

JAN M. VOLUNTEER

555 North 5th Street Make Believe, WI 55555

Cell Phone: 555-555-5555 email: jmvolunteer@gmail.com

KEY QUALIFICATIONS

Service-driven Forestry and Wildlife Ecology major with Environmental Studies & African Studies minor. Previous French and Spanish language experience. Certified wilderness leader

Commented [HK1]: Great majors for the environmental sector of Peace Corps: Forestry, Watershed management, natural resources, environmental science, ecology, wildlife biology, wildlife management, wildlife ecology, wildlife studies, natural resource management, recreation administration, Environmental education, environmental studies, and conservation.

Education

XYZ University Bachelor of Science Make Believe, WI
Forestry and Wildlife Ecology major, Environmental Studies and African Studies minor

- Expected graduation Date: May 2015
- GPA: 3.362/4.00
- Dean's list: 3 semesters

Commented [HK2]: Include your GPA (you are encouraged to upload transcripts to your application as well)

Environment Experience

Environmental Agency Make Believe, WI
Advocacy Intern Summer 2014

- Completed full time summer internship
- Managed fundraising campaigns, completed over 100 cold calls, and assisted in event planning

Commented [HK3]: Remember to list your environmental experience separate. Peace Corps resumes do not need to be chronological. Remember: Your hiring manager will be looking through 100s of resumes. Make it clear you qualify for the positions you want!

Natural Resources Department Somewhere, WI
Researcher March 2013

- Spent a week in the Galapagos Islands researching rainforest preservation
- Presented on findings to science majors for a 2 hour presentation
- Helped tag giant tortoises in Galapagos National Park
- Gathered research samples from one of the most biodiverse countries in the world

Forest Service Make Believe, WI
Volunteer Fire Fighter Summer 2013

- Interned full time with Wisconsin Forest Service for over 450 hours of forest experience
- Cut trails along woods and spent most of the summer battling forest fires during the dry season
- Educated users on wilderness area management and regulations of their use
- Conducted overnight patrols and documented any unusual or suspicious findings

Commented [HK4]: If you do not have an environmental degree, Peace Corps likes to see two+ years of environmental education experience.

Outside Your Door Somewhere, WI
Trip Leader Summer 2012

- Completed two week training totaling 80 hours of wilderness training
- Lead 12 at-risk youth on backpacking trips around Wisconsin
- Facilitated group bonding activities and nature workshops for students
- Created debrief discussions after long work projects and hikes for youth groups

Commented [HK5]: Quantify your experiences whenever possible (how many total hours, full time vs. part time, number of students taught, etc)

High Hopes Somewhere, WI
Ropes Course Leader Sept 2012-May 2013

- Planned curriculum around team building for different youth groups
- Adhered to stick safety and security policies of the course
- Taught youth how to tie their own knots, how to communicate with each other, and rock climb safely

JAN M. VOLUNTEER

555 North 5th Street Make Believe, WI 55555

Cell Phone: 555-555-5555 email: jmvolunteer@gmail.com

Agriculture/ Growing Experience

- Greenies
Green house worker Make Believe, WI
Summer 2009
- Worked full time for three months for a total of over 400 hours of greenhouse experience
 - Learned about and sold more than 200 plant species
 - Educated customers on selecting the best plants for their needs
 - Oversaw both fish and plants that prospered inside two 10 foot hydroponic units

Commented [HK6]: Agriculture and environmental jobs tend to have a lot of overlap and similarities. It is advantageous to list any growing experience

Commented [HK7]: Use action verbs

- Family Farms
Worker Somewhere, WI
Summer 2008
- Worked on neighbors farm three months full time
 - Drove tractors to plant, sprayed for weeds, and manually pulled weeds as well

Commented [HK8]: Use consistent formatting

- Detasseling Corn
Worker Make Believe, MN
Summer 2007
- Spent the summer in Minnesota working as part of a team commuting to corn fields
 - Learned persistence in wet, cold muddy conditions or dry hot humid conditions

Volunteer Experience

- Big Brother Big Sister
Volunteer Make Believe, WI
March 2012-Present
- Paired with a 13 year old at-risk youth
 - Met with my youth once a week
 - Plan out our events and budget my time and money for this commitment

Commented [HK9]: Peace Corps resumes should be over one page. Remember the resume is the only way Peace Corps assesses you for our jobs

Licenses

- Urban Compost June 2014
Urban Bee Keeping June 2014
Wilderness First Aid April 2013
Leave No Trace Certification April 2013
LGBTQ Ally March 2013
Saw training June 2013
CPR/AED/First Aid January 2012
Lifeguard May 2010
Babysitting March 2008

Technical Skills

- **International Experience:**
 - Week doing research in Galapagos Islands
- **Languages:** French (3 Semesters of college level) Spanish (4 years high school) Swahili (Conversational)
- **Web design:** Maintain personal website
- **Computers:** Microsoft Office (Word, PowerPoint, Outlook, Excel)

Commented [HK10]: Include any language study and international travel/living/study abroad

Commented [HK11]: No need to list references. The Peace Corps application asks you to list them. (One professional reference and one personal reference)