



CAREER DEVELOPMENT &
ACADEMIC EXPLORATION

VOL GUIDE TO FEDERAL RESUMES



CONTENTS

Federal Resume Checklist	3
Overview of Federal Resumes	4
Federal Resume versus Standard Resumes	5
Federal Resume Content	6-12
Header/Identifying Information	6
Objective/Summary	6
Education	7
Experience, Activities, and Action Statements	8-10
Additional Information	10-12
Honors and Awards.....	10
Professional Affiliations and Activities	10-11
Presentations and Publications	11
Skills	11-12
Study Abroad	12
References	12
General Tips	13
Resources	13
Federal Resume Examples	14-21
Overview.....	14
Examples	15-21
Action Verbs & Proficiency	22-23

FEDERAL RESUME CHECKLIST

1. **Format**

- Easy to scan and organized well
- Length (Typically two-three pages)
- Half-inch to one-inch margins all the way around page
- No colors or flashy font styles (font size can be 10–12 point)
- Looks professional

2. **Heading**

- Name is larger than other text on the page
- Contact information is easy to read (phone number and professional email)
- LinkedIn personalized URL (if you have a complete profile)

3. **Objective/Summary (Optional)**

- Type of job/industry
- Includes skills/experience you provide to employer

4. **Education**

- Only schools from which you received a degree or are currently attending
- Reverse chronological order (most recent to least recent)
- Degree(s) spelled out (not abbreviated)
- All majors, collaterals, concentrations, and minors
- Graduation month and year
- Overall and major GPAs (if over 2.8)

5. **Relevant Coursework (Optional)**

- Included if required for position
- All courses relevant to the job
- Bullet format
- No course number; name and subject of the course spelled out

6. **Experience**

- Split up into applicable sections (Work Experience, Leadership, etc.)
- Each section is in reverse chronological order (most recent to least recent)
- Includes all required information (Organization name, title, location, dates, descriptions, average hours worked per week/pay, supervisor name, contact information, contact permissions)
- Action verb at the beginning of each statement, with each verb varied if possible.
- Numbers and metrics where appropriate (Ex: “Which resulted in a cost savings of \$1,500”)

7. **Activities**

- Name of organization and any leadership positions held
- Leadership roles in bullet points
- Limited description if regular member

8. **Honors and Awards (if applicable)**

- Name of each honor and award with little or no description
- Scholarships included (merit-based only)
- Dean’s list (3.7/4.0), number of semesters

9. **Skills (if applicable)**

- Software and languages listed if relevant
- Level of proficiency clarified (“Working knowledge of...”, “Familiar with...”, and “Fluent in...”)

10. **Study Abroad Experience (if applicable)**

- Location, school, and dates
- Courses listed or described in bullet point format
- Relevant projects described in bullet point format

References

- Three-five references are included
- Information needed is included (name, title, organization, email address, and phone number, how you know them, and how long you have known them)

OVERVIEW

Federal resumes are resumes used when applying for federal government jobs and are different than the standard resume. A standard resume would be used to apply for private sector positions. The purpose of a federal resume is to showcase students' qualifications for the roles they are applying for within the government. Some local and state government positions utilize the federal resume format for applications.

Federal Government agencies prefer to have more detailed information on your experiences to determine your fit for the position and General Schedule (GS) level. Your federal resume typically serves as your application for the job. Therefore, it must explicitly showcase your qualifications. Most agencies cannot assume you have the experience or skillset needed for the position.

The Center for Career Development and Academic Exploration ***strongly recommends*** students create a standard resume using our Vol Guide to Resume Writing and a Federal Resume using this guide if they are interested in working with the federal government. We also ***strongly recommend*** that students conduct research to determine that the federal agency they are interested in prefers federal resumes versus standard resumes. Many agencies have their own version of a federal resume guide or template that students can utilize to gauge their expectations.

The Vol Guide to Federal Resumes will highlight the differences between federal and standard resumes, explain federal resume content, provide general tips, and resources students can use to create their federal resume.

