instances as “Selective Factors.”
- **Application Information** – lists what must be included in your application package for you to be eligible for consideration. Failure to submit required information may result in your not being considered for a position.
- **Other Important Information** – provides other information related to the application process and Federal hiring rules and regulations.
- **Contact Information** – provides information on where and how your application can be submitted. Also provides contact information that can be used if you have a question about the position or your application.

Qualification Requirements

The Office of Personnel Management (OPM) is responsible for establishing basic qualification requirements for every occupation in the Federal Government. Your experience and education are evaluated against the qualification standards to determine whether you are qualified for positions. The qualification standards identify the level of education and/or experience required for an applicant to meet the minimum qualification requirements of the occupation. Some qualification standards have a “positive education” requirement, which is shown in a degree required or a specified number of course hours, that must be met.

Your experience and education are evaluated to determine whether you are “*basically qualified*,” “*highly qualified*,” or “*not qualified*” for a position or occupation.



How to Apply for a Job in USAJOBS®

Forest Service (FS) Human Resources (HR) Enterprise Solution Project

August 30, 2012

Overview

- This presentation explains how to :
 - Log in to USAJOBS
 - Search for a job vacancy
 - Apply for a job

Log into USAJOBS

1. Open your Web browser and navigate to **USAJOBS** at <http://www.usajobs.gov>
2. Click the **Sign In** link near the top left corner of the window.
 - **Note:** if you have not created an account at USAJOBS, click the **Create an Account** link now.



Log into USAJOBS (Continued)

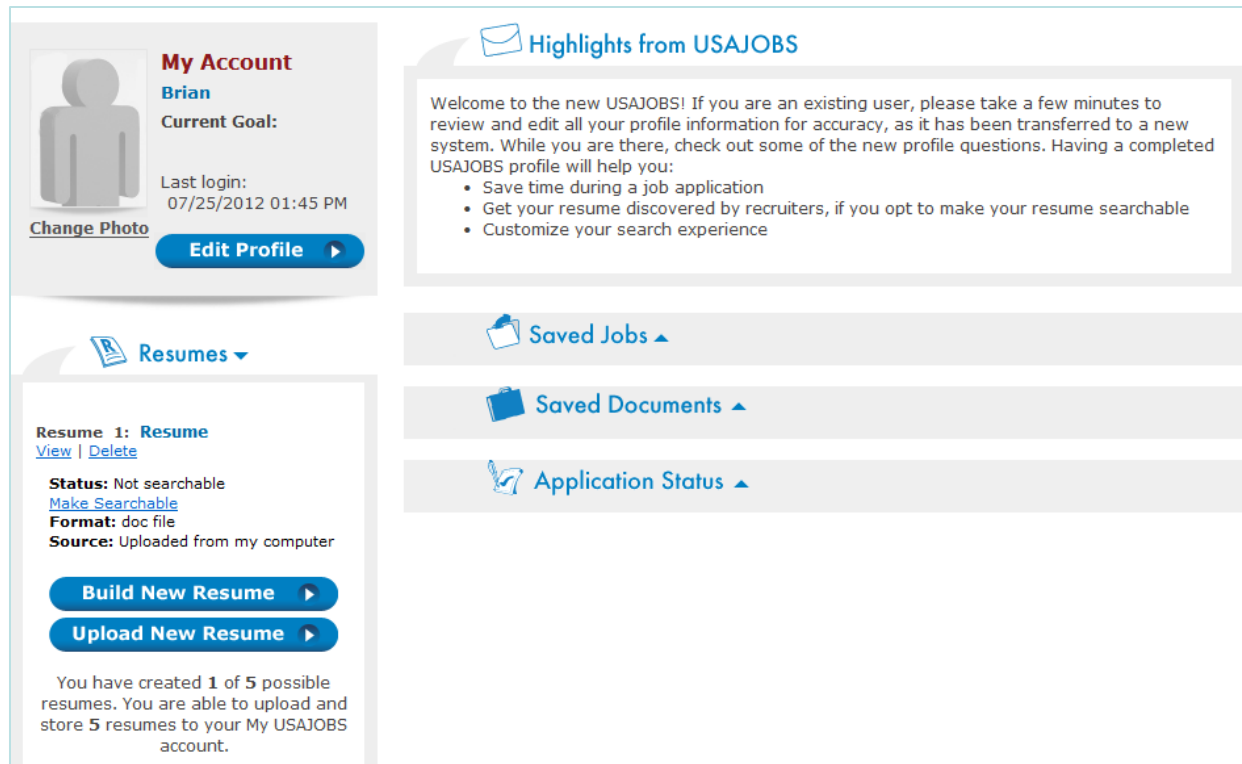
3. Enter your **Username** (or Email) and **Password** in the appropriate fields, then click the **I agree. Sign me in.** button.



The screenshot shows the USAJOBS login interface. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center, along with a 'SIGN IN OR CREATE AN ACCOUNT' button. The main heading is 'USAJOBS' with the tagline 'WORKING FOR AMERICA'. Below this, there is a link to 'Sign in to my account or create a new account...'. The login form consists of two input fields: 'Username or Email' and 'Password'. A blue arrow points to the 'Username or Email' field. Below the 'Password' field, there is a link for 'Forgot your Username and/or Password?'. At the bottom of the form, there is a blue button labeled 'I agree. Sign me in.' with a right-pointing arrow. A blue arrow points to this button. Below the form, there is a disclaimer about the U.S. Federal Government system and its use, followed by terms of service and a list of prohibited actions.

