

Tennessee NRCS
Careers Website:



USAJobs
(careers in Tennessee):



Join our Team!

Are you interested in applying for a federal job with the
USDA Natural Resources Conservation Service in Tennessee?

A career with us is having the chance to be a part of
something bigger and to positively influence
people, landscapes, and communities.

No matter what career field you choose,
you will become a part of a diverse culture of dedicated
employees who share a passion for conservation and
a love for the work they do.

USDA is an equal opportunity provider, employer, and lender.



Natural Resources Conservation Service

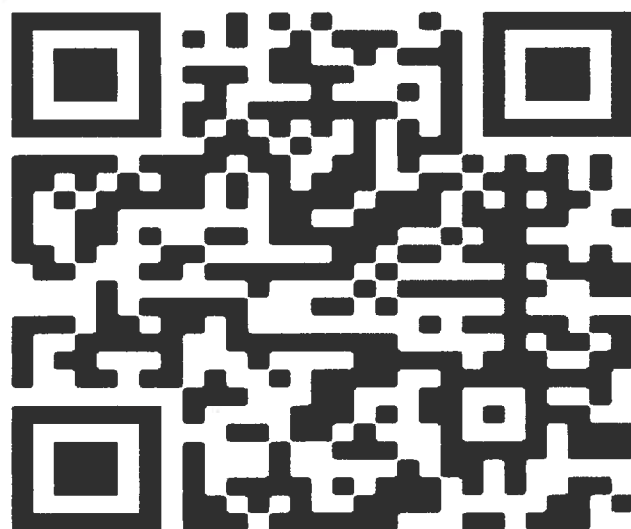


United States
Department of
Agriculture

Join
our
Team



FPAC Career Information Website:
Career Types and Employment Benefits



U.S. Department of Agriculture's (USDA) Farm Production and Conservation (FPAC)

FPAC has 4 agencies: Natural Resources Conservation Service (NRCS),
Farm Service Agency (FSA), Risk Management Agency (RMA),
and the FPAC Business Center.

USDA is an equal opportunity provider, employer, and lender.

Applying to the USDA through www.USAJOBS.gov

Use of the online application system may require the submission of basic applicant information, vacancy specific questions and submission of supporting documentation online. Please see the specific vacancy announcement for guidelines regarding submission deadlines and requirements. This flyer is a general overview on how to use USAJOBS and should not be considered a substitute for the instructions listed in individual vacancy announcements.

USAJOBS is located at the following website address:

www.usajobs.gov

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Website Information

If you are new to USAJOBS, you need to complete the initial registration information. Registration includes your contact information and the option to create or upload a resume. Once completed, your information is stored and you may apply to all of our positions announced through USAJOBS. As you continue to apply to vacancies through USAJOBS, you want to make certain you have the most current information updated in your profile.

As a registered user, 24 hours a day, you will be able to:

- Check the status of announcements to which you have applied;
- Upload, create, update and store resumes in USAJOBS allowing you to personalize your resume towards a particular position;
- Update your contact information;
- Change your password;
- Edit and update finished applications until midnight (Eastern Time) on the closing date of the announcement and;
- View current vacancies and electronically apply to positions.

Establishing an Account

If you are not registered with USAJOBS you may go to the USAJOBS website and complete your initial user information and then apply to positions announced through USAJOBS:

1. To get started, click **[CREATE AN ACCOUNT]** located near the top of the screen.
2. Complete the user information and click **[I agree. Create my account]**.
3. You can build a resume by clicking **[Build New Resume]** or you can upload a resume by clicking **[Upload New Resume]**.
4. If you choose to build a resume, follow the prompts to complete your resume. If you are unable to complete your resume at this time and need to return to it later, you may click **[Save for Later]**.
5. After building or uploading a resume you will be ready to apply for a job.

Applying for Jobs

1. If you are searching for a specific job, you may enter in the announcement number or job title in the "Keyword Search." Otherwise, you may select your search criteria.
2. Select the vacancy to which you wish to apply by clicking on the job title.
3. After carefully reading the vacancy announcement, begin the application process by clicking **[Apply online]** located on the right side of the announcement.
4. Select the resume you would like to submit along with any uploaded documents and click **[Apply for this position now!]**. You will automatically be transferred to our system where you will complete the application process.

