

Government Resume Guide

The following is a guide to create a government resume. A government resume is different from a standard resume because more specific information is needed to evaluate your application. Your resume is also used to determine what pay level you qualify for if you are offered a position/internship with the USDA, Forest Service. The amount of information we request, the government standard resume is expected to be at least two pages.

1. Personal Information (Required)

- A. Full name (extra large font)
- B. Mailing address
- C. RELIABLE phone number with area code (preferably 2 numbers – home and cell phone)
- D. RELIABLE email address

2. Objective (Required)

- A. Mention what position you are applying for in sentence format (trail Crew? Fire fighting? Position with US Forest Service? Etc.)

3. Education (Required-List most current first)

- A. School (name, city, and state)
- B. Major, expected graduation date
- C. GPA (Optional)
- D. Courses completed related to job desire (Optional)
- E. Special Academic Awards (i.e. Dean's List, Perfect attendance, Honor roll, etc.)

4. Work Experience (Including internships) (Required-List most current first)

You are required to provide all of the following information below for each experience you put on your resume.

- A. Business, Company, or Agency (Name, City, State)
- B. Position Title (ex. Waitress, Cashier, Construction worker, Field Worker)
- C. Period you worked (ex. Jan. 2007 – Aug. 2007 or Jan. 3, 06 – Aug 15, 08)
- D. Hours worked (ex. 20 hours per week, 15hr/wk, 150 total hours)
- E. Wage earned per hour (\$10 per hour, \$8/hr)
- F. Job Duties and description. Use complete sentences (bullet points)
- G. Supervisor information if available (name and phone #)

5. Volunteer Experience (Recommended)

- A. You can treat a volunteer experience like work experience. Just use the guidelines mentioned in work experience that apply. You can also briefly list each volunteer experience using bullet points.

6. Awards and Certificates (Recommended)

- A. Using bullet points, list accomplishments (awards, certificates, scholarships, etc.) (i.e. MVP soccer, Employee of the Month, Science Award, etc.)

7. Activities (Optional)

- A. Using bullet points, list activities you were or are involved in. (Sports, clubs, organizations)

8. Hobbies (Optional)

- A. Only mention hobbies that relate to position you are applying for.

9. References (Required)

- A. 1-3 professional references (**NO FRIENDS / FAMILY / SUPERVISORS** already mentioned in resume)

It is recommended that you include the following for each reference.

- B. Full Name
- C. Title (teacher, counselor, coach etc.)
- D. Contact information (phone number and/or email)

Sample Resume

NAME
Address
City, State, & Zip Code
Phone Number
Email Address

OBJECTIVE

To obtain a position in Fire or Trail management with the U.S. Forest Service.

EDUCATION

Chico State University, Chico, California

Major: Biological Sciences, GPA Currently 3.0

Minor: Chicano Latino Studies

Expected Graduation Date: May 2006

Reedley Community College, Reedley, California

Major: Biological Sciences

GPA 3.27

Graduated December 2004

Reedley High School, Reedley, California

GPA 3.12

Graduated June 2002

WORK EXPERIENCE

Field Labor Enterprises, Chico, California

June 15, 2005 – Present

Laborer, 30 hours/week - \$6.75/hour

- Skilled in the use of tractors, chain saws, pruning shears and shovels
- Picking peaches, plums, nectarines, grapes, tomatoes, oranges
- Packing fruit in boxes in an organized manner
- Pruning & thinning various types of fruit trees
- Rolling and boxing of raisins

Supervisor: _____

Phone #: _____

Starbucks, Fresno, California

March 23, 2001 – May 1, 2005

Barista and cashier, 30 hours/week - \$6.75/hour

- Memorized and prepared numerous specialty drinks while meeting corporate standards and customer special requests
- Processed precise transactions for customers
- Monitored the store to ensure it was fully stocked with all necessary supplies and products
- Communicated effectively with co-workers and customers to provide the best customer service possible

Supervisor: _____

Phone #: _____

U.S. Forest Service, Sacramento, California

July 2, 2000 – September 3, 2000

Sacramento State Fair Information Technician, 40 hours/week - \$9.38/hour

- Instructed visitors on fire prevention
- Advised the public on various topics in relation to fire safety, wildlife biology, and laws and regulations within the USDA Forest Service
- Supervised the children's activity area and maintaining a professional work environment

Supervisor: _____

Phone #: _____

Darlene Farms, Calistoga, California**April 6, 1999 – July 2, 1999**

Almond Orchard Manager, 35 hours/week - \$7.25/hour

- Maintained 800 acres of almond trees by managing irrigation, mowing and spraying herbicides
- Operated various types of tractors such as caterpillars and backhoes

Supervisor: _____**Phone #:** _____**Valley View Country Club, Sonoma, California****May 8, 1998 – March 7, 1999**

Irrigation Manager, 15 hours/week - \$5.00/hour

- Supervised 15-20 irrigators throughout the 18-hole golf course
- Replaced sprinkler heads, broken pipes, mowers and tractors
- Monitored the electronic sprinkler system
- Operated greens mowers, fairway mowers and sand trap tractors

Supervisor: _____**Phone #:** _____**ACTIVITIES/HOBBIES (OPTIONAL)**

- Involved in local chapter of Boys and Girls Club.
- Long hiking trips with local Boy Scout troops to observe wildlife and other natural resources.
- Playing soccer, volleyball, softball, basketball

COMPUTER EXPERIENCE (OPTIONAL)

- Microsoft Office 2000, 2003, 2007: Word Perfect, Word, Excel and PowerPoint
- Type 35 words per minute
- Internet Explorer and Netscape
- Adobe Photoshop

AWARDS & HONORS (OPTIONAL)

- Academic achievement letter, Wildlife Society of Northern California, January 2004
- Most Valuable Player in JV Baseball, Reedley High School, June 2002
- Student of the month, Reedley High School, November 2001

LANGUAGES (OPTIONAL)

- English, Spanish and Hmong
- Fluently read, write and speak all three languages

REFERENCES

Name, title & phone number of 3 persons that are not related to you. (i.e. teacher, counselor...)

James Smith
Program Director
555-555-5555

Janis Hernandez
Math Instructor
555-555-5555

Phillis Doris
School Counselor
555-555-5555