

Jack R. Rawlins

Resume

656 E. Country Club Drive
Mesa, AZ 85044
jack.rawlins@usda.gov

Phone: (480) 300-3000
Work Phone: (928) 300-3000

Professional Profile

Example: With 10 years fire experience on engines and hand crews I have fought fire and performed prescribed fire operations in the Pacific Northwest, Southwest, and the Southeastern United States. This experience makes me uniquely qualified for this position with the knowledge and skills that I can bring to the table. My professional goal is to apply the skills I have to whatever job I am in, acquire new skills to further advance my career for self-improvement, and to be a valued asset for those I work with and for. Proven skills in:

➤ Operational Leadership ➤ Risk Management ➤ Training & Mentoring ➤ Tactical Decision-Making	
--	--

Red Card Qualifications

Example:

➤ FFT1 ➤ CRWB ➤ ICT4	- Qualified - Qualified - Trainee	➤
--	---	---

Employment History:

*You only need relevant specialized experience, you do not need to add your entire career. 1 year of time in grade in the normal line of progression, EX: GW-4,5,6 or GW-7,9,11 **AND** specialized experience at the next lower grade. ** The specialized experience that will be used for qualification review is listed on the job announcement under qualifications.*

Example:

Tonto NF, Mesa R.D.
Forestry Technician (Fire Fuels Tech.)
Supervisor: James Scott
GS-0462-06

March 2013 to November 2014
james.scott@usda.gov

At Minimum Experience/Job title should have the following as does the example above

Company Name

Location.

Job Title, Pay grade (Use the title from the PD if federal job)

Supervisor: First Name Last Name, Email, Phone Number

Dates in position. (example: Mar. 2020 to Dec. 2022 or exact dates May 7, 2020 to June 1, 2021)

Jack R. Rawlins

Resume

656 E. Country Club Drive
Mesa, AZ 85044
jack.rawlins@usda.gov

Phone: (480) 300-3000
Work Phone: (928) 300-3000

Skills Performed: *(Specialized Experience Highlighted HERE in this section; what have you done that is equivalent, Specialized Experience to the position you are applying for?)*

- ...
- ...

Example 2:

Prescott NF, Supervisors Office
Lead Forestry Technician (Prescott IHC)
Supervisor: Drew Holt
Grade: GS-0462-5

March 2009 to March 2013
drew.holt@usda.gov

Skills Performed: *(Specialized Experience Highlighted HERE in this section; what have you done that is equivalent, Specialized Experience to the position you are applying for?)*

- ...
-
- ...

Additional Skills/Certifications and/or trainings:

- Example- M-410
- Example- IQCS Mng.- Incident Qualification System (Avoid using acronyms without spelling it out at least once)

Education:

This section is not necessary if you are not using education to qualify. If you have a degree, list it, but you **must** attach transcripts to USA JOBS Application or it can't be used.

- High School- (Graduation Date)
- Any College- (Graduation Date if applicable)

References:

- Name, Position, Phone, Email

****NOTE:** *Any of the above sections can be shortened or cut out at the applicants' discretion. The most important aspect of the 2 page resume is to ensure that it shows the applicant has 1 year of Specialized Experience, as defined in the Job Announcement in USA JOBS, at the next lowest GW level. For example: to qualify for a GW-6 the applicant must show 1 year of Specialized Experience at the GW-5 or equivalent level.*

Jack R. Rawlins

Resume

656 E. Country Club Drive
Mesa, AZ 85044
jack.rawlins@usda.gov

Phone: (480) 300-3000
Work Phone: (928) 300-3000

This third Page is not a part of the RESUME Example!

Below is what to look for on the Job Announcement for Specialized Experience. This example is for a GW-6/7 position and under **“Qualifications”** it spells out the examples of specialized experience needed to qualify for each GW grade. This is what HR looks for when determining if the applicant is qualified to be referred to the hiring manager for consideration for the position.

Qualifications

<https://www.usajobs.gov/job/843103900/preview>

4/17

8/13/25, 3:59 PM

USAJOBS - Job Announcement

In order to qualify, you must meet the [eligibility](#) and [qualifications](#) requirements as defined below by the closing date of the announcement. For more information on the qualifications for this position, visit the [Office of Personnel Management's General Schedule Qualification Standards](#).

Your application and resume must clearly show that you possess the experience requirements.

For the GW-06: Applicants must have one year of specialized experience equivalent to at least the next lower grade level (GW-5) in the Federal Service. **Examples of specialized experience may include:** Served on a fire suppression crew under the most adverse conditions of climate, fuels, and terrain; Performed many technical specializations such as felling, saw repair, long line, rappelling, or water handling used in fire suppression and prescribed burning; Assisted crew leader with conducting formal training in the techniques of fire suppression and prescribed burning, and other slash disposal methods.

For the GW-07: Applicants must have one year of specialized experience equivalent to at least the next lower grade level (GW-6) in the Federal Service. **Examples of specialized experience may include:** Recognized, reacted to, and/or communicated changes in predicted weather and fire behavior, topography and fuel types, and adapted planned strategies and tactics to identify and relocate firelines, escape routes, and safety zones; Served as a crew leader for a small fire crew responsible for the suppression of wildland fires and/or fuels management duties and/or conducted initial evaluation of fire situation and determined suppression method to use; Conducted formal training in the techniques of fire suppression and prescribed burning, and other slash disposal methods.

If the applicant desires to add a more detailed Resume they can upload one in conjunction with a cover letter or as “Additional Applicant Information”. Be sure not to name the document as “Resume”. HR can only use their 2 page resume to qualify applicants for the position and refer them to the Hiring Manager for consideration. If the position requires certain qualifications or certifications, those documents can and should be uploaded as well (IQCS Master Record, Certificates, Task Book Certifications ect.).