



APPLYING FOR FOREST SERVICE POSITIONS

TIPS FOR APPLICANTS

This guide explains the steps on how to apply to Forest Service job announcements listed on USAJOBS.gov and gives tips to help you understand and complete the application process. The most important part of the application process is to thoroughly read the job announcement, which will list everything required to apply for the position. For your application to be considered complete, you must complete and send in all required information as listed in the USAJOBS announcement.

1. Create a USAJOBS Account

Visit [USAJOBS.gov](https://www.usajobs.gov) and select “Create Profile” on the front page. Use an email address that you will always have access to, not a work or school email



2. Add or Create a Resume

Under the **Documents** section, you can add resumes. If you don't have a resume, visit the [Building a Federal Resume](#) webpage for tips. You can also use the resume builder tool within USAJOBS. Find it under the **Resumes** section of your profile.

Example Resume

<p>Jane Doe Smith 123 Personal Address Ln Albuquerque, NM 87109 Mobile: 1112223333 Email: janedoesmith@email.com</p> <p>Work Experience: USDA Forest Service 4000 Masthead St NE Albuquerque, NM 87109</p> <p>02/2015 - Present Hours per week: 40 Series: 1035 Pay Plan: GS Grade: 12 Public Affairs Specialist (This is a Federal job) Duties, Accomplishments and Related Skills:</p> <ul style="list-style-type: none">• Goals and accomplishments• Goals and accomplishments <p>Supervisor: Sally Supervisor (2223334444) Okay to contact this Supervisor: Contact me first</p>

<p>Education: University of New Mexico Albuquerque, NM Bachelor's Degree 12/2014 Major: Public Administration Minor: Forestry</p> <p>References: Name: John Smith Employer: Company Inc Title: Director Phone: 1112223333 Email: johnsmith@email.com Reference Type: Professional</p> <p>Name: May Smith Employer: Company Inc Title: Assistant Director Phone: 1112223333 Email: maysmith@email.com Reference Type: Professional</p> <p>Name: Phil Smith...</p>

Pro tips:

- ✓ *Try to think of it more as an application package and not the "traditional" resume.*
- ✓ *Print out the vacancy announcement and read through it with a pen or highlighter. Highlight key words and phrases within the announcement pay special attention to: Job Summary, Key Requirements, Duties, Qualification Requirements and how you will be evaluated. The "how you will be evaluated" are asked on the questionnaire further in the application process.*
- ✓ *Use exact language that is listed in the announcement and skill verification section- then give detailed examples of how you have used that skill*
- ✓ **Proofread your resume** along with another trustworthy person.
 - It is hard to proofread your own documents, give it to another person who will be able to find typos or unclear sentences. This is a huge issue for me. Give yourself a fighting chance and not get passed by because of typos.
 - Another set of eyes will help you get other ideas to include and refine your resume.
 - Make sure you use the same font and size through the application, bold and italicized (see next comment)
 - Try to make your application format simple (no color, no columns, simple hyphens for bullets) you never know how it will print out on the other end. It could look the same or the format could be out of whack, which is very distracting for hiring officials. PDF or Word documents seem to print out the best.

3. Add other Documents:

Some jobs require other documents such as transcripts, proof of performance, veteran paperwork, or other. This varies by job. Review the job announcement carefully and visit the [Official Documents page](#) for more information.

You can also fill out the **Preferences** section of your profile to select the types of jobs you are looking for, including work locations and schedules.

4. Search for Jobs

Use the search bar on the front page of USAJOBS to search for certain jobs, career fields, agencies, locations, or more. If the **Preferences** section in your profile is complete, the search automatically populates with your choices.

You can adjust the **Filters** box on the right. The **Top Filters** tab shows search options like departments, agencies, pay, grade levels, job series, and hiring authorities. The **More Filters** tab shows search options like relocation assistance, work schedule, appointment type, security clearance, and travel percentage. Once you select your filters, you can choose **Save Search** at the top of the page.