Applicant Profile

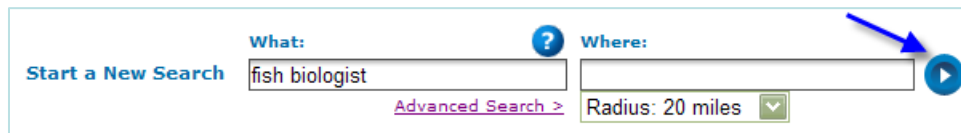
1. View applicant profile. View sections which include: **Resumes, Save Jobs, Saved Documents, Application Status**



The screenshot shows the USAJOBS applicant profile page. On the left, there is a 'My Account' section for user 'Brian', showing a 'Current Goal', 'Last login' on 07/25/2012 at 01:45 PM, and buttons for 'Change Photo' and 'Edit Profile'. Below this is a 'Resumes' section with a dropdown arrow, showing 'Resume 1: Resume' with options to 'View' or 'Delete'. It lists the status as 'Not searchable', the format as 'doc file', and the source as 'Uploaded from my computer'. There are buttons for 'Build New Resume' and 'Upload New Resume', and a note stating 'You have created 1 of 5 possible resumes. You are able to upload and store 5 resumes to your My USAJOBS account.' On the right, there is a 'Highlights from USAJOBS' section with a welcome message and a list of three bullet points: 'Save time during a job application', 'Get your resume discovered by recruiters, if you opt to make your resume searchable', and 'Customize your search experience'. Below the highlights are three menu items: 'Saved Jobs', 'Saved Documents', and 'Application Status', each with a folder icon and an upward arrow.

Search for a Vacancy Announcement

- Option A: Basic Search.** To search for a vacancy announcement, enter keywords in the **What** field and/or a preferred location in the **Where** field, then click the **forward arrow** button to launch the search.



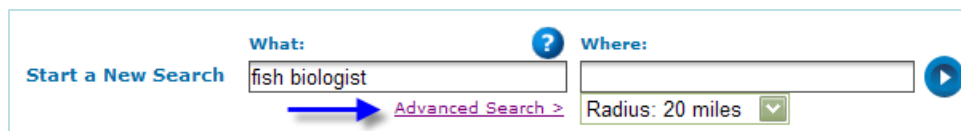
Start a New Search

What: ?

Where:

[Advanced Search >](#) Radius: 20 miles

Option B: Advanced Search. To search by other criteria, such as job announcement number, Agency, salary range and more, click the **Advanced Search** link.



Start a New Search

What: ?

Where:

[Advanced Search >](#) Radius: 20 miles

Search for a Vacancy Announcement (Continued)

Fill in one or more fields on the Advanced Search page, and then click the **Search Jobs** button.

Advanced Search

Keyword Search ?
(e.g.: Job Title, Agency Name, Job Announcement #, Control #)

Title Search ?

Series Number Search ?
 Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers). When entering multiple Series Numbers please separate them with a semicolon (;).

Pay Grade (GS) ?
 -- SELECT -- To -- SELECT --

Or

Salary Range ?
 From -- SELECT -- To -- SELECT --

NOTE: You may select either a Salary Range or a Grade Range. Some jobs may not have a predetermined salary/grade. To view these, leave the salary/grade refiners blank.

[Search Jobs](#) [Reset Form](#)

2. **Scroll** through the list of search results.
3. To see a complete overview of a job, click the **Job Title** link.

[Fish Biologist](#) [Quick View](#) | [More Like This](#)

...the inventory, planning, evaluation, and management of each forest resource including timber, soil, land, water, wildlife and fish habitat, minerals, forage, wilderness and visual areas, and outdoor recreation. Responsible for the supervision of subordinate...

Agency: Forest Service
Location: [Multiple Locations](#)
Salary: \$86,000.00 to \$102,000.00 / Per Year
Open Monday, July 09, 2012 to Thursday, July 12, 2012
Period: 12, 2012

USAJOBS returns a full description of the job, including an overview, duties, qualifications and other details.



Apply for a Job

1. To apply for a job, click the **Apply Online** button near the top of the right column.



< Back to Results

Overview Duties Qualifications & Evaluations Benefits & Other Info How to Apply

 Working for the Great Outdoors
USDA FOREST SERVICE 

Job Title: Fish Biologist
Department: Department Of Agriculture
Agency: Forest Service
Job Announcement Number: FS-10072012-292

SALARY RANGE: \$86,000.00 to \$102,000.00 / Per Year
OPEN PERIOD: Monday, July 09, 2012 to Thursday, July 12, 2012
SERIES & GRADE: GS-0482-9
POSITION INFORMATION: Full Time - Permanent
DUTY LOCATIONS: 1 vacancy - Prince Of Wales-Outer Ketchikan County, AK [View Map](#)
1 vacancy - Sitka County, AK [View Map](#)
WHO MAY BE CONSIDERED: Open to current career or career-conditional federal employees with competitive status. Reinstatement eligibles, persons with

Go to section of this Job:

[Apply Online](#) ▶
[Print Preview](#) ▶
[Save Job](#) ▶
[Share Job](#) ▶

Agency Information:
Office of Personnel Management
33 Sky Drive
Washington,
22222
USA
Fax: 039-383-9292

Questions about this job:
Tanya Murphy
Phone: 292-292-2222
Fax: 039-383-9292
Email: tamurphy@deloitte.com

Apply for a Job (Continued)

2. Under **Resume**, click to select one of the résumés you previously uploaded to USAJOBS (or upload a new résumé).


Please Note: If you are resubmitting or updating a previous application you must re-submit **all** required documents!