5. Once you have been transferred, follow the on-screen prompts. Be certain to read the on-screen instructions thoroughly before continuing.
6. Next, you may be asked to respond to questions specific to this vacancy. If so, you must respond to all questions in order to save or proceed with the application process. If you would like guidance on how to save your application and return later to finish the questions, refer to the section titled *Saving Your Application*.
7. You will then be taken to a page containing a list of supporting documents. You have the option to submit your documents by uploading them to the website, downloading them from USAJOBS or sending them in via fax. Please see the vacancy announcement for specific information regarding supporting documentation. You may choose to submit documents at a later time. Click **[Next]** to continue your application.
8. The final step is to review your personal information, eligibility questions, vacancy questions and resume for accuracy and completeness.
9. Once you are satisfied with your application click **[Finish]** located at the bottom of the webpage to submit your application.

10. Upon submission of your application you will be redirected to USAJOBS where you may view your application status, continue to browse for open positions and/or apply for additional positions.

Even after you have clicked **[Finish] you will still be able to return and update or edit your application at anytime until midnight Eastern Time on the closing date of the announcement.**

Saving Your Application

In order to save your application and return to finish answering the questions at a later time, you must place answers in all of the vacancy specific questions. Our announcements require all questions be answered prior to saving your application. Once you reach the end of the questions you will be allowed to save your application.

Return to Continue/Edit Your Application or Update Your Resume

1. Go to the USAJOBS website and log in to your account.
2. If you would like to update your resume, do so by clicking on the "Resumes" section on your profile page.
3. Once your resume is updated or if you would like to go directly to the questions specific to the vacancy click **[Application Status]**.
4. Click on the job title of the position you would like to continue/edit.
5. Click **[Apply Online]** located on the right side of the announcement.
6. You will have to re-select the resume you would like to submit with your application. This resume will replace the resume that was previously sent. Then click **[Apply for this position now!]**. USAJOBS will transfer your resume to our system where you will complete / edit your application.
7. You may review/update your eligibility questions at this time or submit documents by selecting **[My Account]** or click **[Edit Your Application]** to move to the vacancy specific questions.

The preceding steps will bring you into your application. You are allowed to return and make changes to your application questions, update your eligibility questions, submit supporting documentation and edit your resume until midnight Eastern Time on the closing date of the an-

nouncement to which you are applying. You must click **[Finish]**. If you do not click **[Finish]** your application will not be submitted for consideration.

Applications for the Federal workforce must be complete. Submitting a complete application package is very important as decisions regarding whether your application will be considered further are determined entirely upon the information you initially submit. Eligibility and qualification determinations cannot be made when requested information is missing. Incomplete applications will not be given further consideration for employment.

Supporting Documentation

The documentation required with your application may vary from announcement to announcement, and not all of the document types listed will pertain to you. You need only submit documents required to complete your individual application package. For example, the Schedule A Certification would only be submitted by individuals applying for appointment based on eligibility due to a disability, the SF-50 (a form applicable to current and former Federal employees) would only be submitted if needed to document Federal employment status, etc. Please be certain to read each vacancy announcement in its entirety. You only need submit your supporting documentation into the system one time. Once submitted, it will be automatically applied to any future positions you apply for with USDA. You only need to resubmit documentation if you want to replace a previous document with an updated version. A complete list of instructions on what to submit will be included in the announcement. As a general guideline, supporting documentation may include the following:

Documentation of Education

Documentation of Education is required if there is an education requirement (specific coursework needed or degree in a specific field) or if you are qualifying for the position based on your education (rather than, or in addition to, experience). If either of these are true, you will need to provide the following:

- College transcripts;
- A copy of your college diploma reflecting the field of study, if required);
- A list of all college courses with grades and credits (indicate quarter/semester hours and GPA). (NOTE: If the position you are applying to requires specific hours of coursework you MUST submit a transcript or a list of college courses). Selected applicants who are determined to be qualified on the basis of lists of college courses or copies of diplomas MUST submit copies of college transcripts BEFORE selection may be confirmed.