GS-Level	Suggested Skills to Highlight
GS-4	positive attitude, take direction, provide clear feedback, strong work ethic, willingness to learn, motivated, hard-working, quick learner, open to new experiences, chainsaw experience.
GS-5	Mentoring co-workers, training, unit instructor, basic administrative skills, desire to learn, gain new experiences, lead co-workers, maintain accountability of squad, quick decision making, develop additions leadership skills, problem solving, motivator, solid communication skills writing and speaking.
GS-6	Daily leadership and oversight, mentoring, identify and mitigate safety hazards, maintain accountability of squad and crew administrative skills (evaluations, Paycheck 8, travel, purchasing, etc.) develop training, unit instructor, communication and presentation skills, expand leadership skills. HR skills, conflict resolution, project leader, motivator. Use the latest technology to develop and communicate situational awareness mapping, tracking, etc.
GS-7	Daily leadership, big picture thinking, maintain accountability of crew, safety, risk management, administrative skills, module and zone budget/purchasing, make independent decisions, variety of qualifications, problem identifier and solver, non-fire duties and skills, fuels experience, course coordinator, unit instructor, mentor, PTB trainer and signer, career development, program management input, initiate change, project leader. Working with cooperators, Use the latest technology to develop and communicate situational awareness mapping, tracking, etc.
GS-9	Supervisor of supervisors, program management and direction, HR skills (conflicts, actions, PIP's) budget/spending/tracking , fuels management, NEPA, career development, programmatic problem solving, programmatic management, provide logistical support on and off incidents, make independent decisions ,working with cooperators, communication skills up and down, variety of qualifications, project initiation. HRO knowledge, course coordinator, unit instructor, mentor, PTB trainer and signer, Use the latest technology to develop and communicate situational awareness mapping, tracking, etc.

5. Apply for Jobs

Select a job opening, and you'll find information like how to apply, eligibility requirements, and required documents. Read this information carefully to find out if you qualify for the job. If you would like to apply for the job later, note the close date and select **Save** below Apply Now. You can access this job opening at any time from your profile.

- If you qualify and you are interested, select **Apply Now**, and follow the steps.
- You will then automatically go to the agency's hiring site. Complete the questionnaire, review your information carefully, and submit. You will receive an email from USAJOBS confirming your application.

The screenshot displays the USAJOBS website interface. At the top, there is a navigation bar with 'Sign In', 'Help', and 'Search' options. Below this is a search bar with 'Keywords' and 'Location' fields. The 'Keywords' field contains 'forest service'. A 'Search' button is located to the right of the location field. Below the search bar, the page indicates 'Viewing 1 - 25 of 417 jobs' and a 'Sort by' dropdown menu set to 'Relevance'. A 'Save this search' button is visible, with a note: 'We'll email you new jobs as they become available.' The main content area lists three job openings:

- Forester**
Forest Service
Department of Agriculture
Multiple Locations
Starting at \$43,251 (GS 7-9)
Permanent • Full-Time
Open 05/04/2020 to 09/30/2020
- Law Enforcement Officer/ Field Training Officer**
Forest Service
Department of Agriculture
Location Negotiable After Selection, United States
Starting at \$64,009 (GS 11)
Permanent • Full-Time
Open 07/15/2020 to 07/24/2020
- Forester (Silviculture)**
Forest Service
Department of Agriculture
Multiple Locations
Starting at \$52,905 (GS 9-11)
Permanent • Full-Time
Open 05/18/2020 to 09/30/2020

On the right side, there is a 'Top filters' section with a 'More filters' button. The 'Hiring path' section includes a 'Select all' link and several filter categories with checkboxes and counts:

- Open to the public** (172)
- Federal employees** (806)
 - Competitive service (193)
 - Excepted service (16)
 - Internal to an agency (60)
 - Career transition (CTAP, ICTAP, RPL) (333)
 - Land & base management (204)
- Armed forces** (326)
 - Veterans (206)
 - Military spouses (120)
- Students & recent graduates** (1)
 - Students (1)
- Senior executives** (5)
 - Senior executives (5)

USAJOBS Sign In Help Search

Prev Back to results Next

FORESTER

DEPARTMENT OF AGRICULTURE
Forest Service

Overview Locations Duties Requirements Required Documents Benefits How to apply

Overview

Open & closing dates
04/01/2020 to 09/30/2020

Pay scale & grade
GS-3 - 11

Appointment type
Permanent

Service
Competitive

Salary
\$52,505 to \$83,210 per year

Salary wage as shown is for Rest of the U.S. For more information, refer to the Office of Personnel Management, Salary and Wages web page.

