

Introduction to Applying to Federal Jobs

Step 1: Create a USAJOBS Account

Step 2: Create a Federal Resume (3-5 pages for young professionals)

Step 3: Find out when you need to apply! Save searches to get email notifications of when positions are open.

Step 4: Apply! Apply! Apply! (Hiring will take between 6 months to 1 year on average)

Step 5: Check your application status.

Resources

- Attend upcoming webinars for USAJOBS, Federal Resumes, etc.

<https://www.fs.usda.gov/working-with-us/jobs/recruitment-and-hiring>

<https://www.fs.usda.gov/working-with-us/jobs/how-to-apply>

Other Resources

<https://www.nwyouthcorps.org/internresources/>

Common Job Boards for Non-Federal Jobs

<http://nwyouthcorps.org/pdf/CIP/Resources/JobBoardList.pdf>

Common Conservation Certifications

<http://nwyouthcorps.org/pdf/CIP/Resources/ProfessionalDevelopmentCertifications3.pdf>



Forest Service photo by Tanya Flores

NAVIGATING USAJOBS

Make a lasting impact. Apply on USAJOBS today to join a workforce that cares for more than 193 million acres of our Nation’s lands and manages vital resources for Americans.

USAJOBS is the Federal Government’s official employment site, facilitating the hiring process for thousands of Federal agencies across the United States and around the world. The Forest Service accepts all job applications on www.USAJOBS.gov.

Creating an Account

An account on USAJOBS allows you to track job openings, add searchable information for recruiters, and streamline the application process. To create an account, visit USAJOBS.gov and click “Create Profile” on the front page. You will be walked through a series of steps to create your account, including providing an email address and a password, confirming your email, and setting up a second authentication key.

Setting Up a Profile

After signing in for the first time, you can start setting up your profile. USAJOBS will take you through a survey, gathering information about which hiring authority you may fall under, general contact information, citizenship status, and education.

Under the Documents section, you can add resumes, cover letters, transcripts, or any other documents required for positions. If you already have a resume, upload the document; if not, we recommend using the Resume Builder tool to create a Federal resume. These resumes can be made searchable to recruiters looking for potential applicants.

You can also fill out the Preferences section to further outline what positions you are looking for, including desired work locations, and work schedules.



USAJOBS photo

Information on Forest Service careers, benefits, and opportunities is available on fs.usda.gov/working-with-us. If you would like to speak directly to a Forest Service recruiter, please send an email to SM.FS.recruiting@usda.gov.