Apply Online to the following job:

Job Announcement Number: FS-10072012-292
Job Title: Fish Biologist
Grade: GS 9/9
Department: Department Of Agriculture
Agency: Forest Service
Job Location: Prince Of Wales-Outer Ketchikan County, Alaska
Sitka County, Alaska
Closing Date: Thursday, July 12, 2012

Resume - Select one of your stored USAJOBS resumes to send (or first [Create or Upload a New USAJOBS resume](#)) :

- SELECT -
Resume



Apply for a Job (Continued)


3. On the same screen, select the two required checkboxes (marked with asterisks), and then click the **Apply for this position now!** button.
 - The second box, attach demographic information, is optional, but when checked, will pull demographic information from USAJOBS to the application.

Fields below with an asterisks (*) are required.

I have [previewed my resume](#) . The selected document includes the information I wish to provide with this application.

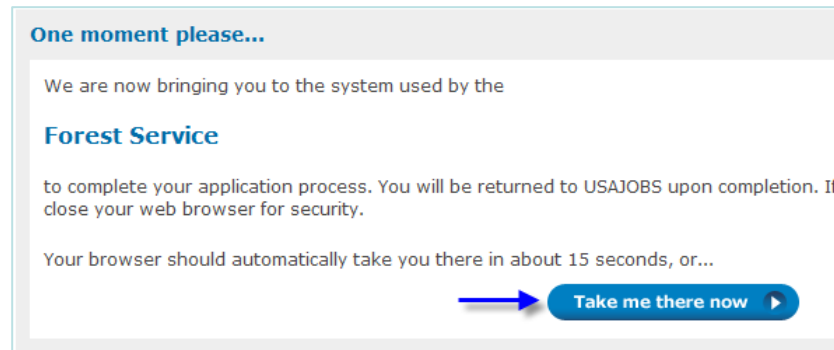
Allow me to attach demographic information to the application. [Review or update your demographic information.](#)

I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).



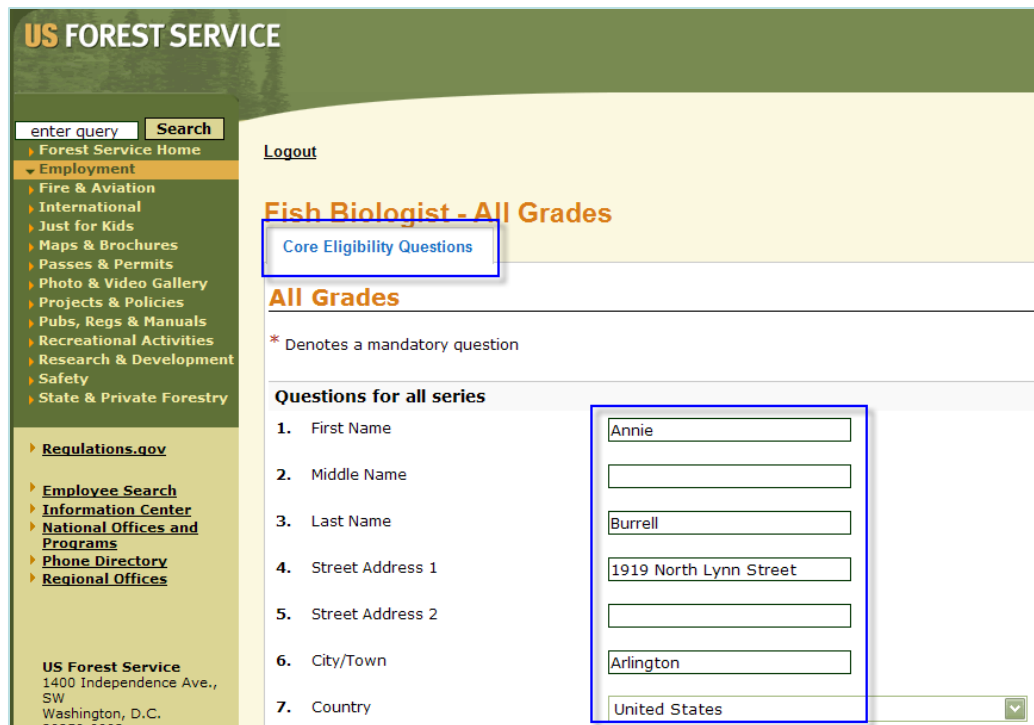
Apply for a Job (Continued)

4. Wait for USAJOBS to redirect you to the application page, or click the **Take me there now** button



Apply for a Job (Continued)

5. You are directed to the **Core Eligibility Questions** page. Information from your USAJOBS profile populates some of the fields on this screen.

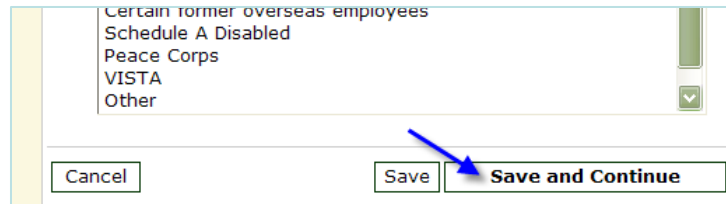


The screenshot shows the 'US FOREST SERVICE' website interface. On the left is a navigation menu with categories like 'Forest Service Home', 'Employment', and 'Regulations.gov'. The main content area is titled 'Fish Biologist - All Grades' and 'Core Eligibility Questions'. Below this, there's a section for 'All Grades' with a note that an asterisk denotes a mandatory question. A list of 'Questions for all series' includes fields for First Name (Annie), Middle Name, Last Name (Burrell), Street Address 1 (1919 North Lynn Street), Street Address 2, City/Town (Arlington), and Country (United States). A blue box highlights the 'Core Eligibility Questions' link, and another blue box highlights the form fields.