FEDERAL RESUME VERSUS STANDARD RESUMES

	Federal Resumes	Standard Resumes
Page Length	No true page limit; Averages two-five pages	Typically one page
Objective/Summary	Can have a longer Objective or Summary Statement that highlights the key points of your experience and skills	Optional Short Objective statements (max of two lines)
Education	May be required to include specific courses completed if there are credit requirements for the position	Typically not a requirement to include relevant coursework
Experience Descriptions	<ul style="list-style-type: none"> • Paragraph or long bullet point format is followed (usually five-eight bullet points per experience) • Requires detailed information outlining previous work experiences and skills • Must include hours worked per week at each position. Some agencies prefer to see supervisor's information, address, and previous salary information 	<ul style="list-style-type: none"> • Short bullet point format (usually three-five bullet points per experience) • Limited detail included due to page limits • No specific information related to the number of hours or supervisor's contact information is required in the experience section
References	Included on the resume document	Not included on the one-page resume document; typically, a separate document or page

FEDERAL RESUME CONTENT

The content in a federal resume is similar to a standard resume but does require more detail. Therefore, creating a federal resume can take time to gather all of the content needed and format the document in a way that is easy to read. Students can utilize the content they have in a standard resume as a place to start when creating a federal resume.

Federal resumes need to be tailored to the position they are used for, which is why you may need to create multiple federal resumes. You can utilize the job description and agency website to gain an understanding of what skills the agency is looking for in the specific role.

Below is descriptions and examples of the various federal resume sections:

Header/Identifying Information:

This section includes your name, address, phone number, and a professional email address. You may include the URL of a personal website or your LinkedIn account if it represents you professionally. If you are a citizen of another country, it is recommended that you list your citizenship in this section. You should also list if you qualify for veteran's preference.

Smokey Career

1300 Phillip Fulmer Way Knoxville, TN 37916

865-974-5435

smokey@vols.utk.edu

Objective/Summary (optional):

The purpose of the career objective or summary is to communicate clearly the type of position in which you are interested and focus the content of the resume toward the job desired. A professional summary can follow more of a paragraph format compared to the traditional one-two lined objective statement. Professional summaries briefly communicate what students can provide to the employer similar to an elevator pitch. You can include skills or abilities that you have, highlight key experiences, and anything you would like the reviewer to see prior to reading your resume. Examples are listed below:

Objective:

To obtain a full-time position with the Natural Resources Conservation Services (NRCS) as a Soil Conservationist contributing relevant knowledge and experience with soil management.

Summary:

Skilled soil scientist with 2 years of part-time soil research experience. Strong understanding of soil chemistry and nutrient management as well as plant physiology and nutrition. Solid leadership and communication skills developed by serving in multiple leadership positions in my student organizations.

FEDERAL RESUME CONTENT

Education:

Degrees should be listed in reverse chronological order with the most recent listed first. Information should include college/university name, degree granted (Bachelor of Art, Bachelor of Science, etc.), major, minor (if applicable), graduation date, and city and state (if the state is not part of the institution's name). You can also list your grade point average, which is only recommended if the grade point average is above 2.80. Check the catalog to see how your degree will read—for example, B.S. in Business Administration with a major in Finance, or B.A. in English with a concentration in creative writing. You should include courses if the federal position has course credit requirements. You can list courses in a sperate section titled "Related Courses".

Education:

University of Tennessee, Knoxville
Bachelor of Science in Environmental and Soil Science May 2022
Concentration: Soil Science
Minor: Biosystems Engineering Technology
Overall GPA: 3.20/4.00

Related Courses

- Environmental Soil Chemistry
- Soil Nutrient Management and Fertilizers
- GIS/GPS Applications in Agriculture and Environmental Science
- Soil Genesis and Classification
- Plant Physiology and Nutrition
- Plant Biotechniques

OR

University of Tennessee, Knoxville
Bachelor of Science in Environmental and Soil Science May 2022
Concentration: Soil Science
Minor: Biosystems Engineering Technology
Overall GPA: 3.20/4.00
Completed 24 credit hours in soil science and 6 credit hours in plant science

FEDERAL RESUME CONTENT

Experience and Activities:

The experience section can (and should include) a wide variety of experiences including but not limited to part-time or full-time jobs, research, volunteer work, student organizations, and other relevant experiences. The experience section should be divided into multiple sections with specific headings to help organize the content in a format that is easy to read. Some example section headings include Work Experience, Volunteer Experience, Research Experience, and more. The Center for Career Development and Academic Exploration recommends students create a list of their experience and create sections based on the patterns found in their experience types. Every experience section should be listed in reverse chronological order (most recent-least recent).