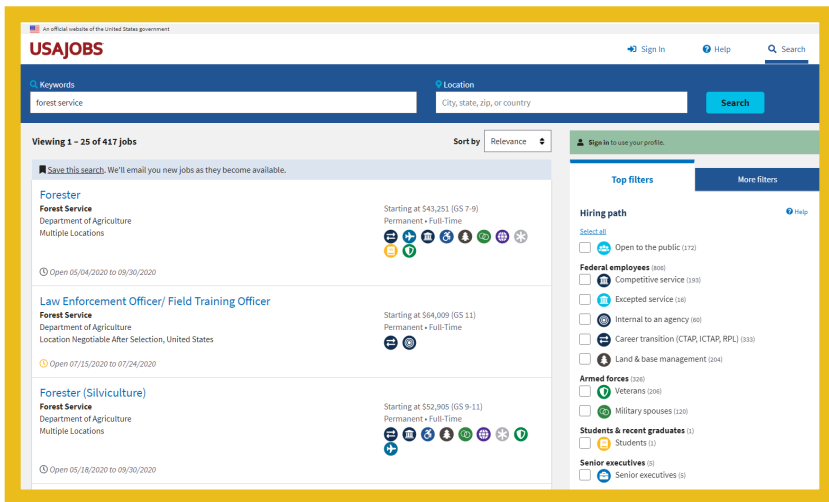




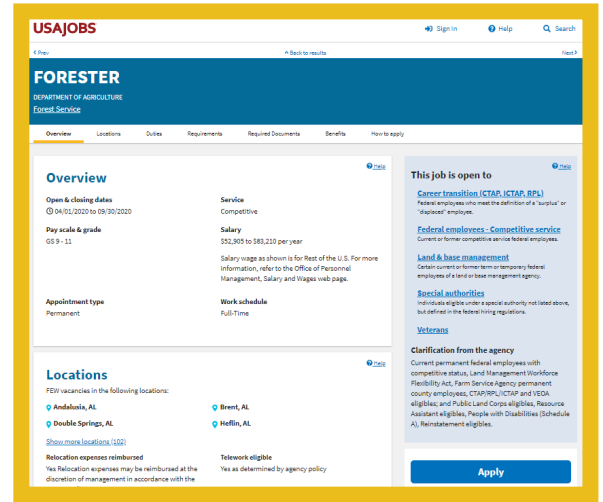
Searching for Jobs

Using the keyword search bar on the front page of USAJOBS, you can search for certain jobs, career fields, or agencies. You can use words like “Forest Service,” “forester,” and “communication” to find positions in your field. You can also enter locations of interest into the location bar. If you are searching broadly for jobs, it is recommended to use generic keywords and leave the location search bar blank.

If you filled out the Preferences section on your profile, the search will auto-populate with your choices. Any available positions that fall into those parameters will show. Search parameters can be added or edited using the Filters box on the right side. The Top Filters tab shows search options like departments, agencies, pay, grade levels, job series, and hiring paths/authorities. The More Filters tab shows search options like availability of relocation assistance funds, work schedule, appointment type, security clearance, and travel percentage.



USAJOBS photo



USAJOBS photo

Applying for Jobs

After clicking on a job, you’ll find information like “How to Apply,” “Eligibility Requirements,” and “Required Documents.” Read all of this information carefully to find out if you qualify for the position. If you qualify and are interested, click “Apply Now” on the right side. If you would like to apply for the job at a later date, you can click “Save” below the Apply Now button.

You will be prompted for application information, including uploading a resume, uploading any additional required documentation, personal information, and how you heard about the job. You will then be redirected to the agency’s hiring site. Complete the hiring questionnaire. You will receive an email from USAJOBS confirming your application was received.

More information on Forest Service careers, benefits, and opportunities is available on fs.usda.gov/fsjobs-events. If you would like to speak directly to a Forest Service recruiter, please send an email to SM.FS.recruiting@usda.gov.





FEDERAL RESUMES

SOUTHERN REGION

The Southern Region of the Forest Service is a dynamic collection of lands that encompasses 13 states and Puerto Rico. Known as Region 8 within the Forest Service, the Southern Region consists of 14 national forest units and two special units.

Regional Recruiters

Michaela Hall - Phone: 404-693-2111

Sylvia Staples - Phone: 404-550-5448

RESUME CHECKLIST

1. Resume Overview

- One font is used. Times New Roman, Arial or Calibri are the best choices.
- Spacing is clear and consistent.
- Font size is 11 or 12 pt.
- Limit use of bold and underline to only highlight key headers.
- Resume is NOT limited to a single page. Federal resumes are your application. Use as many pages as needed to showcase your knowledge, skills and abilities.
- Use of acronyms is limited to widely known acronyms such as USA.
- Resume is focused on one job and/or job series. This means you have more than one resume if applying for different types of jobs. Update your resume for each job you apply to.
- Ask two people to review resume for spelling and grammatical errors.
- A person who is not familiar with your occupational background will be able to understand what you do and why it is important.

2. Header Section

- Your name, the largest wording on your resume, has a font size between 24 and 28 pt.
- Contact information, including home address, email address and telephone number, is listed in a clear manner.
- Your email address is professional. Tip: use an email address that you will have access to for at least a year. It may be better to use a personal email address instead of a student email address.

3. Professional Summary/Skills Section [Optional]

- An objective section shows what you want. A professional summary shows what you can offer. Delete the objectives section or replace it with a professional summary section.
- Consider this section an elevator speech to summarize your expertise.
- Pinpoint key skills listed in the job announcement to include in your professional summary.
- Top clearances and certifications are included.

4. Work Experience Section

- Experience requirements listed in the job announcement are reflected in your resume. Review the Duties, Responsibilities, Qualifications, and How You Will be Evaluated sections of the job announcement to pull key experience requirements.
- Work descriptions paint a clear picture of your tasks, level of expertise and results of your effort. Use quantitative and qualitative descriptions.