NOTE: Foreign education must be evaluated by an approved organization. The U.S. Department of Education may be of some help in providing information on these organizations. Visit the U.S. Department of Education website

All transcripts must be in English.

Documentation of Eligibility for Veterans' Preference or Veterans' Appointing Authority:

If you are claiming Veterans' Preference or want to be considered under a Veterans' Appointing Authority (i.e., VRA, VEOA, 30% disabled veteran), you should submit the following proof of eligibility:

- DD-214 (Please submit the DD-214, Member Copy 4, for the period of service for which you are claiming Veterans' Preference and/or appointment eligibility.)

- Standard Form 15 - *Application for 10- Point Veterans' Preference* and the proof requested on that form (needed only if you are claiming 10-Point preference or are eligible for appointment as a 30% disabled Veteran. For an on-line version of the Standard Form 15, visit:
www.opm.gov/forms/pdf_fill/SF15.pdf

NOTE: For more information about Veterans' Preference or Veteran Appointing Authorities please visit: OPM's VetGuide at www.fedshirevets.gov/hire/hrp/vetguide/index.aspx

Documentation of other Appointing Authority Eligibility:

If you are eligible for appointment based on: a disability, service in the Peace Corps, or another special authority, please submit proof of eligibility. Please visit www.aphis.usda.gov/mrpbbs/hr/job_opportunities/hiring_authorities.shtml

Documentation of Federal Employment:

With the exception of current AMS, APHIS, and GIPSA employees, **ALL current and former Federal employees MUST** submit a copy of an SF-50B, Notification of Personnel Action when applying under merit promotion procedures, documenting competitive status: Tenure "1" or "2" (Block 24) and Position Occupied "1" (Block 34).

If your current grade is not your highest permanent grade, submit an additional SF-50 showing the highest grade held on a permanent basis.

Submitting Supporting Documentation:

After transferring you will be given the option to select **[My Account]** located on the left side of the screen. By clicking **[My Account]**, you will be prompted with a list of options. Select **[Documents]**. You will then be prompted with a list of possible documents. Your supporting documenta-

tion may be sent one of the three ways. You may upload your documents, download any stored documents from USAJOBS, or print a fax cover sheet and fax your documents into the system. If you have previously submitted supporting documentation the status of those documents will indicate *Received*. There is no need to resubmit documents which show a status of received unless you are submitting an updated copy. (If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the human resources office. If you are adding to, rather than replacing, a previous submission, you must fax both the old document and the new document for them both to be accessible to HR.)

- To upload your document(s), simply click **[Upload]** next to the type of document you would like to submit. You will then have the option to enter a document description. Once you have entered your description, click **[Browse]** to locate the document on your computer and click **[Upload Document]**.
- To download any documents you previously uploaded to the USAJOBS website, click **[USAJOBS]**. You will then reach a drop down menu where you may select from your USAJOBS documents. Select the appropriate document and click **[Download from USAJOBS]**.
- You may also fax them into the system. To do this, click **[Fax]**. Then click **[Generate Fax Cover Sheet]**. A fax cover sheet will open in a new window. (Be sure your pop-up blockers are disabled.) Fax your documents to the number listed on the fax cover sheet. Each document type should be faxed separately. For example, if you are faxing transcripts and a performance appraisal rating, you would need to send two separate faxes, one transmission for the transcripts and one transmission for the performance appraisal rating.

To ensure your status still reads "Resume Received", click through the remainder of the application process until you reach and click the finish button. The system will then return you to USAJOBS.

Submit only documents which are clear and legible. Original documents with light or faded print and/or dark or patterned backgrounds may not be legible upon receipt. Illegible documents cannot be used for qualification or verification purposes.

If your documents are faxed, you will receive an e-mail confirming the fax has been successfully received by Human Resources. You should retain your e-mail confirmation and confirmation of your fax transmittal report as proof of submission.

You will not receive an email confirmation if your documents are uploaded to the system or downloaded from USAJOBS.