The experience section will be used to determine if you meet the experience requirements for your application, so it is important to provide clear descriptions and detail for each experience. The following information should be included with each experience:

- Employer/Organization Name
- Location
- Position Title (and grade level if the position was a federal position)
- Start and End Date
- Average Hours worked per week and Pay Information
- Detailed experience descriptions (or Action Statements)
- Supervisor Name, Contact Information, Contact Permissions

Each experience will have multiple action statements describing your job duties and accomplishments. The statements will need to provide clear details to ensure that the reviewer understands the descriptions and role. It is important the action statements are tailored to each job description to ensure you are highlighting your qualifications for the specific role. Action statements should start with action verbs like organize, lead, assist, and more. You can find more action verbs in our [Vol Guide to Resume Writing](#).

FEDERAL RESUME CONTENT

Below you can see example experience sections and action statements:

Related Work Experience:

TRC Companies

Environmental Science Intern

(40 hours per week; \$15 per hour)

Supervisor: Michael Scott, 865-974-5435, mscott@trc.com, Okay to Contact

Raleigh, NC
June 20XX-August 20XX

- Collected soil samples using standard soil augers and soil probes in compliance with federal, state, and local federal standards to complete nutrient analysis for the soil on construction sites
- Utilized GIS to analyze data, create maps, and develop construction/stormwater management plans
- Developed written reports for Project Managers on best management practices to control erosion and stormwater on company construction projects
- Completed four trainings on federal environmental regulations with the Environmental Protection Agency (EPA) and safety regulations with the Occupational Safety and Health Administration (OSHA)
- Assist Project Managers and Consultants with client meetings in a variety of areas such as energy, environmental, and infrastructure and aid in project solution implementation

University of Tennessee, Knoxville

Undergraduate Research Assistant

(15 hours per week; \$11 per hour)

Supervisor: Jim Halpert, 865-974-5435, jhalpert@utk.edu, Okay to Contact

Knoxville, TN
August 20XX-Present

- Collected soil samples from the riverbanks of the Tennessee River using a soil push probe and performed soil analysis tests to gauge soil nutrients like nitrogen (N) and phosphorus (P)
- Analyzed and interpreted soil and water quality data utilizing Microsoft Excel and HAWQS to determine specific riverbeds with lower soil nutrient quality and the correlation with water quality in the respective areas
- Assessed areas with lower soil nutrient quality and created soil improvement plans that included continual water quality and soil sampling tests and implementing stormwater management practices to minimize runoff
- Wrote two grant proposals to solidify \$5,000 to aid in purchasing items needed and travel required for our research project
- Collaborated with five colleagues, including faculty, graduate students, and undergraduate students to research soil nutrients on riverbanks and water quality of the Tennessee River

FEDERAL RESUME CONTENT

Leadership Experience:

Crop, Soil, and Environmental Science Club

President

Knoxville, TN

August 20XX-Present

Supervisor/Advisor: Pam Beesly, 865-974-5435, pbeesly@utk.edu, Okay to Contact

- Assisted our chapter advisor to coordinate travel logistics for our four soil judging competitions each semester
- Developed trainings and activities with two other organization leaders to prepare club members for soil judging competitions
- Led biweekly organization meetings with 15+ members by creating meeting agendas, communicating agenda items, and managing member discussions

Additional Information:

There are other sections that can be included on a resume such as Honors and Awards, Professional Affiliations and Activities, Presentations and Publications, Skills, and Study Abroad. The Center for Career Development and Academic Exploration encourages students to read through their resume and reflect on other skills/experiences/things they may want to share with an employer.

Honors and Awards:

Honors, awards, and scholarships are important items and should be listed in order of importance to your career objective. High school honors and awards should be included only if they relate to your current career objective. If you have only one entry, include it under Education or Activities rather than under a separate heading.

