

Resume Basics for Natural Resources Majors

Your resume is not a static document – it should be molded to highlight your qualifications to fit the requirements of each position or program you are applying for. 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 (½-1-inch), sections, or columns to balance and organize your content.
- Draw attention to content on the left-side by balancing your resume with content on the right-side (by using justification, spacing, or tab settings).
- List experiences in reverse-chronological order (present to past) with the most recent, relevant content listed first (near the top of each section).

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 elements like **bolding**, *italics*, CAPITALIZATION, and underlines to draw attention to the most important parts of your resume. Generally, each style should emphasize a single type of information.

Sections & Information:

- Create section titles that market your experiences.
- Be sure to edit your resume to match what an employer asks for in the job description (required education, experiences, and skills).
- Format your information to make it easily accessible to the reader. It is much easier to skim bullet points for information than paragraphs.
- Be thorough but concise.

Special Considerations for Natural Resources Resumes

Length:

- NRES 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 resume is **not** a static document – it should be molded to highlight your qualifications to fit the requirements of each position you are applying for
- Make sure to 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”
 - If applying for graduate programs or research assistant positions, create a separate “Research Experience” section

Smokey Bear

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Education

Bachelor of Science May 2020
University of Wisconsin – Stevens Point (UWSP), Stevens Point, WI
Major: **Forest Management**

National Student Exchange (NSE) Spring Semester 2019
University of Montana (U of M), Missoula, MT

Course Highlights:

- Forest Entomology
- Forest Policy
- Dendrology & Regional Silviculture
- Forest Pathology
- Timber Marking for Wildlife, Northern Hardwoods, and Recreation
- Managing Non-Industrial Private Forests
- Fire Management & Ecology
- Harvesting Systems
- Cable Systems
- Forest Mensuration
- Forest Management & Finance

Certifications:

- Basic Wildland Firefighting: I-100, S-190, S-130, L-180 certification
- UWSP Chainsaw Safety and Handling Course (F.I.S.T.A. recognized, Fall 2018)
- WI Pesticide Application Certification 2.0 & 6.0 (Fall 2019)
- Pesticide Application Certification – Turf and Landscape (3.0)
- WI Department of Natural Resources Boating Safety and Hunter Safety Certifications
- American Red Cross 1st Aid/CPR (June 2021)

Relevant Experience

Grounds Crew Member September 2019 - present
UWSP Facility Services, Stevens Point, WI

- Maintain the UWSP campus landscape through planting, transplanting, pruning, weeding
- Take directions and follows tasks with wide variety of equipment
- Manage Facility Services vermicompost
- Work in all weather conditions through fall garden maintenance to winter snow removal making campus accessible for the public

Forest Technician Summer 2019
Gallatin National Forest, US Forest Service, Park County, MT

- Independently worked to complete fieldwork for 1, 3 & 5-year plantation cruises on over 2,000 acres
- Assisted in 2019 Ponderosa Area Ground Herbicide Application Contracts and follow-ups
- Assisted in unit inventory for 2020 Ponderosa Area pre-commercial thinning contract including unit layout, data input and hazard points
- Assisted in forest inventory procedures for timber sales with the use of reliscopes, diameter tapes, and lasers
- Helped to set up logging unit boundary and riparian boundary layout to meet BMPs
- Worked “on call” to assist Fire Crew in suppression activities if needed
- Worked in area with extreme topography, temperatures, and physical challenges

Relevant Experience (continued)

Peer Advisor

College of Natural Resources Student Success Center, UWSP September 2017 – December 2018

Assist with academic & career advising of undergraduate natural resource students

- Taught an introduction into the CNR class to first year students
- Managed, updated, edited and posted the on-line CNR Reporter weekly newsletter
- Met with prospective high school and transfer students and their families

Student - Field Techniques in Natural Resources

Summer 2017

UWSP Treehaven Field Station, Tomahawk, WI

Six weeks dedicated to the inventory and management of forest, soil, water and wildlife resources.

Emphasis on teamwork, reports, computer mapping, vegetation identification and tools and equipment.

- Worked on a 4-person crew to complete a forest inventory, volume estimation and Kotar Habitat Typing on a 120-acre parcel
- Able to identify over 200 species of trees, plants (terrestrial, aquatic, invasive), aquatic invertebrates and small mammals and use a dichotomous key

Forestry Intern

June - July 2017

Aldo Leopold Foundation, Baraboo, WI

- Identified, monitored, and managed invasive species with mechanical and herbicide applications
- Marked timber with long term management goal to restoring to an Oak Savannah
- Observed and recorded phenological events as part of an ongoing 40+ year study
- Assisted TNC in the preparation and burn for summer experiment

Campus and Community Involvement

Society of American Foresters (SAF), UWSP and U of M Student Chapters

2016 - present

- Volunteer for the annual Adopt a Highway clean-up
- Participated in Inland Empire and Montana SAF Annual Leadership Academy
- Volunteered for the Montana Forest Group Distinguished Speaker Series
- Planted over 1500 seedlings on U of M school experimental forest for pathology research
- Presented information on Montana Forestry at the WI State SAF conference

Special Skills and Strengths

- Extensive skills using silviculture techniques, timber stand improvement practices, forest surveying, habitat typing, and plant identification in northern hardwoods
- Comfortable collecting, analyzing, and inputting information using ArcGIS/ArcMap as well as interpreting aerial imagery
- Capable in distance measurements, area computations, mapping, and note keeping
- Able to do extensive physical labor in all weather conditions and terrain
- Comfortable with public speaking, teaching and presenting
- Demonstrates exceptional and recognizable leadership skills through work with others
 - Nominated SAF Southwest WI Conference Leadership Team member 2011-2015
- Incredibly sociable and hard-working with a passion the environment
- Loves the outdoors and willing to work a flexible schedule
- Ability to work independently with minimal supervision or as a contributing member of a team
- Understands fundamentals of Microsoft Office Programs (Excel, Word, PowerPoint)