**FIRST NAME LAST NAME**

Address

Town, State Zipcode

Email Address

Phone Number

Citizenship: US, Work Visa, etc.

Special Hiring Authority: *(if applicable)* Veterans preference, Public Land Corp Disability, Recent Graduate, Direct Hire, etc.

Highest Grade: *(If applicable)* [GS Level],[Position # Title]

Availability: Permanent, Seasonal, Full Time, Part Time, etc.

Desired Location:*(If applicable)*

**WORK EXPERIENCE** *(List in reverse chronological order)*

**JOB TITLE, GS-##-#### TITLE** *(if applicable)***,** Dates of Employment: Month/Year-Month/Year, Hours Per Week: ##

Employer: Employer Name - Organization Name,

Address, City, State Zip Code

Supervisor Name: (XX) XXX-XXXX, email address, may/may-not contact

Create at least three short paragraphs for each position listed and arrange your major accomplishments around skill sets to illustrate your proficiency for each required qualification and/or duty listed in the job announcement.

* Use bullets if building a resume in word etc. but be aware that any formatting items will not copy well into the USA Jobs resume builder.
* If you plan to use this template to copy and paste into USA Jobs also use CAPITAL LETTERS to emphasize keywords because bullets etc. do not transfer over well.
* Focus on “requirements,” “skills” or “qualifications” sections of the job announcement, and look for “keywords” and desirable credentials to mirror in your resume.
* Use the PARQ rule: Start each bullet with a **P**ower verb; state the **A**ction you took; show the **R**esults (how you made a difference, who you helped); and **Q**uantify with numbers

**PARK GUIDE, IIC-INTERN,** 10/2021 – Present, Hours Worked Per Week: 20

Employer: Southern Utah University - Intergovernmental Internship Cooperative,

351 W University Blvd., Cedar City, UT 84720

Work Site: Zion National Park, State Route 9, Springdale, UT 84767

Supervisor: Elenore Siebers, 435-236-0791, eleanor\_sierbers@nps.gov, may contact

ANSWERING QUESTIONS & GIVING TALKS

* Answered a wide variety of visitor questions explaining and describing the background of the park’s natural, historical, or scientific features.
* Provided 3 talks daily to diverse groups of 20-50 people following a written outline featuring the natural and historical resources in the park.
* Utilized live demonstrations, maps, photographic slides, and other audio-visual devices.
* Educated and swore in approximately 30-50 junior rangers weekly.

PROVIDING SERVICES & SAFETY

* Provided a wide range of services to visitors, including assistance with lost articles, car trouble, and first aid; and information about weather conditions, trails, highway routes, park and concessioner facilities, and fees.
* Operated a two-way radio in daily communications and emergencies.
* Practiced and taught leave-no-trace techniques by removing trash and graffiti from the park daily.

GUIDING PARTIES & ROVING

* Safely guided hikes for groups of 20-50 people, three times weekly, on uneven terrain, in summer conditions averaging temperatures of 90–100 degrees.
* Enforced park rules and regulations to prevent crowding or damage to park resources.
* Roved an average of 30-50 miles of trail weekly.

**EDUCATION** *(List in reverse chronological order. Note: If recent grad with no relevant work experience consider listing the education section before the work history section so that you are leading with your strongest information.)*

**Degree and Major** *(i.e. Bachelor of Science, Accounting, Master of Science, Management)*

Educational Institution, City, State, Graduated Month, and Year  
Concentration: *(if applicable)*

Credits Earned: *(optional, however, recommended for current students)*

GPA *(optional, recommended if 3.5/4.0 or higher*):

Other Relevant Academic Information: *(Optional - List relevant coursework, academic honors, scholarships, relevant coursework, academic projects, study abroad, thesis, practicum information.)*

**LICENCES & CERTIFICATIONS***(List all certifications/training not mentioned above in reverse chronological order. Example: Chainsaw Certification, Red Card, First-Aid & CPR, etc.)***Name of Certification/Training,** Month, and Year of completion

# ADDITIONAL SKILLS, AWARDS & INFORMATION

*Could include driving a 4x4, truck, trailer, horseback, UTV, experience with power tools, can build buck and rail fences, can hike xxx miles per day, language skills, technical/computer skills, professional publications, job-related honors, awards, leadership activities, computer software proficiency or typing speed, or any other information requested by a specific job announcement.*

# PROFESSIONAL AFFILIATIONS *(If Applicable)*

# Organization name, City, State, Dates of Participation (Month and Year), Title

*(List specific contributions and accomplishments relevant to the desired position.)*

# REFERENCES

[Name] (\*)

[Title]

[Phone]

[Email]

[Name] (\*)

[Title]

[Phone]

[Email]

[Name] (\*)

[Title]

[Phone]

[Email]

(\*) Indicates professional reference