

Please refer the Bureau of Indian Affairs – Federal Resume Guide for more details.  
Revised: 12/18/15

**JORDAN W. PHOENIX**

1234 Connecticut St, Denver, CO 80110  
Cell: (333) 555-4321 | Evening: (333) 555-1234 | jwphoenix001@email.com  
Country of Citizenship: United States  
Veteran's Preference: No  
Indian Preference: Yes

**Highest Grade Held:** GS-04, 06/20XX-08/20XX  
**Availability:** Permanent, Full-time  
**Desired Locations:** Portland, OR / Metro  
Denver, CO / Metro

- Comment [SG1]:** Use Table to create
- Comment [SG2]: TIP:** Use tables to organize data and create smooth lines in formatting.
- Comment [SG3]:** Applicable if you had prior federal civilian service. This is an optional field and not always necessary for current or former Federal employees. Read the announcement carefully.
- Comment [SG4]:** What type of position are you willing to take? Temporary, Part-time? Seasonal?
- Comment [SG5]:** Briefly state what you offer rather than what you want from your target job  
**TIP:** Can you identify Jordan's profession is in 5 seconds? If not, hiring managers won't be able to do so, either.
- Comment [SG6]:** NOTE: Place Education before Work Experience if you are a current student or a recent grad, because your degree(s) will relate more to your target job, unless you have work experience that is directly related.
- Comment [SG7]:** Not yet graduated
- Comment [SG8]:** Course-Related Accomplishments and Special Academic Awards

**OBJECTIVE**

Forester, GS-0460-05/07  
Vacancy Number: 12345  
A position with focus in promoting conservation of soil, water, and related natural resources in federal civil service where my knowledge of forest resources management techniques and expertise in compiling data with relation to forest size, content, condition, and other forest characteristics will improve the management and protection of rangelands, forests, and other wildlife habitats.

**EDUCATION**

Tribal College, Pablo, MT 59855  
Working toward Bachelor of Science in Forestry with a Forest Management Concentration. Degree expected in May 2016  
Major: Forest Management and Forestry (double major)  
110 Semester Hours  
GPA: 3.50  
Relevant Coursework: Environmental Law; Natural Resources Law; Advanced Epidemiology; Federal Health Policy; Quantitative Analysis; Environmental Crises in Developing Countries; Toxicology; Wildlife Ecology.

- ✓ Completed a seventy-five page capstone paper including in depth economic analysis of past and present timber sales for XXX Tribe.
- ✓ Conducted research on historical implications of changes in Forest ecosystems environmental health.
- ✓ Presented research in a twenty-slide PowerPoint to fifty environmentalists and ten staff at Natural Resources Convention, 04/20XX.
- ✓ Outstanding Senior Award, 20XX.
- ✓ One-of-10 students out of 300 applicants awarded a \$10,000 Forestry Research Grant.

**WORK EXPERIENCE**

Department of the Interior  
Bureau of Indian Affairs  
Office of Trust Services, Division of Forestry  
1849 C St NW, Washington, DC 20240  
06/20XX-08/20XX  
GS-3/4  
40 hrs/wk

**Student Trainee (Forestry)**

Supervisor: John Smith (111) 111-1111  
Okay to contact this Supervisor: Yes

- Assisted in the suppression of structural, residential, commercial, industrial, chemical, petroleum, vehicle, aircraft and Wildland fires; applying the appropriate extinguishing agents to the source of the fire.
- Operated various pieces of fire equipment and gear for fire suppression and control; drove and operated fire apparatus; search and rescue; ventilation and salvage operations.
- Collected data relevant to measurements and put that data into a useful spreadsheet.
- Provided written reports detailing specific firefighting and rescue actions taken on scene.
- ✓ Environmental Planning: Integrating NEPA into NPS Activities 01/01/XXXX- 03/05/XXXX
- ✓ Forest measurement techniques 04/20XX
- ✓ Adult/Child Cardiopulmonary resuscitation (CPR) and First Aide certification, 10/20XX
- ✓ Wildland Firefighter Type 2 (S-190, S-130, L180, IS100, IS700, Arduous level Pack test),05/20XX – 09/20XX
- ✓ Inter-Agency Basic Prescribed Fire Training Course
- ✓ Participated in intensive science-based, environmental activities and presented findings to tribes.
- ✓ Attained fast-track promotion through series of increasingly responsible projects.

- Comment [SG9]:** If you do not list months, HR will give you credit only for 1 month in year unless it is seasonal work and identified as such. Credit may be given for up to 3 months of seasonal type work experience.
- Comment [SG10]:** Note: Do not use abbreviations, write out Bureau of Indian Affairs not BIA
- Comment [SG11]:** List the average hours you work per week. It does help in the qualification process for one year of experience.
- Comment [SG12]:** You do need provide information on your current and former employers, but you can identify that employer as "No-confidential" so the employer cannot be contacted.
- Comment [SG13]:** Provide a substantial amount of relevant information about your duties, accomplishments, and any related skills. Again, use keywords from the announcement as you complete this field for each job you have held.
- Comment [SG14]: TIP:** List your Accomplishments, Skills and Abilities here. They are what you learned, skills (technical and nontechnical) gained, or the difference you made for the tribe or organization.