Work schedule
Full-Time

Locations

FEW vacancies in the following locations:

- Andalusia, AL
- Brent, AL
- Double Springs, AL
- Hellin, AL

[Show more locations \(102\)](#)

Relocation expenses reimbursed
Yes Relocation expenses may be reimbursed at the discretion of management in accordance with the

Telework eligible
Yes as determined by agency policy

This job is open to

Career transition (CTAP, ICTAP, RPL)
Federal employees who meet the definition of a "surplus" or "displaced" employee.

Federal employees - Competitive service
Current or former competitive service federal employees.

Land & base management
Certain current or former term or temporary federal employees of a land or base management agency.

Special authorities
Individuals eligible under a special authority not listed above, but defined in the federal hiring regulations.

Veterans

Clarification from the agency

Current permanent federal employees with competitive status, Land Management Workforce Flexibility Act, Farm Service Agency permanent county employees, CTAP/RPL/CTAP and VEOA eligibles; and Public Land Corps eligibles, Resource Assistant eligibles, People with Disabilities (Schedule A), Reinstatement eligibles.

Apply

Pro Tips:

- ✓ After you apply for a job, check your application status to make sure everything is in order and turned in. There are many boxes to check and if you miss one, that could throw you out of the system.
- ✓ **MAKE SURE YOU ASK/INFORM YOUR REFERENCES THAT YOU HAVE APPLIED FOR A JOB.** No one likes to be caught off guard or completely surprised that you are their reference

Ways to improve your resume

- Make your application easy to read, don't make hiring official search your resume for the information. I think your current qualifications should be front and center.
- Include your other skills and experiences you have developed, what other services you can provide to the potential employer other than just being a firefighter.
- Keep track of your yearly accomplishments, duties and responsibilities and use these to update your resume every year.
- Keep a list of phrases, buzzwords or key phrases you come across to be used on future applications.
- Be proficient at the applying for jobs. Know the system, play the game, get the job you want.
- Study other job announcements and position descriptions to update your resume. I recently went through announcement and Position Descriptions for GS-3 and 4-engine crew to update and refine my past experience.
- Seek help from other people. There are many different schools of thought on formats and techniques, find one that works for you.
- If you are not selected for the job, get feedback on resume and interview to improve for the next time. This is an excellent way to improve your game for the next time around.

Phone Interviews

Your application got you this far, now it is time to sell yourself as the best candidate for the job. Be humble but don't understate your experience and skills. Know when you are pouring it on too much. It is a fine line between being cocky and being self-assured.

Prepare:

- Do some homework before the interview; go to the forest website, or snoop around on
- Practice with someone
- Fill out an interview sheet (see below) with ticklers on it to help you stay focused.
- Find a quiet and private spot to do the interview.
- Provide solid examples not theories.
- Stand-up or sit up during interview, this helps you speak with more confidence.
- Write the names and positions of the panel.
- Write the questions down when they are asked. Tell the interviewer you are doing this so there is not a weird long pause. Writing the questions does a few things; it gives you a few seconds to mentally prepare your response and it helps you to stay focused if you start to ramble and forget the question.

Video Teleconference Interviews

Prepare:

- Again, do some homework, just as you would for a phone interview.
- If you're not familiar with how it works, find someone who is and get a lesson. Do this well in advance. Don't wait until 15 minutes before to figure out where the power button is. Check to see if that help is going to be in the office on your interview day.
- Get it set up prior to game day. Play around with it. Play with the overhead lights, zoom settings, your seating location and location of camera. There are panel members that count your system set up as part of your grade.
- Adjust yourself in the frame. Make sure you're centered and people can actually see you. Think about what you have for your background.
- Consider your attire and your overall appearance.
- As with phone interviews, take notes. Have a pad available to jot down questions.
- If you try to pre-load answers to possible questions, keep your responses to bullets/highlights and minimal pages. The panel will be able to see you fumbling through a large stack of papers.
- They might give you a block of time to get through xx number of questions and leave you responsible for time management. Take a big wall clock and set it on a chair next to the TV. That way you don't have to turn your head to see the clock.
- Have a contingency plan. The system can and will go down. It might get switched to a phone interview at the last minute. Be prepared and able to adapt for anything.