- Experiences are listed in reverse chronological order. The most recent experiences should be first, followed by previous experiences.
- Present job descriptions are in present tense. Past job descriptions are in past tense.
- Job title and company name are listed for each experience.
- Work begin and end dates include month and year. Seasons (i.e. summer) should not be used as a date.
- Hours worked per week are listed for each experience.
- Supervisor name, contact information and contact permissions (Okay to Contact, Not Okay to Contact, or Contact Me First) are listed.

5. Volunteer/Related Experience Section

- Human Resources also uses your volunteer and related experience to qualify you for a position. Include detailed descriptions about any unpaid work.
- This section could include relevant class projects, unpaid internships, community service, volunteer work and any other related work and activities.
- When applicable, format your volunteer and related experiences in the same manner as your paid work experience. Include work dates, hours worked per week and supervisor name and contact permission.

6. Special Recognition/Leadership Section

- Include relevant achievements and awards that showcase your knowledge, skills and abilities.
- Include relevant participation in groups, teams and clubs that showcase your leadership skills.
- Consider leadership positions you have filled at school or in your community.
- Include dates for achievements or participation.

7. Specialized Training/Certifications Section

- List relevant training and certifications that are not included in professional summary/skills section.
- Include dates for training and certifications.
- Certifications and clearances are up-to-date.

8. Education Section

- Review the Qualifications and How You Will be Evaluated sections of the job announcement for key education requirements. Show accomplishment of these requirements within your resume. (You will still need to submit all relevant educational documents as confirmation)
- Include location of educational institution.
- Include dates of completion.

9. References Section

- 3-5 professional references with contact information.
- Call your references to let them know about the position you applied to, and share the skills and accomplishments you would want them to share if contacted.

SMOKEY BEAR, JR

Washington, DC 20252 | 123-456-7890 | smokey.jr@smokeybear.com

CAREER SUMMARY

Skilled forestry technician with three seasons of experience performing recreation area work as part of a team during the busy summer season. Strong history of designing and implementing successful strategies designed to meet or exceed organizational safety goals. Solid relationship-building skills and experience working collaboratively with teams, partners and the public.

KEY SKILLS

| | |
|---------------------------------------|--------------------------------------|
| Recreation Area Maintenance | Fire Ignition/RX Burns |
| Wildland Fire Suppression | Chainsaw Use and Safety |
| Verbal and Non-verbal Communication | Team Development and Empowerment |
| Problem Identification and Resolution | Solutions and Systems Implementation |

WORK EXPERIENCE

Forestry Technician Intern, GS-0462-05, May 2019 – Present

USDA Forest Service, Cherokee National Forest, Ocoee Ranger District, 40 hours/week
Supervisor: Rec Tech Beth, 098-765-4321, firewomanbeth@gg.com, Contact Me First

Strategic Planning

Assists with the development of work plans for silviculture examinations, timber stand improvement and reforestation activities. Develops timber communications strategy and implementation guidance to clearly articulate and showcase how the Ocoee Ranger District plans to accomplish the Forest Service mission as outlined in the Cherokee National Forest plan. Regularly acts as note-taker which includes capturing notes in an accurate and logical manner, formatting notes for distribution and filing, and making updates as requested. Develops weekly reports and accompanying visuals to detail timber management projects.

Project Management

Without guides or precedent, assists in planning timber stand management projects. Gathers necessary field data used in creating reports for unit activity. As part of a team, conducts timber stand improvement surveys to determine stand health. Reviews standard contract clauses to determine applicability and serves as contract officer representative (COR) when needed. Proficient management of multiple projects simultaneously with minimal supervision.

Special Projects:

- Two-week assignment in the Cherokee National Forest Supervisor's office serving as an assistant to the Public Affairs Specialist. With a vast understanding of visitor and partner interests, assisted in the development of informative and engaging content including press releases for internal and external use, a social media calendar to promote upcoming events and activities, and local media coverage for key events.

Forestry Technician Intern, GS-0462-04, May 2018 – August 2018

USDA Forest Service, Cherokee National Forest, Watauga Ranger District, 40 hours/week
Supervisor: Fire Marco, 111-123-4567, ebmarco@gg.com, Okay to Contact

Wildland Firefighting

Performed wildland firefighting work as part of a fire crew. Responsible for maintaining specialized equipment and ensuring equipment was in good working order. Used a variety of specialized tools including McLeod, Pulaski, shovel and drip torch. Monitored fire activity during prescribed burns to ensure fire remained contained within fire lines.