Honors and Awards:

- Dean's List four semesters
- Outstanding Member of the Year for Crop, Soil, and Environmental Science Club
- Phi Eta Sigma Honor Society
- Herbert Academic Scholarship

Professional Affiliations and Activities:

List professional associations, leadership positions, and other activities in order of their importance to your career objective. There is no need to say "Member of..." Emphasize your leadership roles. Spell out the name of the organization; do not use abbreviations or acronyms. If active in political or religious groups, refer generally to the group rather than to specific party or denomination—for example, "Campus religious organization, Vice President 20XX to 20XX," or "Campaign worker, state senate race." Of course, if you are applying for a position with that group, you will want to identify it.

FEDERAL RESUME CONTENT

Activities:

Students Promoting Environmental Actions in Knoxville

Member

Knoxville, TN
August 20XX-Present

- Maintain active membership by attending meetings and communicating my opinions on topics of discussion
- Educate UTK students on sustainability practices such as recycling and composting by creating flyers and explaining in a clear way at tabling events
- Participate in social events that are hosted in collaboration with the Department of Geography and Sustainability

Professional Affiliations:

Tennessee Geographic Information Council

Member

Knoxville, TN
August 20XX-Present

Publications:

You should list any publications you have done on your Federal Resume to show your expertise and contributions within the field. Publications can also establish credibility and promote one's dedication to professional development. Incorporating your publications into your Federal Resumes involves providing bibliographic citations for articles, research reports, journal chapters, or any other works you've authored or co-authored, effectively highlighting your scholarly contributions. We recommend that you follow the citation style most relevant in your field such as APA, Chicago, MLA, etc.

Publications:

Johnson, H., Jones, B., & Smith, L. (2023). "The Impact of Climate Change on Desert Regions." *Environmental Science Journal*, 32(2), 451-483. DOI: 10.54321/esj.2023.11.15

Skills:

Include any specialized skills, training, certification, or licenses that are related to your industry as well as additional technical skills that would aid you in the industry, such as foreign language ability, ability to sign for the deaf, pilot license, chauffeur license, CPR, etc. Soft skills such as communication, leadership, etc. should not be listed in this section. Many employers desire specific technical skills, and you should include this information (programs, languages, applications, hardware, etc.) if you have the skillset. Depending on your skill level, you may prefer to have a separate Computer Skills heading. If not fully proficient, consider listing statements like "Working Knowledge of..." and "Familiar with...". (Hint: You can tailor this section to the job description!)

FEDERAL RESUME CONTENT

Skills:

- Proficient in ArcGIS
- Working Knowledge of R, SPSS, and SQL
- Familiar with HAWQS

Study Abroad:

Include a study abroad section when you want to highlight your international experience. You can include your study abroad experience under Education, Experience, International Experience, Activities, or Additional Information. Make sure to include dates, locations, and specific skills or strengths you gained (for example, language skills or experience with cultural diversity).

Glorious Gardens Study Abroad

UT Student

United Kingdom and France

May 20XX-June 20XX

- Toured around 10 European gardens, five cultural sites, and five architectural landmarks
- Engaged in discussions with classmates, faculty, and site hosts on the history and culture of landscapes
- Assessed sustainable landscaping practices and created a report comparing European and the United States landscape practices

References:

References should be included on a federal resume. You should include three-five references with the following information: first and last name, company name/title, contact information, how you know them, and how long you have known them. The Center for Career Development and Academic Exploration recommends students use professors, advisors, and employers as references. Do not use personal or family friends or clergy unless personal references are specifically requested.

Students should never list anyone as a reference without first asking their permission. If you haven't talked to them in a while, be sure to contact them and reconnect. Then provide each reference with a copy of your resume and the job description. Below is an example:

References:

Michael Scott, Professor

University of Tennessee, Knoxville
865-974-5435, mscott@utk.edu
Professor, Known for two years

Jim Halpert, Project Manager

TRC Companies
865-974-5435, jhalpert@trc.com
Supervisor, Known for one year

Pam Beesly, Assistant Professor and Advisor

University of Tennessee, Knoxville
865-974-5435, pbeesly@utk.edu
Advisor/Mentor, Known for three years

FEDERAL RESUME GENERAL TIPS & RESOURCES

General Tips

- Start early and create multiple, if needed
- Tailor your federal resume to the specific agency and position by thoroughly reading the job description
- Ensure you create an easy-to-read format
- Proofread for grammar and content
- Have multiple people review the federal resume, including your career coach
- Update your federal resume regularly
- Save in PDF format to submit

Resources

There are many resources that students can utilize to create their federal resume. The list below includes resources recommended by the Center for Career Development and Academic Exploration.