Your application will be considered incomplete and you will be found ineligible if you fail to submit the required documentation as specified under the required documents section by midnight Eastern Time on the closing date of the vacancy announcement.

USAJOBS offers excellent online guides and step by step help on topics such as: creating your account, searching for jobs, and managing your career. Visit the USAJOBS Info Center at: www.usajobs.gov

For more information, please contact the Agency Contact located in the vacancy announcement.

Salary Table 2023-RUS
Incorporating the 4.1% General Schedule Increase and a Locality Payment of 16.50%
For the Locality Pay Area of Rest of U.S.
Total Increase: 4.37%
Effective January 2023

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 24,464	\$ 25,285	\$ 26,097	\$ 26,908	\$ 27,720	\$ 28,195	\$ 29,000	\$ 29,811	\$ 29,844	\$ 30,608
2	27,508	28,163	29,074	29,844	30,180	31,068	31,956	32,844	33,731	34,619
3	30,015	31,016	32,017	33,017	34,018	35,019	36,019	37,020	38,021	39,022
4	33,693	34,816	35,939	37,062	38,185	39,308	40,431	41,554	42,677	43,801
5	37,696	38,953	40,210	41,467	42,724	43,981	45,238	46,495	47,752	49,009
6	42,022	43,422	44,822	46,223	47,623	49,023	50,424	51,824	53,224	54,625
7	46,696	48,252	49,808	51,365	52,921	54,478	56,034	57,591	59,147	60,703
8	51,713	53,437	55,162	56,886	58,610	60,334	62,058	63,783	65,507	67,231
9	57,118	59,021	60,925	62,828	64,732	66,636	68,539	70,443	72,347	74,250
10	62,898	64,995	67,092	69,189	71,286	73,383	75,480	77,577	79,674	81,771
11	69,107	71,410	73,713	76,016	78,319	80,623	82,926	85,229	87,532	89,835
12	82,830	85,591	88,352	91,113	93,875	96,636	99,397	102,158	104,919	107,680
13	98,496	101,779	105,062	108,345	111,628	114,911	118,194	121,477	124,760	128,043
14	116,393	120,272	124,152	128,031	131,911	135,790	139,670	143,549	147,428	151,308
15	136,908	141,472	146,035	150,598	155,162	159,725	164,288	168,852	173,415	177,978

Applicable locations are shown on the 2023 Locality Pay Area Definitions page:

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2023/locality-pay-area-definitions/>



Pathways for Students and Recent Graduates

Internship Program: Fact Sheet

Introduction

The Internship Program replaces the Student Career Experience Program (SCEP) and Student Temporary Employment Program (STEP). This Program is designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work in agencies and explore Federal careers while still in school and while getting paid for the work performed. Students who successfully complete the program may be eligible for conversion to a permanent job in the civil service. Additional information about the Internship Program can be found at www.usajobs.gov/studentsandgrads/. Here are some key provisions of the Internship Program:

Eligibility

- Current students in an accredited high school, college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate.

Program Administration

- The Internship Program is primarily administered by each hiring agency.
- Agencies may hire Interns on a temporary basis for up to one year for an initial period, or for an indefinite period, to complete the educational requirement.
- Interns may work part- or full-time.
- Each agency must sign a Participant Agreement with the Intern that sets forth the expectations for the internship.
- Intern's job will be related to the Intern's academic career goals or field of study.
- When the final Pathways rule takes effect this July, agencies will have to provide OPM with information regarding their internship opportunities and post information publicly on www.usajobs.gov/studentsandgrads/ about how to apply for specific positions.

Program Completion and Conversion

- Interns may be converted to a permanent position (or, in some limited circumstances, to a term position lasting 1-4 years) within 120 days of successful completion of the program.
- To be eligible for conversion, Interns must:
 - Complete at least 640 hours of work experience acquired through the Internship Program
 - Complete their degree or certificate requirements
 - Meet the qualification standards for the position to which the Intern will be converted
 - Meet agency-specific requirements as specified in the Participant's Agreement, and
 - Perform their job successfully.
- Agencies may waive up to 320 of the required 640 hours of work for Interns who demonstrate high potential as evidenced by outstanding academic achievement and exceptional job performance.
- In addition, students working in agencies through third-party intern providers may count up to 320 of the hours they work toward the 640 hour requirement.
- Time spent under previous Internship Program appointments may count towards required work experience hours.



