

Special Considerations for CNR & Biology Resumes

Length:

- CNR & Biology resumes are 1-2 pages, depending on experience.
- References may be listed on a 3rd page with your full contact info.
- 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 resume format

Unique Sections:

- Your “*Experiences*” section (preferred to Employment/Work) can include:
 - Paid, unpaid, volunteer, undergraduate research, internships, student organization involvement...
 - You can separate this section into “*Related*” and “*Additional*”
 - If applying for graduate programs or research assistant positions, create a separate “*Research Experience*” section – include any grant funding you received, poster and oral presentations and publications.
- Make sure to include your *Summer Field Experience*, if appropriate
- List relevant licenses and certifications, but only if they are current

Resume Basics for Wildlife, Fisheries & Biology Majors

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 & STYLE

- 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 & CONTENT

- 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

Phone

email@gmail.com

City, State

EDUCATION

Bachelor of Science anticipated May 2024
University of Wisconsin-Stevens Point (UWSP), Stevens Point, WI
Major: **Wildlife Ecology and Management**
Minor: **GIS & Spatial Analysis and Spanish**
Cumulative GPA: 3.92/4.00

STRENGTHS AND SPECIALS SKILLS

- Extensive experience with GIS/GPS software including ArcMap, ArcGIS Pro, and Trimble
- Basic certification in drone operation for research purposes
- Eager and able to work outdoors in difficult conditions
- Strong work ethic and time management skills shown by working 10+ hours/week during school
- Excellent written and oral communication skills
- Able to work independently with minimal supervision or as an integral part of a diverse team
- WI Department of Natural Resources (WDNR) certifications in Hunter Safety, Boater Safety, Snowmobile Safety, and ATV Safety
- Completion of FISTA Chainsaw Safety and Handling Certification course (UWSP 2020)
- Fluent in conversational Spanish; experience living in a Spanish speaking country

EXPERIENCE

Sand Lake National Wildlife Refuge - US Fish & Wildlife Service, Aberdeen, SD Summer 2023

WILDLIFE TECHNICIAN. Conduct GIS, waterfowl, and vegetation surveys in pothole lakes in the refuge

- Help capture, collect data (age, sex, weight) and band ducks, geese, and marsh birds
- Conducted osprey and bald eagle surveys along lakes
- Assisted with macroinvertebrate and aquatic plant inventory and identification

Wisconsin Center for Wildlife, UWSP, Stevens Point, WI Sept 2022-Present

TEACHING ASSISTANT/LAB TECHNICIAN. Assist with field work, writing educational materials and laboratory instruction.

- Write, review, and develop UW-Extension publications about ducks, geese, and marsh birds
- Assist with delivery of Waterfowl Ecology labs and lectures
- Conduct research on wetlands with a graduate student using drones

Canada Goose Management, Hastings, MN Summer 2022

CREW MEMBER. Assisted with goose egg removal, trapping and processing of nuisance geese throughout the Twin Cities metro area at various golf courses, parks, and other places

- Handled wildlife in a safe manner in all environmental and weather conditions
- Communicated effectively with fellow crew members to problem solve problems in a fast-paced, ever-changing environment
- Provided excellent customer service and education to the public about the goals of the goose management program

Necedah National Wildlife Refuge, Necedah, WI Mar 2019-Present

VOLUNTEER. Volunteered over 200 hours at the Refuge, continue to volunteer as needed

- Created a dove banding project, mapped duck bands, entered wildlife data into WAVE
- Provided public relations to visitors and school groups, maintained cleanliness in visitor center

FIRST LAST

page 2

EXPERIENCE CONT.

Field Techniques in Natural Resource Management, Central WI and Tomahawk, WI Summer 2021

TEACHING ASSISTANT. Helped instruct the Wildlife Management Techniques and Plant Identification Courses for 120 undergraduate natural resource students at the UWSP Treehaven Field Station.

- Helped professors by preparing, gathering, and inspecting equipment for the day's activities
- Used Sherman traps for small mammal trapping and multiple versions of telemetry equipment
- Administered practical exam for use and competence of equipment respective for each discipline
- Tutored and quizzed students in the evenings in preparation for weekly exams
- Adapted to changes and was professional regardless of personal affiliation with fellow students

STUDENT. 6-week summer field experience at Treehaven, dedicated to the inventory and management of forest, soil, water, and wildlife resources.

- Extensive use of a dichotomous key and field identification of over 200 terrestrial and aquatic plants, mammals, fishes, and macroinvertebrates in northern Wisconsin
- Conducted point and transect count surveys as well as radio telemetry triangulation and vegetation sampling using quadrants and a Robel pole
- Emphasis on teamwork, reports, computer mapping, vegetation identification, and the use of tools and equipment.

Wildwood Zoo, Marshfield, WI

Jun 2018-Jul 2021

ANIMAL CARE VOLUNTEER. Volunteered over 100 hours

- Fed animals, cleaned cages, and performed maintenance
- Educated school aged children about the animals at the zoo

Necedah National Wildlife Refuge, Necedah, WI

Summer 2019

YOUTH CONSERVATION CORPS MEMBER. Maintained refuge grounds and visitor center, posted boundary signs throughout the refuge

- Worked on duck banding projects
- Created promotional video for Youth Conservation Corps

CAMPUS INVOLVEMENT

The Wildlife Society (TWS), UWSP, Stevens Point, WI

September 2019-present

- *Waterfowl Project Co-leader* (Jan 2020-Present): Check duck boxes for use in the Mead Wildlife Area, Milladore, WI
 - Poster presentation, "*Long Term Reproductive Trends of Box Nesting Ducks in Central Wisconsin*", at the College of Natural Resources Undergraduate Research Symposium
 - Poster presentation at TWS National Conference, "*Ecology of box-nesting waterfowl in Central WI: Biological versus societal benefits*"
 - Maintain communication between co-leaders and WDNR staff
- *Member* (Sept 2019-Present): volunteer with other projects to help and gain experience, helped the Deer Project (Feb 2021 & 2022) check box traps, tackle and ear tag bucks, and reset traps

RELEVANT COURSEWORK

- Wildlife Management Techniques
- Ornithology
- Mammalogy
- Quantitative Methods for Wildlife Research & Management
- Wildlife Habitat Management
- Wetland Ecology
- Plant Taxonomy
- Geographic Information Systems
- Natural Resources and Public Relations