



## COMPLETING THE RESUME FORM

When filling out the resume form, please refer to the following guidance and the sample resume.

1. **Education:** List the highest level of education achieved, major, and institution.
2. **Additional Training:** List all relevant additional training for the position for which you are applying.
3. **Synopsis:** Provide a brief narrative summary of your relevant experience and skills.
4. **Relevant Experience:** Provide the type of work performed, the dates of employment, the specific duties (including species surveyed and geographical location), and the name of the employer.
5. **Other Related Skills:** List all additional skills you possess relevant to the position for which you are applying.