

Building Your Resume on USAJOBS

From the U.S. Fish and Wildlife newsletter

Follow these tips:

1. Pay Attention to Keywords

Whether you're writing your first resume or updating an existing one, stop and think about which keywords you need to add. You could be the most qualified person for the position, but you could be lost in a sea of applicants without the right keywords.

Single Keywords Communicate Multiple Skills and Qualifications

When a recruiter reads the keyword "analyst," he or she might assume you have experience in collecting data, evaluating effectiveness, and researching and developing new processes. Just one keyword can have tremendous power and deliver a huge message.

Study Job Announcements

This is the best way to determine important keywords. Review several job announcements and their questions for your ideal position. The jobs don't have to be in your geographic target area. The idea is to find skills, experience, education and other credentials important in your field. You will probably find keywords frequently mentioned by different agencies. Focus on the "requirements," "skills" or "qualifications" sections of job ads, and look for "buzzwords" and desirable credentials for your ideal job.

Regardless of the "buzzwords" you may find from looking at other job announcements, your resume must clearly show how you meet the specialized experience requirements of the particular job announcement you are applying to.

2. Be Concise

Don't confuse telling your story with creating your autobiography. Recruiters are inundated with applications and are faced with weeding out the good from the bad. The first step involves quickly skimming through submissions and eliminating candidates who clearly are not qualified. Therefore, your application needs to pass the skim test.

Look at your resume and ask yourself:

Can a hiring manager see my main credentials within 10 to 15 seconds?

Does critical information jump off the page?

Do I effectively sell myself on the top quarter of the first page?

Because applications are quickly skimmed during the first pass, it is crucial your resume gets right to work selling your credentials. Your key selling points need to be prominently displayed at the top of the first page of the resume. For example, if an advanced degree is an important qualification, it shouldn't be buried at the end of a four-page resume. If a position requires writing ability, immediately **detail** your experience. Many workers are proud of their careers and feel the information on a resume should reflect everything they've accomplished. However, a resume shouldn't contain every

detail and KSA's should only address the question at hand. So be judicious. If your college days are far behind you, does it really matter that you pledged a fraternity or delivered pizza? The editing step will be difficult if you are holding on to your past for emotional reasons.

3. Use Numbers to Highlight Your Accomplishments

If you were a recruiter looking at a resume, which of the following entries would impress you more:

Wrote news releases.

Wrote 25 news releases in a three-week period under daily deadlines.

Because it uses numbers to quantify the writer's accomplishment, giving it a context that helps the interviewer understand the degree of difficulty involved in the task. Numbers are powerful resume tools that will help your accomplishments draw the attention they deserve from the prospective employers. With just a little thought, you can find effective ways to quantify your successes on your resume.

For-profit, nonprofit, and government organizations alike are and always will be concerned about money. So as you contemplate your accomplishments and prepare to present them on your resume, think about ways you've saved money, earned money, or managed money in your internships, part-time jobs and extracurricular activities so far. A few possibilities that might appear on a typical college student's resume:

Identified, researched and recommended a new Internet Service Provider, cutting the company's online costs by 15 percent.

Wrote prospect letter that has brought in more than \$25,000 in donations to date.

Managed a student organization budget of more than \$7,000.

You've heard the old saying, "Time is money," and it's true. Companies and organizations are constantly looking for ways to save time and do things more efficiently. They're also necessarily concerned about meeting deadlines, both internal and external. So whatever you can do on your resume to show that you can save time, make time or manage time will grab your reader's immediate attention. Here are some time-oriented entries that might appear on a typical college student's resume:

Assisted with twice-monthly payroll activities, ensuring employees were paid as expected and on time.

Attended high school basketball games, interviewed players and coaches afterward, and composed 750-word articles by an 11 p.m. deadline.

Suggested procedures that decreased average order-processing time from 10 minutes to five minutes.

While there are some very good tips within this article for writing a federal resume, the most important thing you can do when applying for a federal job is to carefully read the job announcement and follow the directions/instructions given. Ensure your resume sufficiently addresses how you meet the specialized experience identified on the job announcement. And if you have any questions, call the point of contact identified on the job announcement.

Basic Qualifications for U.S. Fish and Wildlife Jobs

FISH & WILDLIFE BIOLOGIST (401)

Positions that involve professional work in biology, agriculture, or related natural resource management

QUALIFICATION REQUIREMENTS:

Successful completion of a full four-year course of study in an accredited college or university leading to a bachelor's or higher degree, which includes a major field (24 semester hours) of study in biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to this position or an appropriate combination in education and experience.

WILDLIFE REFUGE MANAGEMENT (485)

Positions that require professional knowledge and competence in the management, administration, and scientific operation of public lands and waters designated as national wildlife refuges. The work involves a variety of land and water-based activities including: water and habitat management; land planning; resources identification and allocation; administration; public relations; supervision; and other activities involving wildlife resource utilization, protection, inventory, and evaluation, and maintenance of grasslands, marshes and soils.

QUALIFICATION REQUIREMENTS:

Successful completion of a full four-year course of study in an accredited college or university leading to a bachelor's degree or higher in zoology, wildlife management or an appropriate field of biology which includes at least nine semester hours in zoology; six semester hours in such wildlife courses as mammalogy, ornithology, animal ecology, or wildlife management; and three semester hours in botany; and three semester hours of conservation biology or an appropriate combination of education and experience.

FISHERY BIOLOGIST (482)

Positions that require professional knowledge and competence in the science of fishery biology to perform work including: developing, conserving, managing, and administering fishery resources; and evaluating the impact of construction projects and other socioeconomic activities that present potential or actual adverse effects on fishery resources and their habitat.