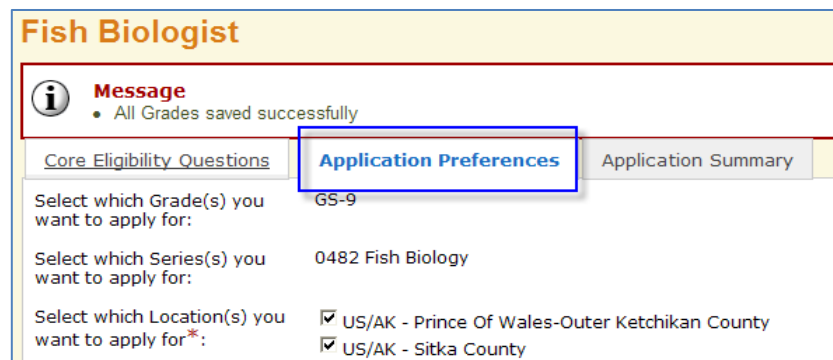
Fill in additional fields and/or upload recommended documents. Required fields are marked with an asterisk. Validate prepopulated data; if incorrect, refer to USAJOBS to update personal information.

Apply for a Job (Continued)

6. Click the **Save and Continue** button to proceed to the next screen

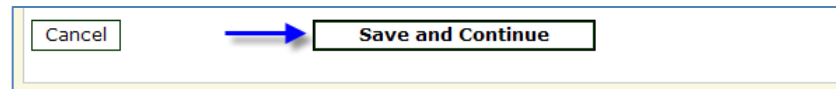


7. You are directed to the Application Preferences page.
 - Select any Grade, Series or Location preferences available for the job you are applying for (in the screen shot below, only Location preferences are available to select).

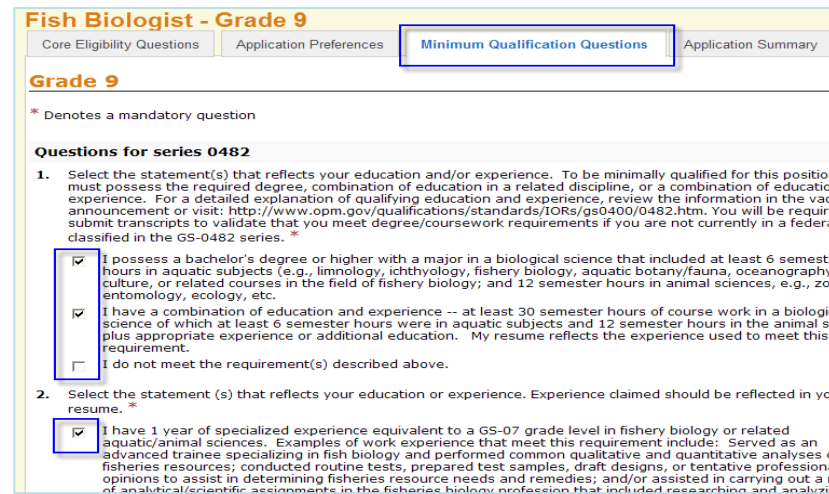


Apply for a Job (Continued)

- Next, click the **Save and Continue** button to proceed to the next screen.



- You are directed to the **Minimum Qualifications** page.
 - Respond to the Questions by selecting the appropriate **checkboxes**.



Fish Biologist - Grade 9

Core Eligibility Questions | Application Preferences | **Minimum Qualification Questions** | Application Summary

Grade 9

* Denotes a mandatory question

Questions for series 0482

- Select the statement(s) that reflects your education and/or experience. To be minimally qualified for this position must possess the required degree, combination of education in a related discipline, or a combination of education and experience. For a detailed explanation of qualifying education and experience, review the information in the vac announcement or visit: <http://www.opm.gov/qualifications/standards/IORs/g0400/0482.htm>. You will be required to submit transcripts to validate that you meet degree/coursework requirements if you are not currently in a federal position classified in the GS-0482 series. *

I possess a bachelor's degree or higher with a major in a biological science that included at least 6 semester hours in aquatic subjects (e.g., limnology, ichthyology, fishery biology, aquatic botany/fauna, oceanography, culture, or related courses in the field of fishery biology; and 12 semester hours in animal sciences, e.g., zoology, entomology, ecology, etc.

I have a combination of education and experience -- at least 30 semester hours of course work in a biological science of which at least 6 semester hours were in aquatic subjects and 12 semester hours in the animal sciences plus appropriate experience or additional education. My resume reflects the experience used to meet this requirement.

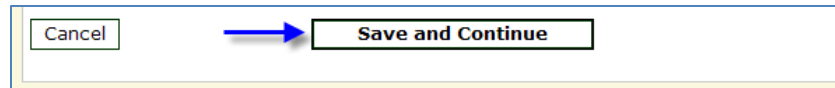
I do not meet the requirement(s) described above.

- Select the statement (s) that reflects your education or experience. Experience claimed should be reflected in your resume. *