Potential Interview Questions

1. What are some of your accomplishments at work?
2. What are some of your strengths?
3. Describe a situation when you weren't able to complete a goal and describe how you dealt with it.
4. Why do you want the job?
5. Describe a situation where you worked with a group to solve a problem.
6. Why would this be a good move for you right now?
7. Where would you need the most support from district in 6-9 weeks?
8. What is your reputation at work?
9. Describe your interpersonal skills when dealing with a disagreement.
10. What do you think the responsibilities of this job are?
11. What are your expectations of the job?
12. Experience with projects and ID teams?
13. What is your experience with WUI?
14. Describe your work ethic?
15. Why do you like to fight fire?
16. Why are you interested in this position? Consider specific reasons other than you like the area, think programmatic
17. Describe the projects you have completed.
18. What are the biggest challenges you face in Fuels Management?
19. What is your experience with Fuels?
20. Please describe how you have been able to build motivation in your co-workers and/or subordinates.
21. Please describe the process you went through to make one or two of the most important decisions of your professional life.
22. Please describe the process you use to initiate change in the operation of your crew and give us an example of when one of your suggestions was put into practice by your supervisor(s).
23. How do you normally resolve conflict between you and another person and between two of your subordinates when there was a disagreement? How did you negotiate and how did you ensure that other people knew what you thought or felt? Why is this important?



Caring For the Land and Serving People

For More Application Tips and Webinars.





BUILDING A FEDERAL RESUME

A career with the Forest Service means making a lasting impact by managing and caring for more than 193 million acres of the nation’s forests and grasslands. Build a fantastic Federal resume and take the first step towards leaving your legacy for future generations.

Federal resumes are different than traditional resumes, with certain requirements and no recommended page limit. When filling out your Federal resume, it is important to describe how your skills and work experience align with those outlined in the job announcement. Your resume should be customized for each position you apply for, improving your chances for selection.



Forest Service photo by Andy McMillan, Pathways2Solutions

Federal Resume Requirements

For each position on your resume, you must also include:

- The start and end dates (including the month and year).
- The number of hours you worked per week.
- The level and amount of experience - for instance, whether you served as project manager or a team member can help illustrate your level of experience.
- All examples of relevant experiences and accomplishments that prove you can perform the tasks at the level required for the job.

All work experience should be listed in reverse chronological order, with your most recent experience showing at the top of your resume.

It is also recommended that you include your supervisor’s name, contact information, and if they are okay to contact in reference checks.

Length

A Federal resume requires significantly more information than a traditional resume. As a result, there is no recommended page limit. Ensure you have detailed coverage of your education and work experience.

Using Numbers

When possible, present your achievements and accomplishments with numbers, percentages, and dollars. Include examples of how you saved, earned, or managed money and time. For example, “improved efficiency of document processing by 25 percent over the previous year” and “wrote prospect letter that has brought in more than \$25,000 in donations to date” would be great ways to describe your experience.





More Tips for Building a Better Resume

- Review the job announcement for keywords to include in your resume. For example, when a hiring manager reads the keyword “analyst,” that person might assume you have experience in collecting data, evaluating effectiveness, and researching and developing new processes.
- Describe skills and experience in universally accepted terms that can be understood in both the private and public sectors. Minimize the usage of acronyms and lingo; however if you must use them, spell them out and explain their meaning.
- Check over your resume for spelling and grammar issues.
- Volunteer work and community organizations can also be added to your resume to demonstrate your abilities.

Review Your Resume

When you have completed your resume, read it over and ask yourself these questions:

- Can someone who is unfamiliar with my career field understand the work I do?
- Have I included my unique experience and skills that might distinguish me from other candidates?
- Do I have a full understanding of the background and skills common in my career field?
- Have I described my accomplishments in a clear and descriptive manner?

Example Resume

Jane Doe Smith
 123 Personal Address Ln
 Albuquerque, NM 87109
 Mobile: 1112223333
 Email: janedoesmith@email.com

Work Experience:
USDA Forest Service
 4000 Masthead St NE
 Albuquerque, NM 87109

02/2015 - Present
Hours per week: 40
Series: 1035 **Pay Plan:** GS **Grade:** 12
Public Affairs Specialist (This is a Federal job)
Duties, Accomplishments and Related Skills:

- Goals and accomplishments
- Goals and accomplishments

Supervisor: Sally Supervisor (2223334444)
Okay to contact this Supervisor: Contact me first

Education:
University of New Mexico Albuquerque, NM
 Bachelor’s Degree 12/2014
Major: Public Administration **Minor:** Forestry

References:
Name: John Smith
Employer: Company Inc
Title: Director
Phone: 1112223333
Email: johnsmith@email.com
Reference Type: Professional

Name: May Smith
Employer: Company Inc
Title: Assistant Director
Phone: 1112223333
Email: maysmith@email.com
Reference Type: Professional

Name: Phil Smith...