• **Career Coaches**

Students can schedule an appointment with a career coach to discuss creating a federal resume and reviewing a current federal resume. You can utilize Handshake to schedule an appointment with your industry career coach.

• **USAjobs.gov** (www.usajobs.gov/)

Students can utilize the federal resume generator on their usajobs.gov account. The generator prompts students to enter information needed for a federal resume. The Center for Career Development and Academic Exploration recommends using this resource to gather the content needed for a federal resume. You may need to adjust the format to ensure the document is easy to navigate and clearly states your qualifications.

• **Partnership for Public Service** (gogovernment.org/)

Partnership for Public Service has resources describing federal resumes and the content needed for the resume.

• **Specific Federal Agencies**

Federal Agencies can be used to research and gauge if a federal resume is needed based on your agency interests. You can find a list of agencies on usa.gov/federal-agencies. Many federal agencies attend UT job fairs, which is a great place to connect with a recruiter and ask their resume preferences.

The Center for Career Development and Academic Exploration recommends students follow agencies of interest on social media (including LinkedIn) except intelligence agencies and sign up for agency newsletters to stay in the loop with specific agency advertisements. Some federal agencies host webinars on federal resume requirements.

FEDERAL RESUME EXAMPLES

Federal Resume Examples

The Center for Career Development and Academic Exploration collected federal resume examples from federal agencies and created some tailored to our students. We want to thank our federal agency partners for providing examples and resources for our students. Our partners are listed below:

- U.S. Forest Service
- Partnership for Public Service

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 a 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
40 hours worked per week
Supervisor: Sasha Reid, Retired

- 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.
- 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 RECOGNITIONS

Wildfire University Dean's Award for Outstanding Academic Achievement, 2017
Region 8 Regional Forester's Honor Award for Cubs for Recreation Summer Camp, 2018

EDUCATION

Bachelor of Science, Natural Resources Management

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

Smokey Career

1300 Phillip Fulmer Way, Knoxville, TN 37916

865-974-5435

smokey@vols.utk.edu

Summary

Skilled soil scientist with two years of part-time soil research experience. Strong understanding of soil chemistry and nutrient management, as well as plant physiology and nutrition. Solid leadership and communication skills developed by serving in multiple leadership positions in many student organizations.

Education

University of Tennessee, Knoxville

Bachelor of Science in Environmental and Soil Science

May 2022

Concentration: Soil Science

Minor: Biosystems Engineering Technology

Overall GPA: 3.20/4.00

Related Courses

- Environmental Soil Chemistry
- Soil Nutrient Management and Fertilizers
- GIS/GPS Applications in Agriculture and Environmental Science
- Soil Genesis and Classification
- Plant Physiology and Nutrition
- Plant Biotechniques

Honors and Awards

- Dean's List four semesters
- Outstanding Member of the Year for Crop, Soil, and Environmental Science Club
- Phi Eta Sigma Honor Society
- Herbert Academic Scholarship

Related Work Experience

TRC Companies

Environmental Science Intern

(40 hours per week; \$15 per hour)

Supervisor: Michael Scott, 865-974-5435, mScott@trc.com, Okay to Contact

Raleigh, NC

June 20XX-August 20XX

- Collected soil samples using standard soil augers and soil probes in compliance with federal, state, and local federal standards to complete nutrient analysis for the soil on construction sites
- Utilized GIS to analyze data, create maps, and develop construction/stormwater management plans
- Developed written reports for project managers on best management practices to control erosion and stormwater on company construction projects
- Completed four trainings on federal environmental regulations with the Environmental Protection Agency (EPA) and safety regulations with the Occupational Safety and Health Administration (OSHA)
- Assist project managers and consultants with client meetings in a variety of areas such as energy, environmental, and infrastructure and aid in project solution implementation

University of Tennessee, Knoxville

Undergraduate Research Assistant

(15 hours per week; \$11 per hour)