Pathways for Students and Recent Graduates

Recent Graduates Program: Fact Sheet

Introduction

The Recent Graduates Program affords developmental experiences in the Federal Government intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs. To be eligible, applicants must apply within two years of degree or certificate completion (except for veterans precluded from doing so due to their military service obligation, who will have up to six years after degree completion to apply). Successful applicants are placed in a dynamic, developmental program with the potential to lead to a civil service career in the Federal Government. The program lasts for 1 year (unless the training requirements of the position warrant a longer and more structured training program). Here are some key provisions of the Recent Graduates Program:

Eligibility

- Recent graduates who have completed, within the previous two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution.
- Veterans unable to apply within two years of receiving their degree, due to military service obligation, have as much as six years after degree completion to apply.

Program Administration

- The Recent Graduates Program is administered primarily by each hiring agency.
- Each agency must sign a Participant Agreement with the Recent Graduate that sets forth the expectations for the Program.
- When the final Pathways rule takes effect this July, agencies will have to provide OPM with information regarding their opportunities and post information publicly on www.usajobs.gov/studentsandgrads about how to apply for specific positions.

Training and Development

- Orientation program for Recent Graduates hired for the Program.
- Mentorship throughout the Program.

- Individual Development Plan to create and track the Recent Graduate's career planning, professional development, and training activities.
- At least 40 hours of formal, interactive training each year of the Program.
- Positions offer opportunity for career advancement.

After Program Completion

- Recent Graduates may be converted to a permanent position (or, in some limited circumstances a term appointment lasting 1-4 years).
- To be eligible for conversion, Recent Graduates must have:
 - Successfully completed at least 1-year of continuous service in addition to all requirements of the Program.
 - Demonstrated successful job performance.
 - Met the qualifications for the position to which the Recent Graduate will be converted.



Pathways for Students and Recent Graduates

Presidential Management Fellows Program: Fact Sheet

Introduction

The Presidential Management Fellows (PMF) Program is a flagship leadership development program at the entry-level for advanced degree candidates. Created more than three decades ago, the Program attracts and selects from among the best candidates and is designed to develop a cadre of potential Federal Government leaders. Here are some key provisions of the PMF Program:

Eligibility

- Individuals who have completed within the past two years, a qualifying advanced degree (e.g., masters or professional degree).
- An individual may apply for the PMF Program more than once as long as he or she meets the eligibility criteria. However, if an individual becomes a Finalist and subsequently applies for the PMF Program during the next open announcement, the individual will forfeit his or her status as a Finalist.

Program Administration

- The PMF Program is centrally administered by the PMF Program Office within OPM.
- OPM announces the opportunity to apply for the PMF Program (usually in the late summer or early fall).
- Applicants go through a rigorous assessment process to determine Finalists.
- OPM selects Finalists based on an evaluation of each candidate's experience and accomplishments according to his or her application and results of the assessments.
- OPM publishes and provides agencies with the list of Finalists.
- Agencies provide OPM with information about their PMF opportunities and can post PMF appointment opportunities for those who are Finalists on the PMF website year-round. In addition, a job fair is typically held for Finalists each year.
- Finalists who obtain an appointment as a PMF serve in a two-year excepted service position.

Training and Development

- The PMF Program Office provides newly hired PMFs an opportunity to participate in its Orientation and Training Program.
- Senior-level mentorship throughout the Program.
- Individual Development Plan to create and track a PMF's career planning, professional development, and training activities.
- Developmental opportunities in the occupation or functional discipline the PMF would most likely be placed.
- At least 80 hours of formal, interactive training each year of the Program, for a total of 160 hours.
- PMFs are placed on a performance plan and must obtain a successful rating each year.

After Program Completion

- After successful Program completion and job performance, the PMF may be converted to a permanent position (or, in some limited circumstances a term appointment lasting 1-4 years) in the competitive service.