More information on Forest Service careers, benefits, and opportunities is available on fs.usda.gov/fsjobs-events. If you would like to speak directly to a Forest Service recruiter, please send an email to SM.FS.r8recruiting@usda.gov.



FEDERAL RESUME CHECKLIST



1. Resume Overview

- One font is used. Times New Roman, Arial or Calibri are the best choices.
- Spacing is clear and consistent.
- Font size is 11 or 12 pt.
- Limit use of bold and underline to only highlight key headers.
- Resume is NOT limited to a single page. Federal resumes are your application. Use as many pages as needed to showcase your knowledge, skills and abilities.
- Use of acronyms is limited to widely known acronyms such as USA.
- Resume is focused on one job and/or job series. This means you have more than one resume if applying for different types of jobs. Update your resume for each job you apply to.
- Ask two people to review resume for spelling and grammatical errors or schedule a resume review with a regional recruiter.
- A person who is not familiar with your occupational background will be able to understand what you do and why it is important.

2. Header Section

- Your name, the largest wording on your resume, has a font size between 24 and 28 pt.
- Contact information, including home address, email address and telephone number, is listed in a clear manner.
- Your email address is professional. Tip: use an email address that you will have access to for at least a year. It may be better to use a personal email address instead of a student email address.

3. Professional Summary/Skills Section [Optional]

- An objective section shows what you want. A professional summary shows what you can offer. Delete the objectives section or replace it with a professional summary section.
- Consider this section an elevator speech to summarize your expertise.
- Pinpoint key skills listed in the job announcement to include in your professional summary.
- Top clearances and certifications are included.

4. Work Experience Section

- Experience requirements listed in the job announcement are reflected in your resume. Review the Duties, Responsibilities, Qualifications, and How You Will be Evaluated sections of the job announcement to pull key experience requirements.
- Work descriptions paint a clear picture of your tasks, level of expertise and results of your effort. Use quantitative and qualitative descriptions.
- Experiences are listed in reverse chronological order. The most recent experiences should be first, followed by previous experiences.
- Present job descriptions are in present tense. Past job descriptions are in past tense.
- Job title and company name are listed for each experience.

- Work begin and end dates include month and year. Seasons (i.e. summer) should not be used as a date.
- Hours worked per week are listed for each experience.
- Supervisor name, contact information and contact permissions (Okay to Contact, Not Okay to Contact, or Contact Me First) are listed.

5. Volunteer/Related Experience Section

- Human Resources also uses your volunteer and related experience to qualify you for a position. Include detailed descriptions about any unpaid work.
- This section could include relevant class projects, unpaid internships, community service, volunteer work and any other related work and activities.
- When applicable, format your volunteer and related experiences in the same manner as your paid work experience. Include work dates, hours worked per week and supervisor name and contact permission.

6. Special Recognition/Leadership Section

- Include relevant achievements and awards that showcase your knowledge, skills and abilities.
- Include relevant participation in groups, teams and clubs that showcase your leadership skills.
- Consider leadership positions you have filled at school or in your community.
- Include dates for achievements or participation.

7. Specialized Training/Certifications Section

- List relevant training and certifications that are not included in professional summary/skills section.
- Include dates for training and certifications.
- Certifications and clearances are up-to-date.

8. Education Section

- Review the Qualifications and How You Will be Evaluated sections of the job announcement for key education requirements. Show accomplishment of these requirements within your resume. (You will still need to submit all relevant educational documents as confirmation)
- Include location of educational institution.
- Include dates of completion.

9. References Section

- 3-5 professional references with contact information.
- Call your references to let them know about the position you applied to, and share the skills and accomplishments you would want them to share if contacted.

SMOKEY BEAR, JR

Washington, DC 20252 | 123-456-7890 | smokey.jr@smokeybear.com

CAREER SUMMARY

Skilled forestry technician with three seasons of experience performing recreation area work as part of a team during the busy summer season. Strong history of designing and implementing successful strategies designed to meet or exceed organizational safety goals. Solid relationship-building skills and experience working collaboratively with teams, partners and the public.