Supervisor: Jim Halpert, 865-974-5435, jhalpert@utk.edu, Okay to Contact

Knoxville, TN

August 20XX-Present

- Collected soil samples from the riverbanks of the Tennessee River using a soil push probe and performed soil analysis tests to gauge soil nutrients like nitrogen (N) and phosphorus (P)
- Analyzed and interpreted soil and water quality data utilizing Microsoft Excel and HAWQS to determine specific riverbeds with lower soil nutrient quality and the correlation with water quality in the respective areas
- Assessed areas with lower soil nutrient quality and created soil improvement plans that included continual water quality and soil sampling tests and implementing stormwater management practices to minimize runoff
- Wrote two grant proposals to solidify \$5,000 to aid in purchasing items needed and travel required for our research project
- Collaborated with five colleagues, including faculty, graduate students, and undergraduate students to research soil nutrients on riverbanks and water quality of the Tennessee River

International Experience

Glorious Gardens Study Abroad

UT Student

United Kingdom and France

May 20XX-June 20XX

- Toured around 10 European gardens, five cultural sites, and five architectural landmarks
- Engage in discussions with classmates, faculty, and site hosts on the history and culture of landscapes
- Assess sustainable landscaping practices and create report comparing European and the United States landscape practices

Leadership Experience

Crop, Soil, and Environmental Science Club

President

Knoxville, TN

August 20XX-Present

Supervisor/Advisor: Pam Beesly, 865-974-5435, pbeesly@utk.edu, Okay to Contact

- Assisted our chapter advisor to coordinate travel logistics for our four soil judging competitions each semester
- Developed trainings and activities with two other organization leaders to prepare club members for soil judging competitions
- Led biweekly organization meetings with 15+ members by creating meeting agendas, communicating agenda items, and managing member discussions

Activities

Students Promoting Environmental Actions in Knoxville

Member

Knoxville, TN

August 20XX-Present

- Maintain active membership by attending meetings and communicating my opinions on topics of discussion
- Educate UT students on sustainability practices such as recycling and composting by creating flyers and explaining in a clear way at tabling events
- Participate in social events that are hosted in collaboration with the Department of Geography and Sustainability

Professional Affiliations

Tennessee Geographic Information Council

Member

Knoxville, TN
August 20XX-Present

Publications

Johnson, H., Jones, B., & Smith, L. (2023). "The Impact of Climate Change on Desert Regions." Environmental Science Journal, 32(2), 451-483. DOI: 10.54321/esj.2023.11.15

Skills

- Proficient in ArcGIS
- Working Knowledge of R, SPSS, and SQL
- Familiar with HAWQS

References

Michael Scott, Professor
University of Tennessee, Knoxville
865-974-5435, mscott@utk.edu
Professor, Known for two years

Jim Halpert, Project Manager
TRC Companies
865-974-5435, jhalpert@trc.com
Supervisor, Known for one year

Pam Beesly, Assistant Professor and Advisor
University of Tennessee, Knoxville
865-974-5435, pbeesly@utk.edu
Advisor/Mentor, Known for three years

Amelia D. Florence

7654 Sample St. Washington, DC 20005 | (404) 414-4243 | adflorence@calltoserve.edu

Education

Master of Arts in International Development

May 2024

Call to Serve University, Washington DC

Bachelor of Arts in Global Studies

May 2022

Call to Serve University, Washington DC

- Minor: French
- Peace Corp Prep Program Certificate
- Study Abroad Program: International Development in Senegal, Summer 2021

Related Experience

Administrative Intern, College of Social Science

September 2021-May 2022

Call to Serve University, Washington DC

20 hours per week; \$15 an hour

Supervisor: Leslie Knope, 865-974-5435, lknope@cts.edu, Okay to Contact

- Answered student questions and directed them to appropriate university resources via email and over the phone.
- Managed appointment requests to ensure effective use of time and checked in all guests to ensure accurate appointment metrics.
- Cleaned and maintained the office space ensuring a presentable and welcoming environment for all students, staff, and guests.
- Drafted multi-media content for monthly student outreach emails.

Educational Program Intern

September 2020-May 2021

Refugee Resource Center, Charlie-Delta EF

15 hours per week; \$12 an hour

Supervisor: Ann Perkins, 865-974-5435, aperkins@rrc.org, Okay to Contact

- Helped to onboard new volunteers and organize volunteer schedules to meet program needs.
- Took notes for weekly program management meetings and learned about the program budget, policy changes, and grant applications.
- Wrote program resource inventory report weekly to track usage rates and restocking needs for program managers.