Training

Used lessons learned during previous summers to conduct workshops for visitors to the ranger district. Workshops included topics on building and putting out a campfire, wilderness safety and wildlife identification. Weekly workshops attracted 20-30 participants each session with ages ranging from 5-70 years old.

Forestry Technician Intern, GS-0462-03, June 2017 – September 2017

USDA Forest Service, Unaka Ranger District, 40 hours/week
Supervisor: Nature Nikita, 000-123-4567, nnikita@gg.com, Okay to Contact

Maintenance

Performed daily maintenance and clean up for sites and reported issues as needed. Monitored public use of recreation areas and trails to ensure compliance with rules and regulations. Reported safety issues to designated officials. Designed and implemented schedule to ensure that maintenance needs were handled efficiently during the busy summer season.

Public Engagement

Provided general information to the public including information about special use permits. Inspected special use permits to ensure compliance and reported non-compliance to designated official. Collected and deposited money from the sale of recreation use permits.

VOLUNTEER EXPERIENCE

Recreation Crew Intern, June 2016 – August 2016

Greening Youth Foundation, Cherokee National Forest, 40 hours/week
Resource Assistants Program
Supervisor, Sasha Reid, Retired

Coordination

Coordinated weekly meetings with crew members to plan for upcoming events and work assignments. Utilized a variety of hand tools including a shovel, hammer and rake to maintain public areas on several ranger districts within the forest. Used exceptional workload management skills to prioritize work assignments according to urgency and mission importance.

Communication

Developed, planned and presented educational programs on fire safety and environmental awareness to youth visiting the Cherokee National Forest. Served as primary contact for educators planning a visit to the forest. Designed and hung flyers with important safety messages in designated public areas to build awareness and boost compliance.

Special Recognition

Wildfire University Dean's Award for Outstanding Academic Achievement, 2017

Region 8 Regional Forester's Honor Award for Cubs for Recreation Summer Camp, 2018

Specialized Training

| | | |
|-------------------------------|--------------------------------------|------|
| S-130/190 Basic Firefighter | USDA Forest Service | 2016 |
| High Impact Communications | Only You International | 2017 |
| CPR and First Aid Training | USDA Forest Service | 2017 |
| S-212 Wildland Fire Chainsaws | National Wildfire Coordinating Group | 2018 |

Education

| | |
|---|------------------------|
| Bachelor of Science, Natural Resources Management | May 2019 |
| Wildfire University | Chattanooga, Tennessee |
| GPA: 3.75 | |

References

| | |
|--|---|
| Woodsy Owl, Give a Hoot Incorporated | woods@owl.com , 333-222-1111 |
| Captain Planet, Captain Planet Foundation | captain@planet.com , 777-333-1111 |
| Victoria Christiansen, USDA Forest Service | chief@fs.gov , 222-333-7777 |

Federal Resume Example 2

Smokey Bear, Jr

Washington, DC 20252, 123-456-7890, smokey.jr@smokeybear.com

WORK EXPERIENCE

Forestry Technician Intern, GS-0462-05

May 2019 - Present

USDA Forest Service, Cherokee National Forest

40 hours worked per week

Supervisor: Rec Tech Beth, 098-765-4321, firewomanbeth@gg.com, Contact me First

- Assists with the development of work plans for silviculture examinations, timber stand improvement and reforestation activities.
- Develops timber communications strategy and implementation guidance to clearly articulate and showcase how the Ocoee Ranger District plans to accomplish the Forest Service mission as outlined in the Cherokee National Forest plan.
- Regularly acts as note-taker which includes capturing notes in an accurate and logical manner, formatting notes for distribution and filing, and making updates as requested.
- Develops weekly reports and accompanying visuals to detail timber management projects.
- Without guides or precedent, assists in planning timber stand management projects.
- Gathers necessary field data used in creating reports for unit activity.
- As part of a team, conducts timber stand improvement surveys to determine stand health.
- Reviews standard contract clauses to determine applicability and serves as contract officer representative (COR) when needed.
- Proficient management of multiple projects simultaneously with minimal supervision.

Forestry Technician Intern, GS-0462-04

May 2018 - August 2018

USDA Forest Service, Cherokee National Forest

40 hours worked per week

Supervisor: Fire Marco, 111-123-4567, ebmarco@gg.com, Okay to Contact

- Performed wildland firefighting work as part of a fire crew.