KEY SKILLS

Recreation Area Maintenance	Fire Ignition/RX Burns
Wildland Fire Suppression	Chainsaw Use and Safety
Verbal and Non-verbal Communication	Team Development and Empowerment
Problem Identification and Resolution	Solutions and Systems Implementation

WORK EXPERIENCE

Forestry Technician Intern, GS-0462-05, May 2019 – Present

USDA Forest Service, Cherokee National Forest, Ocoee Ranger District, 40 hours/week
Supervisor: Rec Tech Beth, 098-765-4321, firewomanbeth@gg.com, Contact Me First

Strategic Planning

Assists with the development of work plans for silviculture examinations, timber stand improvement and reforestation activities. Develops timber communications strategy and implementation guidance to clearly articulate and showcase how the Ocoee Ranger District plans to accomplish the Forest Service mission as outlined in the Cherokee National Forest plan. Regularly acts as note-taker which includes capturing notes in an accurate and logical manner, formatting notes for distribution and filing, and making updates as requested. Develops weekly reports and accompanying visuals to detail timber management projects.

Project Management

Without guides or precedent, assists in planning timber stand management projects. Gathers necessary field data used in creating reports for unit activity. As part of a team, conducts timber stand improvement surveys to determine stand health. Reviews standard contract clauses to determine applicability and serves as contract officer representative (COR) when needed. Proficient management of multiple projects simultaneously with minimal supervision.

Special Projects:

- Two-week assignment in the Cherokee National Forest Supervisor's office serving as an assistant to the Public Affairs Specialist. With a vast understanding of visitor and partner interests, assisted in the development of informative and engaging content including press releases for internal and external use, a social media calendar to promote upcoming events and activities, and local media coverage for key events.

Forestry Technician Intern, GS-0462-04, May 2018 – August 2018

USDA Forest Service, Cherokee National Forest, Watauga Ranger District, 40 hours/week
Supervisor: Fire Marco, 111-123-4567, ebmarco@gg.com, Okay to Contact

Wildland Firefighting

Performed wildland firefighting work as part of a fire crew. Responsible for maintaining specialized equipment and ensuring equipment was in good working order. Used a variety of specialized tools including McLeod, Pulaski, shovel and drip torch. Monitored fire activity during prescribed burns to ensure fire remained contained within fire lines.

Training

Used lessons learned during previous summers to conduct workshops for visitors to the ranger district. Workshops included topics on building and putting out a campfire, wilderness safety and wildlife identification. Weekly workshops attracted 20-30 participants each session with ages ranging from 5-70 years old.

Forestry Technician Intern, GS-0462-03, June 2017 – September 2017

USDA Forest Service, Unaka Ranger District, 40 hours/week
Supervisor: Nature Nikita, 000-123-4567, nnikita@gg.com, Okay to Contact

Maintenance

Performed daily maintenance and clean up for sites and reported issues as needed. Monitored public use of recreation areas and trails to ensure compliance with rules and regulations. Reported safety issues to designated officials. Designed and implemented schedule to ensure that maintenance needs were handled efficiently during the busy summer season.

Public Engagement

Provided general information to the public including information about special use permits. Inspected special use permits to ensure compliance and reported non-compliance to designated official. Collected and deposited money from the sale of recreation use permits.

VOLUNTEER EXPERIENCE

Recreation Crew Intern, June 2016 – August 2016

Greening Youth Foundation, Cherokee National Forest, 40 hours/week
Supervisor, Sasha Reid, Retired

Coordination

Coordinated weekly meetings with crew members to plan for upcoming events and work assignments. Utilized a variety of hand tools including a shovel, hammer and rake to maintain public areas on several ranger districts within the forest. Used exceptional workload management skills to prioritize work assignments according to urgency and mission importance.

Communication

Developed, planned and presented educational programs on fire safety and environmental awareness to youth visiting the Cherokee National Forest. Served as primary contact for educators planning a visit to the forest. Designed and hung flyers with important safety messages in designated public areas to build awareness and boost compliance.

