# Lesson Seven



# NATURAL RESOURCE CAREERS - A GAME OF LIFE



### Concepts

- 1. There are many career opportunities available in managing our natural resources.
- Managing natural resources involves managing the environment <u>and</u> working with people. A scientific background along with people skills are important in natural resources careers.
   Persons who are seeking jobs compete with others
- Persons who are seeking jobs compete with others seeking the same position. Natural resources career fields are no exception.
- Employers most often look at a combination of the job seeker's education, work and volunteer experiences, and personal attributes to help make hiring decisions.
- Resumes are tools to help highlight qualifications and ensure that there is the "right fit" between the employee, the position, and the organization.
- Students can start building knowledge, skills, and experiences in their middle school and high school years to help prepare for future career opportunities.

### Objectives

- Students will be able to:
- 1. List at least eight career opportunities related to managing natural resources.
- Explain why those entering natural resource management-related career fields must have "people skills" in addition to scientific knowledge and skills.
- Develop a resume for a specific natural resource career field when given a resume template and sample qualifications.
- Work cooperatively on a team to evaluate resumes against selection criteria and recommend candidates for interviews.

### Teaching Site

Indoor classroom for group activity and discussion.

#### Materials

One large piece of paper and pencil/marker for each student group, chalkboard and chalk, overhead projector (optional) with transparency of resume template (optional), sample or real job announcement bulletins, copies of real sample resume (optional), a copy of **Some Key Job Titles** and the **Game of Life Cards** hand-out for each student group,, and a **Search and Screen Committee Evaluation Checklist**.

#### Time Period

One 50-minute class period.

### Nutshell

In this lesson, students will step into the shoes of people who make a career of helping to manage our natural resources. Students will explore the qualifications needed to be competitive in the job market for natural resource careers, build a fictitious resume, apply for a job, and evaluate each others resumes against selection criteria.

### **Teacher** Preparation

Become familiar with general career fields associated with natural resources management. The background information provided with this lesson offers some basics. You might also find ideas about the types of jobs and specific qualifications by reviewing current job bulletins such as *The Job Seeker* (see references) that detail numerous career opportunities in natural resources.

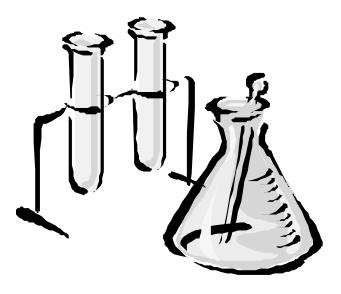
Familiarize yourself with recommended resume formats or plan to use the resume template provided. Duplicate a Resume Template for each student. Duplicate the Screening Committee Checklist for each student group. Prepare the Game of Life Cards for each small student group in your class. Copy each set of cards on a different color of paper to make it easy to sort them out later if you would like to use them again in the future. If you feel comfortable in doing so, be ready to share a personal experience in seeking employment, being interviewed, and so on. This will help the students gain insights into how the process *really* works, and the things they can do in their own lives to positively influence their future career opportunities.

Watch your time during his lesson. Save at least 15 minutes at the end of the period for the student resume evaluation and wrap-up. While the students don't know it today, they'll all be hired in their respective career fields and this will set them up for the forest management simulation in lesson eight.

## Background Information

For the purposes of this lesson, we will focus on just four general career fields in natural resources: *Soil Science/Water Science, Parks and Recreation, Forestry*, and *Wildlife*. Make sure that your students understand that there are <u>many</u> other wonderful career opportunities in other natural resource career fields available such as fisheries, environmental education, and international resource management. These four areas have been chosen because they help bring in key environmental aspects as well as human dimensions. Both soil science and water science have been grouped together for the sake of this activity, but people may specialize in either one or the other field in the real world. We are simply attempting to simplify things for the sake of this exercise. In the background information, we have not included details about salary ranges because of the wide range of pay depending on qualifications. If students are interested in these kinds of details, please refer to current job announcements or employment guides such as *The Complete Guide to Environmental Careers in the 21<sup>st</sup> Century* (see references).