Join
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- Pathways Student Internship Program

- Pathways Recent Graduate Program



U.S. Department of Agriculture's (USDA) Farm Production and Conservation (FPAC)

FPAC has 4 agencies: Natural Resources Conservation Service (NRCS),
Farm Service Agency (FSA), Risk Management Agency (RMA),
and the FPAC Business Center.

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Pathways Internship Appointments

- Students may be appointed at the highest grade level they qualify for based on education and experience.
- Interns with no previously related education or experience may qualify as described in the chart.
- Initial appointment and promotions depend on the Job Opportunity Announcement.

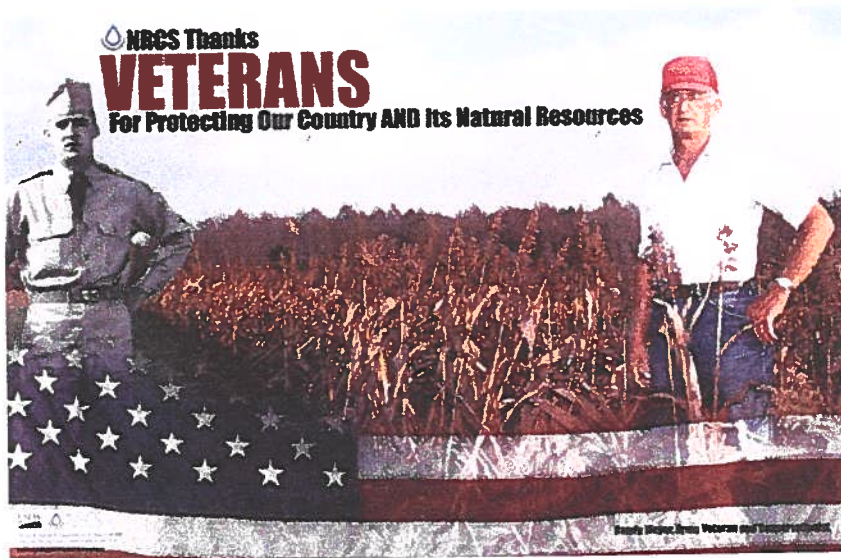
GRADE	LEVEL OF EDUCATION
GS-1	Enrollment in a high school diploma or General Education Diploma (GED) program.
GS-2	Completion of high school or GED diploma.
GS-3	Completion of one full academic year of post-high school study.
GS-4	Completion of two full academic years of post-high school study or an associate's degree.
GS-5	Completion of four academic years of post-high school leading to a bachelor's degree or equivalent degree.
GS-7	Completion of one full academic year of graduate level education; or eligibility under the Superior Academic Achievement Provision and completion of a bachelor's degree.
GS-9	Completion of two academic years of graduate level education, or a master's degree or equivalent graduate degree.
GS-11	For research positions, completion of all requirements for a master's or equivalent graduate degree. For non-research positions, completion of all requirements for a PhD or equivalent degree.



MyNRCSCareer

Your Field. Your Future.

Applying as a Veteran



What is Veterans' Preference?

If you are a veteran, you may be eligible for something called Veterans' Preference, a preference during the application and hiring process, which provides assistance in competing for a federal job.

Veterans' Preference was established by Congress to

recognize those who have served our country and, in doing so, have suffered economic loss and, in some cases, have become disabled. It is designed to give veterans extra assistance in competing for federal job. Typically veterans must have served on active duty for at least two years during a period of war or be disabled in order to be eligible for Veterans' Preference. Veterans receive an additional 5 to 10 points which is added to their score on the competitive civil service examination. *Veterans' preference does not guarantee the veteran a job.*

What does the Veterans' Preference program at NRCS seek to do?

- Eliminate concentrations of veterans in single interval series to diversify and create advancement opportunities.
- Encourage the participation of veterans in all NRCS sponsored programs and activities.

- Provide a network of professional support at NRCS for veterans.
- Ensure that NRCS' veteran's community receives equal treatment in all aspects of employment.
- Provide opportunities to participate in training and training programs such as career enhancement, graduate studies, and others.