Educational Program Volunteer

September 2019-May 2020

Refugee Resource Center, Washington DC

5 hours per week

Supervisor: Ann Perkins, 865-974-5435, aperkins@rrc.org, Okay to Contact

- Supported English language development of recently resettled refugees between six-10 years of age through play and academic tutoring.
- Maintained a consistent volunteering schedule to build relationships and provide reliable support.
- Helped to transition support from in-person to a virtual environment to ensure the program could continue during the pandemic.

Team Member

September 2018-August 2019

Community Market, Washington DC

10 hours per week; \$11 an hour

Supervisor: Ron Swanson, 865-974-5435, rswanson@cmarket.org, Okay to Contact

- Maintained a clean and organized sales floor to ensure positive guest experience.
- Processed guest transactions quickly and accurately to exceed sales expectations.
- Communicated effectively with management, co-workers, and guests daily, both verbally and via email.

Skills

- Microsoft Office
- SharePoint
- Qualtrics
- Schedulefly
- Canva
- French (Advanced)

References

Leslie Knope, *Outreach Coordinator*

Call to Service University

865-974-5435, lknope@cts.edu

Supervisor, Known for three years

Ann Perkins, *Education Program Manager*

Refugee Resource Center

865-974-5435, aperkins@rrc.org

Supervisor/Mentor, Known for four years

Ron Swanson, *Store Manager*

Community Market

865-974-5435, rswanson@cmarket.org

Supervisor, Known for five years

ACTION VERBS & PROFICIENCY

Management & Leadership

achieved
administered
allocated
analyzed
appointed
approved
arranged
assembled
assigned
attained
authorized
awarded
chaired
completed
conceived
conducted
considered
consolidated
contracted
controlled
converted
coordinated
correlated
decided
delegated
designated
determined
developed
directed
disapproved
discharged
eliminated
emphasized
encouraged
enforced
engineered
enhanced
established
evaluated
executed
expanded
generated
governed
handled
headed
hired
hosted
implemented
improved
incorporated
increased
initiated
inspected
inspired

instituted
launched
led
maintained
managed
merged
motivated
navigated
organized
outlined
overhauled
oversaw
planned
prepared
presided
prioritized
procured
produced
provided
recommended
reevaluated
regulated
rejected
reorganized
replaced
reported
required
restored
reviewed
scheduled
secured
selected
settled
signed
solved
specified
sponsored
stipulated
streamlined
strengthened
supervised
terminated

Communication

addressed
advertised
arbitrated
arranged
articulated
authored
called
circulated
clarified
coached
collaborated
communicated

composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
counseled
debated
defined
demonstrated
described
developed
directed
discussed
drafted
edited
elicited
emphasized
enlisted
explained
expressed
facilitated
formulated
furnished
incorporated
influenced
informed
interacted
interpreted
interviewed
involved
joined
judged
lectured
listened
marketed
mediated
moderated
motivated
negotiated
notified
observed
oriented
outlined
participated
persuaded
presented
promoted
proofread
proposed
publicized
published
purposed
recommended

reconciled
recruited
redirected
referred
reinforced
related
renegotiated
reported
represented
researched
resolved
responded
reunited
showed
solicited
specified
spoke
suggested
summarized
synthesized
translated
transmitted
tutored
wrote

Research

analyzed
clarified
coded
collected
compared
conceived
conducted
contrasted
critiqued
detected
determined
diagnosed
disproved
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inquired
inspected
interpreted
interviewed
invented
investigated
located
measured
organized

remodeled
repaired
reported
researched
reviewed
searched
solved
studied
summarized
surveyed
systematized
tested
wrote