In general, a career in **soil science** is one that generally employs people in helping to manage soil resources. This is a field with a variety of job possibilities in the public and private sectors. People with soil science degrees (majors or minors at the undergraduate level) may be employed in such areas as solid waste management, recycling, agriculture, pollution prevention, hazardous waste management, municipal wastewater treatment plants, forestry, construction, etc. They may be employed as consultants at the county level to help assist landowners and businesses in managing soil resources and they may even be the people who do the perk tests to help determine the placement of private septic systems and new buildings.



Because the soils field (connoting "dirt" or "dirty" as in trash/waste) is viewed by some as less glamorous than other natural resource fields such as wildlife (warm, fuzzy animals), there is generally less competition in the soils job market. In-field placement rates of college graduates with majors or minors in soil science are outstanding—there are simply not enough soil scientists to go around.

Because water is the lifeblood of our planet, there are many opportunities in **water science** career fields. Water-related careers include general areas of specialty such as: limnology (study of lakes), fisheries, watershed management, drinking water supply and treatment, aquatic toxicology, water chemistry, hydrology, wastewater treatment, groundwater protection, oceanography, and wetland restoration. A master's degree may be required in order to be competitive for certain water science positions because of the complex nature of the resource and due to the broad interest in fields such as fisheries. There are many job opportunities in both the public and private sectors with the fastest growing demand being in the private sector.

Since many people have positive childhood experiences related to parks and/or camping, they may often look to **parks and recreation** career fields first when investigating career opportunities in natural resources. People working in this field are often those involved in enhancing the experience of visitors who come to natural areas to relax and enjoy their

surroundings. This role in helping others get the most pleasure out of their leisure time has great appeal to many who are also seeking a job they will personally enjoy. The parks and recreation career field is one in which most of the employment opportunities are found in the public sector. Some general areas of work within the parks and recreation field include: environmental interpretation, outdoor education/recreation, administration, environmental education, and site operations/maintenance. Bachelor's degrees are usually required for careers in this field with master's degrees preferred for administrative positions and higher level opportunities for long-lasting careers (as opposed to seasonal work) in environmental interpretation and education. This career field is a relatively fast-growing one as there are more and more people seeking to enjoy parks and other natural areas during their leisure time.



There are a wide variety of career opportunities in **forestry** with the fastest growing specialty in urban forestry, where people are involved in caring for trees in urban or suburban areas. Some other areas of emphasis or specialty in forestry include: forest products/wood products, forest ecology, research, fire crew, arboriculture, urban planning, entomology and forest pathology, forest economics, forest hydrology, forest recreation, and



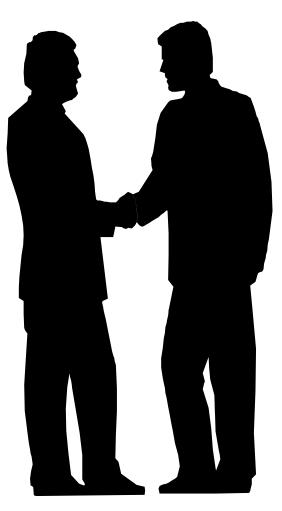
education. Foresters are involved in helping to manage tens of thousands of acres of publicly and industry owned timberlands. In addition, they are often key in helping to advise private landowners in managing their own woodlands. A bachelor's degree is required.

Among young people, there is generally great interest in the field of **wildlife** because of the immense appeal of working with animals. There are many different opportunities in the related to wildlife. A partial list of opportunities for specialties in wildliferelated careers includes the following:

wildlife biology, research, zookeeping, animal rehabilitation, urban wildlife, fisheries, habitat restoration, environmental law enforcement, endangered species management, education, non-game species management, migratory birds, aquariums, aquaculture, ichthyology, marine biology, and wildlife refuge management. Because of the appeal of this career field, a master's degree is usually required in order to support long-lasting

opportunities in this profession (as opposed to seasonal work). Most of the job opportunities in the field of wildlife are in the public sector.