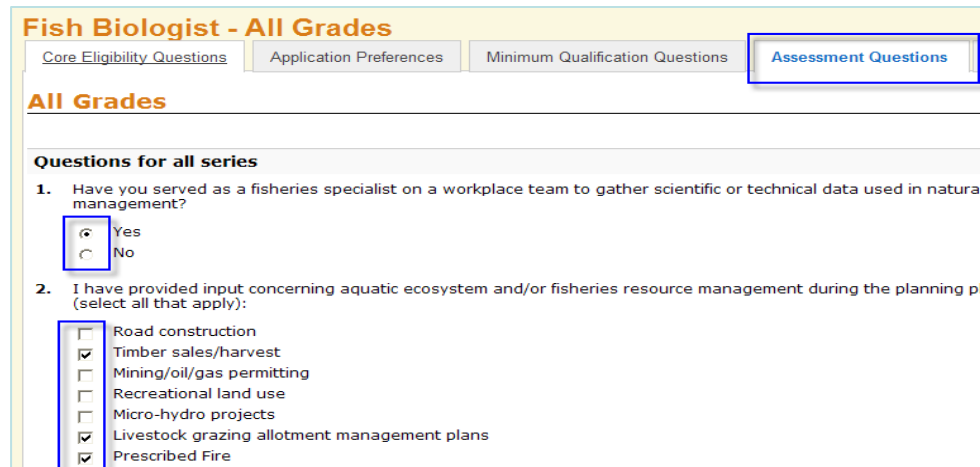
I have 1 year of specialized experience equivalent to a GS-07 grade level in fishery biology or related aquatic/animal sciences. Examples of work experience that meet this requirement include: Served as an advanced trainee specializing in fish biology and performed common qualitative and quantitative analyses of fisheries resources; conducted routine tests, prepared test samples, draft designs, or tentative professional opinions to assist in determining fisheries resource needs and remedies; and/or assisted in carrying out a range of analytical/scientific assignments in the fisheries biology profession that included researching and analyzing

Apply for a Job (Continued)

10. Click the **Save and Continue** button to proceed to the next screen.



11. You are directed to the **Assessment Questions** page. Respond to the assessment questions by selecting the appropriate fields.



Fish Biologist - All Grades

Core Eligibility Questions Application Preferences Minimum Qualification Questions **Assessment Questions**

All Grades

Questions for all series

1. Have you served as a fisheries specialist on a workplace team to gather scientific or technical data used in natural management?

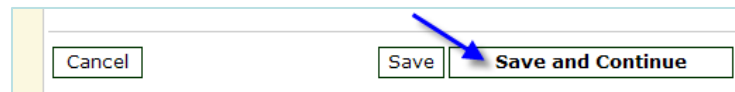
Yes
 No

2. I have provided input concerning aquatic ecosystem and/or fisheries resource management during the planning phase (select all that apply):

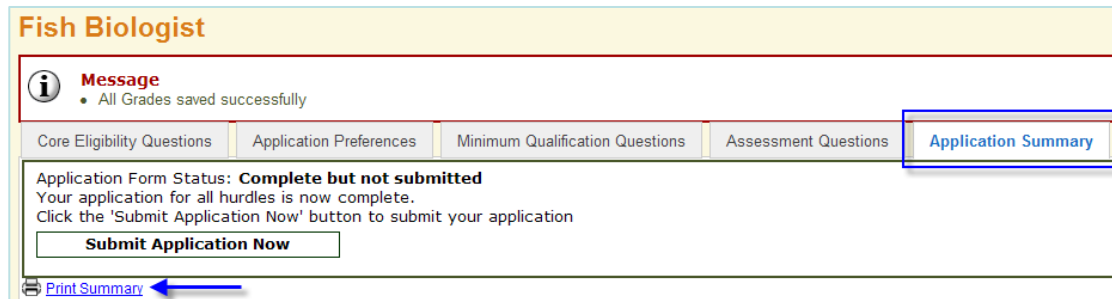
Road construction
 Timber sales/harvest
 Mining/oil/gas permitting
 Recreational land use
 Micro-hydro projects
 Livestock grazing allotment management plans
 Prescribed Fire

Apply for a Job (Continued)

12. Click the **Save and Continue** button at the bottom of the screen.

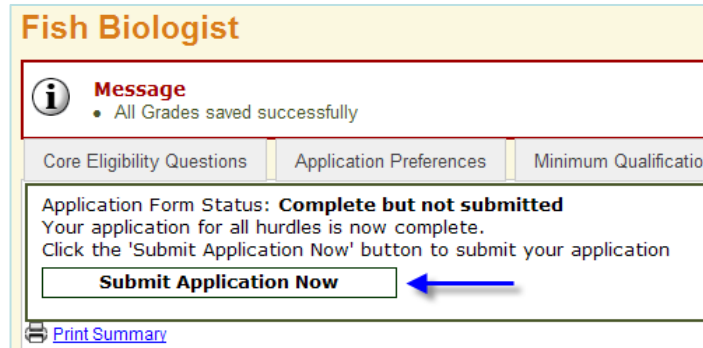


13. You are directed to the **Application Summary** page. Here, you can review your application and/or return to any page in the application. You can also print a copy of your application by clicking the **Print Summary** link.



Apply for a Job (Continued)

14. Once your application is complete and ready to submit, click the **Submit Application Now** button.



Fish Biologist

Message
• All Grades saved successfully

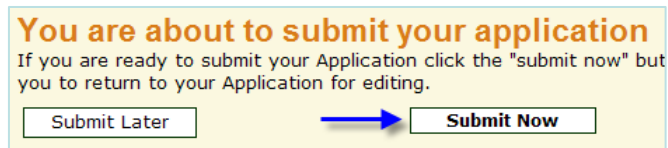
Core Eligibility Questions | Application Preferences | Minimum Qualification

Application Form Status: **Complete but not submitted**
Your application for all hurdles is now complete.
Click the 'Submit Application Now' button to submit your application

Submit Application Now

[Print Summary](#)

15. You are directed to a confirmation page. Click the **Submit Now** button.



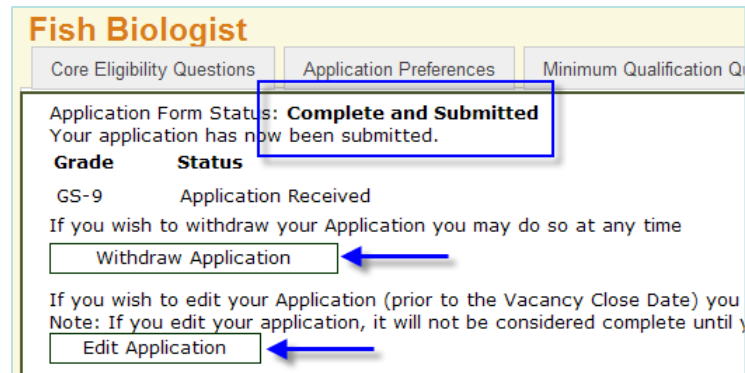
You are about to submit your application

If you are ready to submit your Application click the "submit now" button to return to your Application for editing.