Technical

adapted
analyzed
applied
assembled
budgeted
built
calculated
computed
conserved
constructed
converted
correlated
debugged
designed
determined
developed
devised
engineered
fabricated
financed
fortified
handled
inspected
installed
maintained
manipulated
operated
overhauled
printed
programmed
rectified
regulated
remodeled
repaired
replaced
resolved
restored
solved
specialized
standardized
studied

trained
upgraded
utilized

Teaching

adapted
advised
assessed
clarified
coached
communicated
conducted
coordinated
critiqued
defined
demonstrated
developed
educated
enabled
encouraged
evaluated
explained
facilitated
focused
guided
illustrated
individualized
informed
initiated
instilled
instructed
lectured
mentored
motivated
persuaded
planned
presented
set goals
simulated
stimulated
taught
tested
trade
transmitted
tutored
updated

Financial

adjusted
administered
allocated
analyzed
appraised
assessed
audited
balanced

ACTION VERBS & PROFICIENCY

budgeted
calculated
compared
computed
conserved
corrected
determined
developed
estimated
forecasted
managed
marketed
measured
netted
planned
prepared
programmed
projected
qualified
reconciled
reduced
reevaluated
researched
retrieved
sold

Creative

acted
adapted
applied
authored
began
built
combined
composed
conceived
conceptualized
condensed
constructed
created
customized
designed
developed
directed
displayed
drew
entertained
established
estimated
fashioned
forecasted
formed
formulated
founded
generated
illustrated
initiated
integrated

introduced
invented
investigated
launched
loaded
modeled
modified
originated
perceived
performed
photographed
piloted
planned
presented
produced
proposed
refined
researched
revised
revitalized
rewrote
set up
shaped
solved
studied
updated

Helping

adapted
advised
advocated
aided
answered
arranged
assessed
assisted
brought
cared for
clarified
coached
collaborated
coordinated
contributed
cooperated
counseled
dealt
demonstrated
diagnosed
directed
educated
encouraged
ensured
expedited
facilitated
familiarized

furthered
guided
helped
influenced
inspired
insured
intervened
led
maintained
mentored
modified
motivated
performed
prevented
provided
referred
rehabilitated
represented
resolved
served
simplified
supplied
supported
upheld
volunteered

Clerical or Detail

activated
altered
assembled
approved
arranged
catalogued
classified
collected
compiled
described
dispatched
edited
estimated
executed
gathered
generated
implemented
inspected
listed
maintained
monitored
observed
operated
organized
overhauled
prepared
processed
proofread
published

purchased
recorded
reduced
retrieved
screened
specified
streamlined
systematized
tabulated
validated

Organizational

approved
arranged
assembled
catalogued
categorized
charted
classified
coded
collected
compiled
completed
conducted
controlled
corrected
correlated
corresponded
determined
dispatched
distributed
eliminated
engineered
executed
expanded
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered
organized
prepared
processed
procured
provided
purchased
recorded
registered
reserved
responded

retrieved
reviewed
routed
scheduled
screened
set up
solved
sorted
standardized
submitted
supplied
systematized
tabulated
updated
validated
verified

Levels of Proficiency (adjectives)

accurate (in)
adept (in, at)
advanced (knowledge of)
alert (in)
competent
concise
conversant (in)
detailed (knowledge of)
effective (in)
empathy
exceptional
exemplary
expert (in, at)
extraordinary
fluent (in)
functions (well)
gifted
good (at)
great
high (degree of)
intermediate (knowledge of)
judicious
keen (sense of, understanding of)
knowledge (of)
master (of)
perception (of)
perceptive
practical (experience in)
proficient (in)
relentless (in pursuit of)
rudimentary

sensitive (to)
skilled (at, in)
sophisticated (understanding of)
strong (sense of, background in)
successful (in, at)
uncommon
understanding (of)
unusual

Clinical

Admitted
Advanced
Advocated
Aided
Assigned
Assessed
Cared
Charted
Charged
Consoled
Counseled
Diagnosed
Distributed
Documented
Educated
Evaluated
Examined
Guided
Helped
Identified
Informed
Qualified
Listened
Monitored
Nursed
Practiced
Prevented
Proceeded
Provided
Referred
Regulated
Repaired
Reset
Resourced
Restricted
Reviewed
Secured
Supported
Sutured
Trained
Volunteered



TENNESSEE
VALLEY
AUTHORITY

201 Student Union
Monday-Friday
8 a.m.-5 p.m.
865-974-5435
career.utk.edu



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

CENTER FOR CAREER
DEVELOPMENT &
ACADEMIC EXPLORATION