In general, people desiring to succeed in natural resource careers today must not only have a solid foundation in the sciences, but they must also have well developed "people skills." An understanding of general business principles is also helpful because it emphasizes the ways that economics driven by human dimensions enter the natural resource management picture. This was not so much the case in the past when natural resource professionals were often specialists in their respective fields and they could go about the business of just managing "their" natural resource. Today's natural resource management professionals must also have a broad understanding of how to integrate their activities with those of other natural resource professionals who may be trying to manage the same resource from a different perspective. For example, a forester should have a general understanding of what it is that those in the fields of soils, waters, wildlife, etc. are striving to accomplish so that there can be an integrated approach to holistically managing the forest resources. This is the reason why communications skills, the ability to work cooperatively on a team, and an understanding of and respect for diverse perspectives are also near the top of the list of key qualifications of tomorrow's natural resource professionals.



# Activities

Divide the class in eight small groups so that by step #2 below, there will be two groups focusing on soils/waters, two groups assigned wildlife, two groups assigned forestry, and two groups assigned parks and recreation career fields. This will work nicely in helping to play the "Game of Life" later in this lesson period.

1. Begin by asking the students if anyone has ever asked them what they want to be when they grow up. Most young people at the middle school level are not yet sure, so it may be helpful to investigate possible career fields to help get them thinking about some of the possibilities. This activity will help them become familiar with some opportunities in four natural resource career fields in particular. Of course, there are <u>many</u> other career fields that may be of interest to the students, but through this lesson, they will learn some basics about how the job application process works and what they might be able to do to improve their chances of landing the job they want someday—no matter what career field they may choose from the world of options available to them. This exercise will also help students understand that there are many choices for jobs within general career fields too.

- 2. Distribute one large piece of paper and a marker/pen to each group. Have them divide their paper into quarters. In each one of the quarters, have a student scribe write the headings: "Soils/Waters," "Forestry," "Parks and Recreation," and "Wildlife." Then, have them brainstorm a small list jobs/careers in each of those areas. Compile a master list of the student's career ideas on the board. Share copies of the job list enclosed with this lesson. It details even more job opportunities within each of the four career fields that are the focus of this lesson. Now, randomly assign each student group one of the four natural resource career fields: soils/water, forestry, wildlife, and parks and recreation. This will now become their career field throughout the rest of this lesson.
- 3. Prepare the student groups to brainstorm the qualifications that they believe someone needs in order to be successful in their assigned career field. Define qualifications as a combination of education, experiences, and personal attributes that contribute toward that individual's ability to perform the tasks necessary on the job or to work on a specific team associated with the job. Some qualifications relate to knowledge. Some relate to skills acquired. Others relate to the personal qualities of the prospective employee. For example, if students are in the forestry group: What are some qualifications that may be important in contributing to the success of someone in the forestry field? Have each student group spend a few minutes discussing the qualifications needed and have them record their ideas.
- 4. Bring the student groups back together and see if there are some similarities among the groups about the qualifications that they feel would be important for their respective career field. Summarize the short discussion with the point that there are some common qualifications that will apply no matter which natural resource career field is selected. Good communications skills is one example of a common qualification. Point out that there are other qualifications which are unique to specific career fields, too. One example is the ability to operate wildlife telemetry equipment. Wildlife researchers may need to have this qualification if they are to be hired for a specific research study involving radio-collared animals. On the other hand, a water scientist may not need to know how to operate that equipment. Instead, the water scientist should know *that radio collars exist and how they are generally used by wildlife researchers in acquiring information to help in making wise natural resource management decisions.* The water scientist will likely consult with the wildlife researcher when radio telemetry information is needed.

Basic scientific/ecological knowledge, business skills/knowledge, and people skills are three important common qualifications no matter which career field in natural resources someone enters today. Emphasize the fact that managing natural resources today is as much about managing people as it is about managing the environment itself.

5. Set the stage for the rest of this lesson by telling the students that there is a job opening available at the Central Wisconsin Environmental Station (or some other local organization) in their assigned career field. Tell them that you know that each student really wants that exciting, well-paying, and rewarding job (have fun with it!). Each student will compete for the job with other students who share the same assigned career field by submitting a resume for the position. Tell the students that a Search and

Screen Committee (panel of teachers, for example) will review the resumes submitted and make hiring decisions to see who will land the job. Challenge them to do their best to sell themselves as the best candidate for the position.