QUALIFICATION REQUIREMENTS:

Successful completion of a full four-year course of study in an accredited college or university leading to a bachelor's or higher degree with a major in biological science which includes at least six semester hours in aquatic subjects such as limnology,

ichthyology, fishery biology, aquatic botany, aquatic fauna, oceanography, fish culture, or related courses in the field of fishery biology; 12 semester hours in animal science in such subjects as general zoology, vertebrate zoology, comparative anatomy, physiology, entomology, parasitology, ecology, cellular biology, and genetics, or research in these fields. Excess coursework in aquatic subjects may be used to meet this requirement when appropriate or an appropriate combination of education and experience.

WILDLIFE INSPECTOR (1801)

Positions are located in the Office of Senior Resident at Ports of Entry. Positions perform the full range of inspection and compliance duties involving the enforcement and administration of laws and regulations governing the importation, exportation, and interstate commerce of wildlife and wildlife products.

QUALIFICATION REQUIREMENTS:

Successful completion of a full four-year course of study leading to a bachelor's degree or three years general experience, one of which demonstrates an ability to analyze problems, plan and organize work, and communicate effectively orally and in writing.

CRIMINAL INVESTIGATOR (1811)

Positions focus on potentially devastating threats to wildlife resources including illegal trade, unlawful commercial exploitation, habitat destruction, and environmental hazards. Incumbents investigate wildlife crimes, regulate wildlife trade, help Americans understand and comply with wildlife protection laws, and team with international, Federal, State, and tribal counterparts to conserve wildlife resources. Specific examples of work include: Breaking up international and domestic smuggling rings that target imperiled species; preventing the unlawful commercial exploitation of U.S. resources; protecting wildlife from environmental hazards and safeguarding wildlife habitat; enforcing Federal migratory game bird hunting regulations and working with States to protect other game species; and preserving legitimate hunting opportunities. Incumbents also work with international counterparts to combat illegal trafficking in protected species; train other Federal, State, Tribal, and foreign law enforcement officers; use forensic science to analyze evidence and solve wildlife crimes; and conduct outreach to increase compliance with wildlife protection laws.

QUALIFICATION REQUIREMENTS:

Successful completion of a master's or equivalent graduate degree or 2 full years of progressively higher-level graduate education leading to a degree that demonstrates the knowledge, skills and abilities to successfully perform the duties of the position or one year of specialized experience. Examples of specialized experience include: conducting routine investigations for developmental purposes, or as part of a team or task force; serving subpoenas; participating in the execution of search warrants; seizing evidence; conducting interviews and/or interrogations; taking affidavits from suspects and witnesses; conducting routine surveillance; testifying in court as a witness to events or to explain basic procedures; preparing reports of routine investigations; and assisting in arrests.

WILDLIFE BIOLOGIST (486)

Positions that require professional knowledge and competence in the science of wildlife biology to perform work involving: the conservation, propagation, management, protection, and administration of wildlife species; or the determination, establishment, and application of biological facts, principles, methods, techniques, and procedures necessary for the conservation and management of wildlife resources and habitats.

QUALIFICATION REQUIREMENTS:

Successful completion of a full four-year course of study in an accredited college or university leading to a bachelor's or higher degree in biological science which includes at least 12 semester hours in subjects such as general zoology, invertebrate or vertebrate zoology, comparative anatomy, physiology, genetics, ecology, cellular biology, parasitology, entomology, or research courses in such subjects. Excess coursework in wildlife biology may be used to meet the zoology requirements where appropriate. Additionally, the position requires nine semester hours in wildlife courses such as mammalogy, ornithology, animal ecology, and wildlife management or research courses in the field of wildlife biology; and nine semester hours in botany or the related plant disciplines, or an appropriate combination of education and experience.

OUTDOOR RECREATION PLANNER (023)

Positions whose primary concerns are planning; advising; and coordinating the use of land, water, and related resources to provide opportunities for the creative use of leisure time outdoors, with due regard to protecting and enhancing the quality of the outdoor environment for the enjoyment of people. The work requires applied knowledge of the practices of natural resource conservation involved in developing and coordinating programs to provide recreational resources and the techniques of area planning.

QUALIFICATION REQUIREMENTS:

Successful completion of a full four-year course of study leading to a bachelor's degree. Major areas of study include outdoor recreation planning or a related field such as sociology, forestry, landscape architecture, economics, biological sciences, natural resource management and conservation, civil engineering, urban planning, or recreation. Applicants who qualify on the basis of graduate work in related disciplines must have one or more courses in outdoor recreation or three years general experience, one of which demonstrates the ability to analyze problems, plan and organize work, and communicate effectively orally and in writing. This general experience must also provide knowledge of the requirements and practices of outdoor recreation, planning, or natural resource utilization and conservation.

REALTY SPECIALIST (1170)

Negotiates agreements with private landowners or government agencies for the purchase, lease, transfer, or exchange of lands needed for the establishment or operation of the physical installations of the U.S. Fish and Wildlife Service.

QUALIFICATION REQUIREMENTS:

Successful completion of a full four-year course of study leading to a bachelor's degree or three years of general experience, one of which demonstrates the ability to analyze problems, plan and organize work, and communicate effectively orally and in writing.

Important

It is important to understand that the qualification requirements shown in this article are only **basic** qualification requirements. For those series that have basic education requirements, each vacancy may also have **specialized** experience that applicants must meet (and clearly support in their resume).

Anyone applying for a vacancy must thoroughly read the vacancy announcement and provide all the necessary information identified on the vacancy announcement. If you have any questions regarding the information asked for, please contact the person listed on the announcement before it closes.