Special Recognition

Wildfire University Dean's Award for Outstanding Academic Achievement, 2017

Region 8 Regional Forester's Honor Award for Cubs for Recreation Summer Camp, 2018

Specialized Training

S-130/190 Basic Firefighter	USDA Forest Service	2016
High Impact Communications	Only You International	2017
CPR and First Aid Training	USDA Forest Service	2017
S-212 Wildland Fire Chainsaws	National Wildfire Coordinating Group	2018

Education

Bachelor of Science, Natural Resources Management	2019
Wildfire University	Chattanooga, Tennessee
GPA: 3.75	

References

Woodsy Owl, Give a Hoot Incorporated	woods@owl.com , 333-222-1111
Captain Planet, Captain Planet Foundation	captain@planet.com , 777-333-1111
Victoria Christiansen, USDA Forest Service	chief@fs.gov , 222-333-7777

Federal Resume Example 2

Smokey Bear, Jr

Washington, DC 20252, 123-456-7890, smokey.jr@smokeybear.com

WORK EXPERIENCE

Forestry Technician Intern, GS-0462-05

May 2019 - Present

USDA Forest Service, Cherokee National Forest

40 hours worked per week

Supervisor: Rec Tech Beth, 098-765-4321, firewomanbeth@gg.com, Contact me First

- Assists with the development of work plans for silviculture examinations, timber stand improvement and reforestation activities.
- Develops timber communications strategy and implementation guidance to clearly articulate and showcase how the Ocoee Ranger District plans to accomplish the Forest Service mission as outlined in the Cherokee National Forest plan.
- Regularly acts as note-taker which includes capturing notes in an accurate and logical manner, formatting notes for distribution and filing, and making updates as requested.
- Develops weekly reports and accompanying visuals to detail timber management projects.
- Without guides or precedent, assists in planning timber stand management projects.
- Gathers necessary field data used in creating reports for unit activity.
- As part of a team, conducts timber stand improvement surveys to determine stand health.
- Reviews standard contract clauses to determine applicability and serves as contract officer representative (COR) when needed.
- Proficient management of multiple projects simultaneously with minimal supervision.

Forestry Technician Intern, GS-0462-04

May 2018 - August 2018

USDA Forest Service, Cherokee National Forest

40 hours worked per week

Supervisor: Fire Marco, 111-123-4567, ebmarco@gg.com, Okay to Contact

- Performed wildland firefighting work as part of a fire crew.

- Responsible for maintaining specialized equipment and ensuring equipment was in good working order.
- Used a variety of specialized tools including McLeod, Pulaski, shovel and drip torch.
- Monitored fire activity during prescribed burns to ensure fire remained contained within fire lines.
- Used lessons learned during previous summers to conduct workshops for visitors to the ranger district. Workshops included topics on building and putting out a campfire, wilderness safety and wildlife identification. Weekly workshops attracted 20-30 participants each session with ages ranging from 5-70 years old.

Forestry Technician Intern, GS-0462-03

June 2017- September 2017

USDA Forest Service, Unaka Ranger District

40 hours worked per week

Supervisor: Nature Nikita, 000-123-4567, nnikita@gg.com, Okay to Contact

- Performed daily maintenance and clean up for sites and reported issues as needed.
- Monitored public use of recreation areas and trails to ensure compliance with rules and regulations.
- Reported safety issues to designated officials.
- Designed and implemented schedule to ensure that maintenance needs were handled efficiently during the busy summer season.
- Provided general information to the public including information about special use permits.
- Inspected special use permits to ensure compliance and reported non-compliance to designated official.
- Collected and deposited money from the sale of recreation use permits.

VOLUNTEER EXPERIENCE

Recreation Crew Intern

June 2016 - August 2016

Greening Youth Foundation, Cherokee National Forest

40 hours worked per week

Supervisor: Sasha Reid, Retired

- Coordinated weekly meetings with crew members to plan for upcoming events and work assignments.
- Utilized a variety of hand tools including a shovel, hammer and rake to maintain public areas on several ranger districts within the forest.
- Used exceptional workload management skills to prioritize work assignments according to urgency and mission importance.

- Developed, planned and presented educational programs on fire safety and environmental awareness to youth visiting the Cherokee National Forest.
- Served as primary contact for educators planning a visit to the forest.
- Designed and hung flyers with important safety messages in designated public areas to build awareness and boost compliance.