- 6. Since most students at this point in their lives haven't had a wealth of work experience (and of course, they haven't yet had the opportunity to get a college degree if that is their goal), explain that they are now going to be involved in a simple card game called the "Game of Life." This game will set each individual student up with the background in their respective career field so that they can go on to develop a resume and apply for a job in that field. Distribute one **Game of Life Instruction Sheet** to each group and/or give verbal instructions. Then, distribute the **Game of Life Cards**. Have the students play the game. After the students have received their "Experience, Education, and Other" qualifications through the "Game of Life," they are ready to build their own practice resume.
- 7. Distribute a **Resume Template** to each student. Review the basic parts of a resume and give a brief explanation of the following terms that may be found on their **Game of Life Cards**: Bachelor's degree, master's degree, a college major and a college minor. In addition, explain that sometimes people have an emphasis of study within college, too. This is an area in which someone has taken a lot of coursework or otherwise focused their learning experiences.
- 8. Have each student now build a personal resume based on the **Game of Life Cards** dealt to him/her. If they were dealt an "Education" card that said they had a bachelor's degree in Soil Science, for example, then they would write that qualification under the "Education" heading on their resume. If they had an "Other" card state that they had volunteered at a farm, then they could note that under the "Other" category on their resume if they thought it might be helpful in getting the job. Have them also suggest a possible career goal for their career field—a reason why someone might want to work in that career field. For example: If the student is assigned the soils/water field, a career goal might be "to help restore wetlands." Most of the qualifications dealt to them through the "Game of Life" should be included on their resume, but they may add other qualifications or experiences that they feel might also be important to compete for and be selected for the position. Allow the students about 10 minutes to create their resume. (You can assign the resume development project as a take-home assignment if you prefer.) Remind them that the resume appearance counts when reviewed by those making decisions about who will get a job interview!
- 9. Have the students submit their resumes in application for the position. Collect the resumes and distribute them to the neighboring student group assigned the same career field. For example, if you collected forestry resumes, then see that the other students who wrote forestry resumes receive the set you've just collected. This will ensure that the student groups will be better prepared during the review process which follows because they had experience thinking about the qualifications foresters might need to be successful and preparing a resume for that same career field.
- 10. Explain that each student group will now become the Search and Screen Committee for their assigned career field. This committee will evaluate the resumes they have received and decide who should get an interview. Emphasize that their group must

work together and try to reach a consensus. Distribute a copy of the **Search and Screen Committee Evaluation Checklist** that details the specific criteria that the committee will use in making their decision. Explain that in the real world, we often don't have an opportunity to know exactly what the selection criteria will be, but by doing some research about the hiring organization and the position available, we can get some clues that may help us better match our resume to their interests and better help us market ourselves. We can also do our best to prepare for the position by building a solid education and experience base over the years so that we can become qualified to enable us to beat the competition. Our resumes are really marketing tools that can open doors to the next level of competition: The interview.

11. Call the student groups back together after they have spent a few minutes evaluating the resumes they had been given. What do they think about the process?

### Conclusion (<5 minutes)

Summarize this lesson by asking the students to offer ideas about how this resume writing and resume evaluation experience might be helpful in preparing them for their own future. Congratulate them on the accomplishment of writing their first practice resume— something that most young people their own age have never before done. Already, they are ahead of the competition!

# Student Log Book

Have your students write a paragraph that discusses the importance of experience in landing a job and have them list ways that they can gain valuable experience.

### Seeds to Grow

- 1. Following the Search and Screen Committee exercise, pass back each student's resume. Have them evaluate their own resume based on the criteria by completing the evaluation form. What would they change on their resume if they could? Why? Discuss the fact that they can't go back to change their life experiences in time to reapply for the position and improve their chances for getting the job today. But, *what does this say about their choices and preparations during middle and high school? What can they do starting today to help increase their chances of landing a job—no matter what their future field might be?*
- 2. Consider offering students the opportunity to revise their own resumes based on what they now know as the selection criteria. Then invite them to resubmit their resumes to the Search and Screen Committee. Did they succeed in improving their scores on the evaluation checklist?
- 3. Have the students research a natural resource career and design a brochure to attract others to choose that career. Have them include the following in their brochure: Job duties, salary, work conditions and hours, education and experience required, and at least one picture.
- 4. After students have had the opportunity to role-play the Search and Screen Committee, have them evaluate the process of trying to reach consensus about who to interview for the job. What were the challenges? What lessons can be learned about the process of

reaching consensus? In what other areas of their own lives or in our own communities is consensus seeking important?