Submit Later **Submit Now**

Apply for a Job (Continued)

16. Your application form is confirmed as **Completed and Submitted**.



Fish Biologist

Core Eligibility Questions Application Preferences Minimum Qualification Q

Application Form Status: **Complete and Submitted**
Your application has now been submitted.

Grade	Status
GS-9	Application Received

If you wish to withdraw your Application you may do so at any time

If you wish to edit your Application (prior to the Vacancy Close Date) you
Note: If you edit your application, it will not be considered complete until y

- The applicant can now close the window.
- At any time, you may withdraw your application from consideration by clicking the **Withdraw Application** button. **Warning**—if you withdraw from an Open Continuous Recruitment (OCR) announcement, you are completely removing yourself from consideration for that announcement.
- Prior to the Vacancy Close Date, you may change your application by clicking the **Edit Application** button.

Additional Resources

- For additional eRecruit resources, visit ASC-HRM's **eRecruit Web page**:
<http://fswweb.asc.fs.fed.us/HRM/eRecruit>
- For additional support, create a case with the HRM Contact Center:
1-877-372-7248 (select option 2), ASC_HCM_Contact_Center@fs.fed.us

Most Effective Resumes--From USAJOBS

The most effective résumés when applying for federal jobs are those that clearly articulate how an applicant's skills and experiences align to the selection criteria defined by the vacancy announcement or job opportunity announcement (JOA). Applicants should always tailor their résumé to the job opportunity to which they are applying. Consider these additional tips in ensuring you've created and are using the most effective résumé.

Pay Attention to Keywords

Whether you're writing your first résumé or updating an existing one, stop and think about which keywords you need to add based on the Knowledge, Skills, and Abilities required for the position. You could be the most qualified person for the position, but you could be lost in a sea of applicants without the right keywords.

A Single Keyword Communicates Multiple Skills and Qualifications

When a recruiter reads the keyword "analyst," he or she might assume you have experience in collecting data, evaluating effectiveness, and researching and developing new processes. Just one keyword can have tremendous power and deliver a huge message.

Study Vacancy Announcements

This is the best way to determine important keywords. Review several vacancy announcements, similar to your ideal position – even those in other geographic areas. You're looking to find skills, experience, education and other credentials important in that occupation. Focus on the "requirements," "skills" or "qualifications" sections of job ads, and look for "buzzwords" and desirable credentials for your ideal job.

Be Concise Managers (or hiring officials) often receive dozens or even hundreds of applications for certain positions. The first step involves quickly skimming through submissions and eliminating candidates who clearly are not qualified. Look at your résumé and ask:

- Can a hiring manager see my main credentials within 10 to 15 seconds?
- Does critical information jump off the page?
- Do I effectively sell myself on the top quarter of the first page?

The Sales Pitch

It is crucial that your résumé effectively sells your credentials. Key selling points need to be prominently displayed at the top of the first page of the résumé and directly address each question asked in the KSA section. For example, if an advanced degree is an important qualification, it shouldn't be buried at the end of a résumé.

Use an Editor's Eye

A résumé doesn't have to contain every detail of your work experience. So be judicious. If your high school days are far behind you, does it really matter that you organized a car wash fundraiser or delivered pizza? The editing step will be difficult if you are holding on to your past for emotional reasons.

Use Numbers to Highlight Your Accomplishments If you were a Manager looking at a résumé, which of the following entries would impress you more?

- Wrote news releases.
- Wrote 25 news releases in a three-week period under daily deadlines.

Clearly the second statement carries more weight, because it uses numbers to quantify the writer's accomplishment. It provides context that helps the reader understand the degree of difficulty involved in the task. Numbers are powerful résumé tools that will help your accomplishments draw the attention they deserve from prospective employers. With just a little thought, you can find effective ways to quantify your successes on your résumé.

Think Money & Numbers

All agencies/organizations are concerned about money and numbers. So think about and articulate ways you've saved money, earned money, or managed money in your internships, part-time jobs and extracurricular activities. A few possibilities may include:

- Identified, researched and recommended a new Internet Service Provider, cutting the company's online costs by 15 percent.
- Wrote prospect letter that has brought in more than \$25,000 in donations to date.
- Managed a student organization budget of more than \$7,000.
- In Natural Resource related work, also use numbers (e.g. 500 acres treated, 3 miles surveyed, 17 plans reviewed or developed, etc.)

Think Time

"Time is money." Organizations are constantly looking for ways to save time, perform work more efficiently, and meet internal and external deadlines. So, whatever you can do on your résumé to show that you can save time, make time or manage time will grab the Manger's immediate attention. Here are some time-oriented examples:

- Assisted with twice-monthly payroll activities, ensuring employees were paid as expected and on time.
- Attended high school basketball games, interviewed players and coaches afterward, and composed 750-word articles by an 11 p.m. deadline.
- Suggested procedures that decreased average order-processing time from 10 minutes to five minutes.

