

Special Considerations for Conservation Law Resumes

Length:

- Resumes are 1-2 pages, depending on experience.
- References may be listed on a 3rd page with your full contact information on top
- Consider creating a concise 1-page Career Fair/conference/networking resume

Style:

- Stick to a more conservative style – consider who will be reviewing your resumes
- Stand out for the content, not a unique looking resume

Unique Sections:

- Include information on your Police Academy experience, if applicable
- Include your Summer Field Experience (aka: Treehaven or Europe)
- List relevant licenses and certifications, but only if they are current
- Your “Experiences” section (preferred to Employment/Work) can include:
 - Paid, unpaid, volunteer, undergraduate research, internships...
 - You can separate this section into “Related” and “Additional”

Resume Basics

Your resume is not a static document. It may be used to apply for jobs/internships, scholarships, graduate/professional programs, or for networking. The key is to tailor your document to highlight your relevant qualifications for each situation. The following sample is meant to present a single, possible style. Your resume should reflect your own interpretation, style, and experience. Consider the following when creating your resume:

Organization & Layout

- Organize content according to what is required and relevant to the position or program
- Use margins (.5 to 1-inch), sections, or columns to balance and organize your content
- Balance the content of your resume using left and right justification, spacing, and tab settings to draw attention to relevant information – remember consistency is key

Fonts & Styles

- Use a font that is clear and easy to read at-a-glance
- Adjust the size (10-12 pts, typically) based on the font
- Incorporate style elements like **bold**, *italics*, CAPITALIZATION, and underline to draw attention to the most important parts of your resume
- Each style element should emphasize a single type of information

Sections & Information

- Create section titles that market your experiences and align with what an employer or program is looking for
- Select what you choose to include (ex. education, certifications/licensure, experiences, knowledge, skills, community outreach, leadership, etc.) based on what is required and relevant within the job/program description
- List section information in reverse-chronological order with the most recent, relevant content first
- Format your content to make it easily accessible to the reader - it is much easier to skim bullet points for information than paragraphs
- Be concise but thorough – do not ramble or use irrelevant “filler” words

First Last

City, State
715-xxx-xxxx | email@gmail.com

Education

- University of Wisconsin-Stevens Point (UWSP), Stevens Point, WI May 2023
BACHELOR OF SCIENCE IN CONSERVATION LAW ENFORCEMENT
- Nicolet Area Technical College, Rhinelander, WI May 2021
ASSOCIATE OF SCIENCE IN NATURAL RESOURCES

Related Experience

- UWSP Student Law Enforcement Association (SLEA), Stevens Point, WI September 2021 - May 2023
PRESIDENT, ACTIVE MEMBER
Responsibilities: Organized activities for a 40-50-member student organization including volunteering for Learn to Hunt, Hunter Education Training, Sturgeon Patrol, and DNR Warden ride-alongs.
- UWSP Residential Living, Stevens Point, WI September 2021 - May 2023
SNOW REMOVAL CREW
Responsibilities: Removed snow in a safe and timely manner from designated areas.
- UWSP Treehaven Field Station, Tomahawk, WI May - July 2021
LAND MANAGEMENT TECHNICIAN
Responsibilities: Performed maintenance on the grounds of the Treehaven Field Station, including cutting pipes, removing trees, fixing wired fences, and moving rocks. Worked weekends while attending the Natural Resources Field Techniques 6-week course.
- NEW Environmental Services, Green Bay, WI Summers 2021 - 2022
ENVIRONMENTAL TECHNICIAN
Responsibilities: Released competing vegetation from red pine, white pine, and jack pine in a safe, efficient, and proper manner according to the customers' requests. Worked this extra job as needed.
- Wisconsin Department of Natural Resources, Minocqua, WI Summers 2017 - 2020
CAMPGROUND COORDINATOR
Responsibilities: Cleaned up campground areas, repaired fixtures on property to maintain visitor safety, cleaned bathrooms, installed split rail fences and signs, and assisted campers.

Special Courses

- Field Techniques in Natural Resources**, UWSP Treehaven Field Station, Tomahawk, WI Summer 2021
Six weeks of intensive field exercises at the Treehaven Field Station in Tomahawk, WI devoted to the inventory and management of forest, soil, water, and wildlife resources.
- Special emphasis was placed on teamwork, oral and written reports, computer mapping, vegetation identification, and use and maintenance of tools and equipment.
- Police Academy**, MidState Technical College, Wisconsin Rapids, WI Spring 2021
Completed 720 hours of training required for certification as a Law Enforcement Officer.
- Graduated 2/60, receiving accommodations for my performance and physical fitness.
 - Received top scores at the shooting range in testing for all firearms.

Additional UWSP Courses:

- Law Enforcement Theory and Principles
- Resource Policy and Law
- Criminology
- Oral Interpretation
- Natural Resources and Public Relations
- Human Dimensions of Wildlife Management
- Wildlife of North America
- Recreational Use of Forests and Parks