SPECIAL RECOGNITION

Wildfire University Dean's Award for Outstanding Academic Achievement, 2017
Region 8 Regional Forester's Honor Award for Cubs for Recreation Summer Camp, 2018

TRAINING AND CERTIFICATIONS

S-130/190 Basic Firefighter, USDA Forest Service, 2016
High Impact Communications, Only You International, 2017
CPR and First Aid Training, USDA Forest Service, 2017
S-212 Wildland Fire Chainsaws, National Wildland Coordinating Group, 2018

EDUCATION

Bachelor of Science, Natural Resources Management, 2019

Wildfire University, Chattanooga, Tennessee
GPA: 3.75

REFERENCES

Woodsy Owl, CEO
Give a Hoot Incorporated
woodsy@owl.com, 333-222-1111

Captain Planet, Founder
Captain Planet Foundation
captain@planet.com, 777-333-1111

Victoria Christiansen, Chief
USDA Forest Service
chief@fs.gov, 222-333-7777

Federal Resume Example 3

Smokey Bear, Jr

Washington, DC 20252 | 123-456-7890 | smokey.jr@smokeybear.com

PROFESSIONAL SUMMARY

Skilled forestry technician with three seasons of experience performing recreation area work as part of a team during the busy summer season. Strong history of designing and implementing successful strategies designed to meet or exceed organizational safety goals. Solid relationship-building skills and experience working collaboratively with teams, partners and the public.

WORK EXPERIENCE

Forestry Technician Intern, GS-0462-05

May 2019 - Present

USDA Forest Service, Cherokee National Forest

40 hours worked per week

Supervisor: Rec Tech Beth, 098-765-4321, firewomanbeth@gg.com, Contact me First

Assists with the development of work plans for silviculture examinations, timber stand improvement and reforestation activities. Develops timber communications strategy and implementation guidance to clearly articulate and showcase how the Ocoee Ranger District plans to accomplish the Forest Service mission as outlined in the Cherokee National Forest plan. Regularly acts as note-taker which includes capturing notes in an accurate and logical manner, formatting notes for distribution and filing, and making updates as requested. Develops weekly reports and accompanying visuals to detail timber management projects. Without guides or precedent, assists in planning timber stand management projects. Gathers necessary field data used in creating reports for unit activity. As part of a team, conducts timber stand improvement surveys to determine stand health. Reviews standard contract clauses to determine applicability and serves as contract officer representative (COR) when needed. Proficient management of multiple projects simultaneously with minimal supervision.

Forestry Technician Intern, GS-0462-04

May 2018 - August 2018

USDA Forest Service, Cherokee National Forest

40 hours worked per week

Supervisor: Fire Marco, 111-123-4567, ebmarco@gg.com, Okay to Contact

Performed wildland firefighting work as part of a fire crew. Responsible for maintaining specialized equipment and ensuring equipment was in good working order. Used a variety of specialized tools including McLeod, Pulaski, shovel and drip torch. Monitored fire activity during prescribed burns to ensure fire remained contained within fire lines. Used lessons learned during previous summers to conduct workshops for visitors to the ranger district. Workshops included topics on building and putting out a campfire, wilderness safety and wildlife

identification. Weekly workshops attracted 20-30 participants each session with ages ranging from 5-70 years old.

Forestry Technician Intern, GS-0462-03
USDA Forest Service, Unaka Ranger District
40 hours worked per week

June 2017- September 2017

Supervisor: Nature Nikita, 000-123-4567, nnikita@gg.com, Okay to Contact

Performed daily maintenance and clean up for sites and reported issues as needed. Monitored public use of recreation areas and trails to ensure compliance with rules and regulations. Reported safety issues to designated officials. Designed and implemented schedule to ensure that maintenance needs were handled efficiently during the busy summer season. Provided general information to the public including information about special use permits. Inspected special use permits to ensure compliance and reported non-compliance to designated official. Collected and deposited money from the sale of recreation use permits.

VOLUNTEER EXPERIENCE

Recreation Crew Intern

June 2016 - August 2016

Greening Youth Foundation, Cherokee National Forest
40 hours worked per week
Supervisor: Sasha Reid, Retired

Coordinated weekly meetings with crew members to plan for upcoming events and work assignments. Utilized a variety of hand tools including a shovel, hammer and rake to maintain public areas on several ranger districts within the forest. Used exceptional workload management skills to prioritize work assignments according to urgency and mission importance. Developed, planned and presented educational programs on fire safety and environmental awareness to youth visiting the Cherokee National Forest. Served as primary contact for educators planning a visit to the forest. Designed and hung flyers with important safety messages in designated public areas to build awareness and boost compliance.

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