Tips for Writing Resume Content

Give examples that show:

- **Initiative:** you saw a problem and resolved it
- **Innovation:** you developed a new system; used software for a new purpose
- **Leadership:** you mentored less experienced employees
- **Complexity:** you experienced challenging times on the job
- **Scope:** you were involved in a variety of work that covered many functional areas (e.g., personnel, budget, information technology, surveying, fleet maintenance, etc.)
- **Teamwork:** you were part of a team activity whose members possessed different skills and abilities, shared a common purpose, and worked together to achieve clearly identifiable goals (remember when showing team activity to identify YOUR role in the team, not the role of the team)

Special Skills: Bilingual, course trainer, facilitator, CPR/First Aid certified, etc.

Keep this thought in mind: My resume should suggest a certain degree of humility...but not a lot!!

Be honest—don't lie, but be complementary of your skills, talents, experiences, and accomplishments.

Some of your competing applicants don't know the definition of humility....

SAMPLE RESUME

Juan Doe
102 Star Street
Flagstaff, AZ 11111
Phone number: (555) 444-5555
Email: myresume@yahoo.com

Country of Citizenship: United States of America
Veteran's Preference: N/A
Highest Grade: GS-5
Contact Current Supervisor: Yes

JOB INFORMATION

Announcement Number: W80073
Job Title: Wildlife Specialist Trainee
Grade(s) Applying for: GS-5/7

OBJECTIVE

Long-term internship position in forestry with the U.S. Forest Service. Willing to relocate.

WORK EXPERIENCE

College Tutoring Service
Tucson, AZ

Date Employed: August 2011-Present
Grade Level/Pay/Salary: \$11.00/hour
Hours per Week: 32
Supervisor: Julia Roberts, 555-555-555
Permission to contact Supervisor--Yes

Supplemental Instruction Leader

Help students in Forestry: Humans and Ecosystems enhance their note taking strategies, vocabulary development, anticipated test questions, and a better understanding of the concepts taught in class in order for the students to excel.

U.S. Forest Service, Forest Health Management
Gunnison, Co

Date Employed: June and July 2011
Grade Level/Pay/Salary: GS-4
Hours per Week: 40
Supervisor: Bob Redford, 555-555-555
Permission to contact Supervisor--Yes

Biological Science Technician

Set up bark beetle traps to monitor their reproduction rate and peak of their flight through Southwestern Colorado. Set up monitoring plots to track their movement. Placed pheromone and anti-pheromone packets for bark beetles. Assessed lands for insect and disease infestations. Analyze the risk of hazard trees.

Quivera Coalition Training Workshop
Mora, NM

Date Employed: May 7 and 8
Grade Level/Pay/Salary: \$250 Stipend
Hours per Week: N/A
Supervisor: Jessica Alba, 555-555-555
Permission to contact Supervisor--No

Assistant

Transplanted willows and cottonwoods and planted native grass seed to restore the vegetation along the Mora River. Built fences around the cottonwoods to increase their chances of survival. Performed cross sections to monitor the geomorphology of the stream.

Future Farmers of America
Various Locations

Date Employed: 2010- Present
Grade Level/Pay/Salary: \$11.00/hour
Hours per Week: 20
Supervisor: Tom Hanks, 555-555-555
Permission to contact Supervisor--Yes

Event Judge

Judged parliamentary procedure and public speaking contest at both the district and state levels. Provided participants with valuable feedback to improve their public speaking skills and to increase their knowledge of parliamentary protocol. Note: my work is conducted during the organization's annual events.

Rincones Contentos Ranch
Green Acres, NM

Date Employed: Sept. 2010-Jan. 2011
Grade Level/Pay/Salary: \$9.00/hour
Hours per Week: 40
Supervisor: Salma Hayek, 555-555-555
Permission to contact Supervisor--Yes

Thinning Project Coordinator

Marked timber for thinning project. Removed selected timber by using a chainsaw. Oversaw that all regulations were implied.

California State University Western Alliance for Expanding Students Opportunities Program
Riverside, CA

Date Employed: Aug 2010-May 2011
Grade Level/Pay/Salary: \$500 Stipend
Hours per Week: 30
Supervisor: Brad Pitt, 555-555-555
Permission to contact Supervisor--Yes

Undergraduate Research Assistant

Grew native corn in grow bags containing local soil, compost tea, and different amounts of pinon charcoal (native). Collected soil samples at set intervals and tested for amounts of microorganisms of each sample by using a Soil DNA Extraction Kit.

EDUCATION

New Mexico State University, Las Cruces, NM

Pursuing a Bachelor of Science in Forestry, expected graduation: May 2014

GPA: 3.6 on a 4.0

JOB RELATED TRAINING COURSES

NATIONAL HISPANIC ENVIRONMENTAL COUNCIL MINORITY YOUTH TRAINING INSTITUTE

August 2011

Participated in intensive science-based, environmental activities. Tested water quality by using water test kits and by capturing macroinvertebrates. Tested soils by using soil test kits. Compared plant vegetation and health at different locations. Learned key concepts on identifying bird species and their habitats. Given multiple presentations from different agencies: US Fish and Wildlife, National Park Service, US Forest Service, NRCS, EPA, Attorneys, Hydrologists, and Biologists.

QUIVIRA COALITION CONFERENCE

November 8-10, 2011

Attended the 10th annual conference for new agrarians. Learned how the next generation of leaders must tackle 21st century challenges such as: degraded landscapes, loss of resources, and pollution. Gained knowledge on how to create sustainable agriculture and farming practices. Acquired proper restoration techniques for both small and large scale ranches. Learned about effects of global warming, and what to expect from it in the future.

FOREST HEALTH MANAGEMENT

June 14-15, 2011

Completed Forest Insect and Disease Training Workshop on tree diseases and insects, their relationships with one another, and what signs to look for if they are present. Determined what trees were hazards or at risk of injuring someone, and what caused them to be hazardous.