Non-Profit Park  
Student Conservation Office  
1st St NW, Acton, MT 59001

09/20XX – 08/20XX  
\$15/hr  
20 hrs/wk

**Intern/Assistant**

Supervisor: John Hall (222) 222-2222

Okay to contact this Supervisor: Yes

- Marked trees of specified specie, condition and size for thinning or logging.
  - Collected data for Forest Inventory Reports. Measured and noted Timber species, diameter at breast height (DBH), height, site quality, age, and defects.
  - Held stadia rod, cleared survey line, measured distances, recorded survey data, and performed related duties to assist in surveying property lines, timber sale boundaries, and road recreation sites.
  - Created a Visitor’s manual that gave instructions to visitors of forest, and enforces camping, vehicle use, fire building, sanitation, and other forest regulations.
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- ✓ Learned best practices that were optimal on how to interact with visitors when creating a Visitor’s manual.
  - ✓ Participated in long-term monitoring of unmanaged and managed forests to gain a better understanding of the effects of air pollution, climate change and other stress factors affecting forest ecosystems and presented findings to Tribes at Big Conference 03/20XX.
  - ✓ Investigated effects of different mechanized systems for thinning pine. Found ACME system’s cut-to-length system damaged fewer trees in the natural stand than the other systems.

**ADDITIONAL INFORMATION**

- Skills:**
- Using Spreadsheets 02/20XX
  - High Impact Business Writing 06/20XX
  - Public Speaking 11/20XX
  - Grant writing experience (awarded “Dream Catchers Award” by Community and Recreation Services, County Government, Dec. 20XX)
  - Proficient in Microsoft Office programs (Microsoft Office XP, Microsoft Office 2000, Microsoft Office 1997, MS Word, MS Access, MS Excel, MS FrontPage, MS Project, MS Visio, PowerPoint)

- Affiliations:**
- International Wildlife Society
    - Current Vice President of the Wildlife Society, Uno Chapter
  - Society of American Foresters (SAF)
    - 20XX-20XX Chapter Secretary/Treasurer
  - Associate Member - National Biological Honor Society, Chapter of Towson University (elected Dec 20xx)

- Volunteer Experience:** College Institute, **Forest Health Trainer**, 02/20XX-03/20XX , 5 hours/wk
- Developed twelve forums for Future Farmers of America on how the next generation of leaders must tackle 21st century challenges
  - Built five partnerships between student groups through cultural programming

- Environmental Youth Society, **Vice-President**, 02/2012-01/2013, 10 hrs/wk
- Recruited four committee members, planned meetings
  - Managed a membership base of 30+ students
  - Organized club involvement in business related workshops/events

- Mountain Recreation Association, **Basketball Coach**, 02/20XX-02/20XX, 5 hours/wk
- Taught twelve, ten-year-old boys the fundamentals of basketball, sports ethics, and mental focus
  - Coordinated travel logistics for away competitions

- Habitat for Humanity, **Volunteer**, Denver, CO, March 200X 40 hrs
- Contributed to rebuilding a home in St. Bernard Parish, New Orleans

**PROFESSIONAL REFERENCES**

Jimmy Allen  
Forester (Prevention and Mitigation)  
Fish and Wildlife Service, BonTon, PA  
(125) 875-6543 / Jallen@email.gov

Richard “Dick” Addison  
Owner  
Environmental Professional Services,  
Deer Park, CO  
(333) 159-7845

Larry Mosey  
Environmental Compliance Engineer  
Environmental Youth Society,  
Hammermill, WI  
(777) 875-9632

**Comment [SG15]:** Use this section to highlight relevant class projects, volunteer work, and other leadership roles that may not be on your private sector resume

**Comment [SG16]: TIP:** Other potential headings include the following: Awards and Honors, Licenses and Certificates, Public Speaking, Consulting Experience, Publications Systems, and Software Training Courses, Professional Affiliations/Associations, Foreign Languages, Military Experience, and Volunteer Experience

**Comment [SG17]:** Be specific in the programs you are proficient in

**Comment [SG18]:** The Volunteer experience, knowledge and skills you gain as a volunteer are applicable to many paid positions in both public and private sectors. Volunteer work often demonstrates to prospective employers your personal initiative, enthusiasm, and dedication.

**Comment [SG19]:** Volunteer work counts towards experience. 10 hours a week for 1 year is equal to 4 months.

**Comment [SG20]:** Don’t skip on the Professional References. Of you do not have any at least 10 years of work experience, Professional References are needed! There is nothing more frustrating to a prospective employer than having to hunt down job references.