- Responsible for maintaining specialized equipment and ensuring equipment was in good working order.
- Used a variety of specialized tools including McLeod, Pulaski, shovel and drip torch.
- Monitored fire activity during prescribed burns to ensure fire remained contained within fire lines.
- Used lessons learned during previous summers to conduct workshops for visitors to the ranger district. Workshops included topics on building and putting out a campfire, wilderness safety and wildlife identification. Weekly workshops attracted 20-30 participants each session with ages ranging from 5-70 years old.

Forestry Technician Intern, GS-0462-03

June 2017- September 2017

USDA Forest Service, Unaka Ranger District

40 hours worked per week

Supervisor: Nature Nikita, 000-123-4567, nnikita@gg.com, Okay to Contact

- Performed daily maintenance and clean up for sites and reported issues as needed.
- Monitored public use of recreation areas and trails to ensure compliance with rules and regulations.
- Reported safety issues to designated officials.
- Designed and implemented schedule to ensure that maintenance needs were handled efficiently during the busy summer season.
- Provided general information to the public including information about special use permits.
- Inspected special use permits to ensure compliance and reported non-compliance to designated official.
- Collected and deposited money from the sale of recreation use permits.

VOLUNTEER EXPERIENCE

Recreation Crew Intern

June 2016 - August 2016

Greening Youth Foundation, Cherokee National Forest

Resource Assistants Program

40 hours worked per week

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- Coordinated weekly meetings with crew members to plan for upcoming events and work assignments.
- Utilized a variety of hand tools including a shovel, hammer and rake to maintain public areas on several ranger districts within the forest.
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SPECIAL RECOGNITION

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TRAINING AND CERTIFICATIONS

S-130/190 Basic Firefighter, USDA Forest Service, 2016
High Impact Communications, Only You International, 2017
CPR and First Aid Training, USDA Forest Service, 2017
S-212 Wildland Fire Chainsaws, National Wildland Coordinating Group, 2018

EDUCATION

Bachelor of Science, Natural Resources Management, May 2019

Wildfire University, Chattanooga, Tennessee
GPA: 3.75

REFERENCES

Woodsy Owl, CEO
Give a Hoot Incorporated
woodsy@owl.com, 333-222-1111

Captain Planet, Founder
Captain Planet Foundation
captain@planet.com, 777-333-1111

Victoria Christiansen, Chief
USDA Forest Service
chief@fs.gov, 222-333-7777

Federal Resume Example 3

Smokey Bear, Jr

Washington, DC 20252 | 123-456-7890 | smokey.jr@smokeybear.com

PROFESSIONAL SUMMARY

Skilled forestry technician with three seasons of experience performing recreation area work as part of a team during the busy summer season. Strong history of designing and implementing successful strategies designed to meet or exceed organizational safety goals. Solid relationship-building skills and experience working collaboratively with teams, partners and the public.

WORK EXPERIENCE

Forestry Technician Intern, GS-0462-05 May 2019 - Present

USDA Forest Service, Cherokee National Forest

40 hours worked per week

Supervisor: Rec Tech Beth, 098-765-4321, firewomanbeth@gg.com, Contact me First

Assists with the development of work plans for silviculture examinations, timber stand improvement and reforestation activities. Develops timber communications strategy and implementation guidance to clearly articulate and showcase how the Ocoee Ranger District plans to accomplish the Forest Service mission as outlined in the Cherokee National Forest plan. Regularly acts as note-taker which includes capturing notes in an accurate and logical manner, formatting notes for distribution and filing, and making updates as requested. Develops weekly reports and accompanying visuals to detail timber management projects. Without guides or precedent, assists in planning timber stand management projects. Gathers necessary field data used in creating reports for unit activity. As part of a team, conducts timber stand improvement surveys to determine stand health. Reviews standard contract clauses to determine applicability and serves as contract officer representative (COR) when needed. Proficient management of multiple projects simultaneously with minimal supervision.

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identification. Weekly workshops attracted 20-30 participants each session with ages ranging from 5-70 years old.

Forestry Technician Intern, GS-0462-03
USDA Forest Service, Unaka Ranger District
40 hours worked per week

June 2017- September 2017

Supervisor: Nature Nikita, 000-123-4567, nnikita@gg.com, Okay to Contact

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