QUIVIRA COALITION TRAINING WORKSHOP

May 7 & May 8, 2011

Transplanted willows and cottonwoods and planted native grass seed to restore the vegetation along the Mora River. Built fences around the cottonwoods to increase their chances of survival. Performed cross sections to monitor the geomorphology of the stream.

SCIENCE AND AGRICULTURE SUMMER EXPERIENCE PROGRAM

June 2010

Assessed streams and gullies by using surveying equipment. Tested the Mora River, running through the Wind River Ranch, for E. coli and cultivated bacteria samples by incubating them in petri dishes.

FORESTRY CAREER DEVELOPMENT EVENT CONTEST, FUTURE FARMERS OF AMERICA

2006 - 2010

Learned to identify trees, their scientific names and general distribution, their wood product value and value to wildlife and livestock Identified forestry equipment, insects, and tree diseases, parts of a chainsaw and how to operate a chainsaw, read azimuths, measure tree heights, and to accurately determine the distance between points by pacing.

JOB- RELATED SKILLS

- Bilingual: Fluent in Spanish, spoken and written
- Welding capabilities, fence building, hiking, fishing, camping, ATV, and animal husbandry.
- Computer skills: Microsoft Word, Excel, and Power Point

JOB-RELATED CERTIFICATES AND LICENSES

- Red Carded- Capable of fighting wild fires
- Accredited parliamentarian
- Certified in Adult CPR, Adult Automated External Defibrillator (AED), and Standard First Aid.

JOB- RELATED HONORS, AWARDS, MEMBERSHIPS, ETC.

- NMSU Career Services, Outstanding Freshmen Award, 2011
- Current Vice President of the Wildlife Society, NMSU Chapter
- Member of the Forestry Club

REFERENCES

Include a total of 3-4 references—personal and professional

Some Action Verbs to Help You Write Your Federal Application

Decision Making

Approve
Require
Decided
Test
Accept
Authorize
Terminate
Render
Consider
Solve

Management

Execute
Approve
Direct
Change
Organize
Meet
Establish
Manage
Anticipate
Evaluate
Plan
Adjudicate
Analyze

Change

Modify
Upgrade
Create
Stimulate
Improve
Compare
Design
Make
Activate
Establish

External Activity

Negotiate
Cooperate
Represent
Coordinate
Publicize
Strengthen

Auditing

Review
Analyze
Report
Conclude
Change
Recommend
Guide
Assist
Evaluate
Compare
Assemble

Supervision

Adhere
Supervise
Request
Exercise
Participate
Maintain
Delegate
Encourage
Counsel
Assess
Develop
Report
Foster
Define
Demonstrate
Meet
Assign

Administration

Purchase
Requisition
Reject
Store
Ship
Furnish
Administer
Supply
Procure
Secure
Justify
Engage
Process
Insure
Reclaim
Receive

Communication

Write
Inform
Declare
Interpret
Contact
Issue
Testify
Speak
Display
Critique

Personnel

Train
Select
Interview
Promote
Transfer
Handle
Employ
Appraise
Recruit
Screen
Discharge
Seek

Helping

Assist
Arrange
Give
Guide
Counsel
Serve
Contribute
Initiate
Solve

Planning & Control

Plan
Forecast
Assume
Allocate
Schedule
Control
Measure
Progress
Formulate
Acquire
Extend
Monitor

Research & Development

Identify
Evaluate
Determine
Review
Analyze
Research
Define
Develop
Prepare
Recommend
Submit
Propose
Investigate
Compile

Interviewing Tips-- From USAJOBS Help

Congratulations on being invited to interview for a position. Follow these four tips to succeed during your interview.

1. The One-Minute Resume

Be prepared to succinctly tell the interviewer(s) about yourself in 60 seconds or less. Summarize your background and articulate how those experiences make you the best candidate for this position.

Example: Interviewing for a Project Manager position "For the last 15 years I have managed progressively larger and more challenging projects in the private sector. My most recently completed project was the successful opening of a major office building; this multi-million dollar project was multi-faceted and required extensive collaboration with the construction company, local government for permits and area businesses. I believe my prior work experience and education has prepared me well for a position with your agency. "

Develop and practice your One-Minute Resume, for these reasons:

1. It shows you are comfortable with yourself. This puts both you and the interviewer at ease.
2. If you have a polished one-minute resume, YOU begin to control the interview.
3. A well-delivered one-minute resume will draw the interviewer in to you.

Be careful not to brag - simply tell a short and concise story about yourself.

2. Interview Preparation

“This job is mine!” Believe that you are the best candidate for the job and maintain this positive attitude during the interview. Prepare for the interview by giving thought to some difficult questions that may be asked and how you might answer them. For example, the interviewer might ask you to “Describe a challenging situation and how you handled it.”

The more prepared you are, the more comfortable you will be during the interview. The interview is your turn to show all that is great about you – your specific work experiences, your outcomes, and your approach to achieving those results. Remember, resumes don't hire, people do. So, let your preparation and positive attitude be the key to your success in an interview.

3. Day of the Interview

Dress for success. Be sure to wear business clothes, be well-groomed, and have a professional appearance, because first impressions are important. Allow yourself plenty of time to arrive early for the interview. You may need to go through security or wait to be escorted to the interview. Also, bring any relevant documents to the interview, e.g., extra resumes, writing samples, updated reference list.

4. Interview Follow Up

After your interview, follow up with a thank you note. Writing thank you notes is another opportunity to highlight additional skills and qualifications that you may have for the position and to thank the interviewer(s) for the interview opportunity. An email thank you note is appropriate.