For more information about Veterans' Preference please

visit: <http://www.fedshirevets.gov/job/vetpref/index.aspx> 

For more assistance, please contact:

NRCS National Veterans Emphasis Program Manager

Doug Rose

101 S. Main Street

Temple, TX 76501

Office: 254-742-9932

Fax: 844-496-8111

Most Effective Resumes — From USAJOBS

The most effective résumés when applying for federal jobs are those that clearly articulate how an applicant's skills and experiences align to the selection criteria defined by the vacancy announcement or job opportunity announcement (JOA). Applicants should always tailor their résumé to the job opportunity to which they are applying. Consider these additional tips in ensuring you've created and are using the most effective résumé.

Pay Attention to Keywords

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

A Single Keyword Communicates 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 Vacancy Announcements

This is the best way to determine important keywords. Review several vacancy announcements, similar to your ideal position – even those in other geographic areas. You're looking to find skills, experience, education and other credentials important in that occupation. Focus on the "requirements," "skills" or "qualifications" sections of job ads, and look for "buzzwords" and desirable credentials for your ideal job.

Be Concise

Managers (or hiring officials) often receive dozens or even hundreds of applications for certain positions. The first step involves quickly skimming through submissions and eliminating candidates who clearly are not qualified. Look at your résumé and ask:

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?

The Sales Pitch

It is crucial that your résumé effectively sells your credentials. Key selling points need to be prominently displayed at the top of the first page of the résumé and directly address each question asked in the KSA section. For example, if an advanced degree is an important qualification, it shouldn't be buried at the end of a résumé.

Use an Editor's Eye

A résumé doesn't have to contain every detail of your work experience. So be judicious. If your high school days are far behind you, does it really matter that you organized a car wash fundraiser or delivered pizza? The editing step will be difficult if you are holding on to your past for emotional reasons.

Use Numbers to Highlight Your Accomplishments

If you were a Manager looking at a résumé, which of the following entries would impress you more?

Wrote news releases.

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

Clearly the second statement carries more weight, because it uses numbers to quantify the writer's accomplishment. It provides context that helps the reader understand the degree of difficulty involved in the task. Numbers are powerful résumé tools that will help your accomplishments draw the attention they deserve from prospective employers. With just a little thought, you can find effective ways to quantify your successes on your résumé.

Think Money & Numbers

All agencies/organizations are concerned about money and numbers. So think about and articulate ways you've saved money, earned money, or managed money in your internships, part-time jobs and extracurricular activities. A few possibilities may include:

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.

In Natural Resource related work, also use numbers (e.g. 500 acres treated, 3 miles surveyed, 17 plans reviewed or developed, etc.)

Think Time

"Time is money." Organizations are constantly looking for ways to save time, perform work more efficiently, and meet internal and external deadlines. So, whatever you can do on your résumé to show that you can save time, make time or manage time will grab the Manager's immediate attention. Here are some time-oriented examples:

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.

Tips for Writing Resume Content

Give examples that show:

Initiative: you saw a problem and resolved it

Innovation: you developed a new system; used software for a new purpose

Leadership: you mentored less experienced employees

Complexity: you experienced challenging times on the job

Scope: you were involved in a variety of work that covered many functional areas (e.g. budget, planning, surveying, office operations, field site work, fleet maintenance, etc.)

Teamwork: you were part of a team activity whose members possessed different skills and abilities, shared a common purpose, and worked together to achieve clearly identifiable goals (remember when showing team activity to identify YOUR role in the team, not the role of the team)

Highlight work/project assignments, your role, quantify wherever possible, and show outcomes/results. Include any recognition and/or awards received.

Special Skills: Bilingual, course trainer, facilitator, CPR/First Aid certified, Operate ATV, GPS/GIS, Computer skills, communication (oral/writing), etc.

Keep this thought in mind: My resume should suggest a certain degree of humility...but not a lot!! My resume needs to be strong, comprehensive, and competitive.

Be honest—don't lie, but be complementary of your skills, talents, experiences, and accomplishments.