5. Consider offering students sample standard interview questions and having them practice being the interviewer and the interviewee. Then, have them evaluate the experience of being the asker and the person being asked the questions. How does it feel? What could you do to improve your confidence and why is that important?

### Resources

Environmental Careers Organization. 1999. The Complete Guide to Environmental Careers in the 21<sup>st</sup> Century. Island Press. Washington D.C.

Wisconsin Department of Natural Resources. 1993. Environmental Quality: A Career with Rewards. Publication #PE-021 93. 16 pp.

# Web Links

University of Wisconsin – Stevens Point – <u>www.cnr.uwsp.edu</u>

Environmental Careers Organization— http://www.eco.org.

Outdoor Network \_\_ <u>www.outdoornetwork.com</u>

Ecojobs— <u>www.ecojobs.com</u>

### Some Key Job Titles

#### Soils/Water:

Geologist Hazardous Waste/Solid Waste Specialist Hydrogeologist Soil Scientist Soil Chemist Farmer Archaeologist Agricultural Economist **Decontamination Specialist Environmental Planner** Agronomist Groundwater Specialist Marine Scientist Soil Conservation Specialist River and Lake Ecologist Wetland Scientist Consultant Landscape Architect Oceanographer Irrigation Specialist Agriculture Engineer **Recycling Coordinator Erosion Control Specialist** Landfill Manager Wastewater Treatment Specialist Aquatic Toxicologist Water Chemist Drinking Water Quality Control Specialist Wastewater Engineer **Environmental Engineer** Watershed Planner Limnologist **Fisheries Scientist** Researcher Pollution Prevention Coordinator Lake Association Leader Educator

#### Parks and Recreation:

Environmental Interpreter Park Administrator Naturalist Recreation Specialist Outfitter Site Manager Environmental Educator Buildings and Grounds/Maintenance Staff Nature Center Director Visitor Center Director Park Commissioner Planner Campground Director Outdoor Educator Ecosystem Restoration Specialist Historian Living History Program Coordinator Education Program Coordinator Landscape Architect Museum Director Ranger Ecotourism Specialist Research Scientist Youth Program Coordinator

#### Wildlife:

Wildlife Biologist Fisheries Specialist Conservation Educator Endangered Species Biologist Wildlife Refuge Manager Fish Hatchery Manager Field Researcher Game Warden Wildlife Rehabilitator Marine Biologist Aquarium Director Zoo Director Wetlands Ecologist Animal Control Officer Educator

#### Forestry:

Urban Forester Arboriculture Specialist Consultant Forest Hydrologist Forest Pathologist Forest Entomologist Forest Manager Horticulturalist Landscape Designer **Recreation Manager** Ranger Forest Economist Educator Logger Researcher Botanist Wood Products Industry Worker **Civil Engineer** Planner

# Possible Interview Questions

Why are you interested in this position?

Why should we select <u>you</u> for this position?

Tell me about yourself.

What are your strengths?

What could you bring to this job?

Describe an experience when you were a team player.

Describe an experience when others looked to you for leadership.

What qualifications do you have to prepare you for this job? (knowledge, skills, experiences?)

# The Game of Life

### Here's how to play:

You're applying for a job in soils/water, forestry, wildlife, or parks and recreation. (Your teacher has assigned you one of these career fields.) You will participate in a "Game of Life" (a card game) to determine what your educational background and other experiences/qualifications are for that career field. Using the results of the "Game of Life," you'll then be able to apply for the job available.

Your teacher will distribute your career group's set of "Game of Life" cards. Don't turn them over to look at them. There will be three sets of cards for each career field: **Education**, **Experience**, and **Other**. Be sure not to mix the three sets of cards together because each is used for a separate round of the game.

**Round #1:** Deal out the cards in the "Education" pile to your small group of students. Keep passing the cards out around the circle of students until there are no more cards remaining. There may not be an equal number of cards to go around and this is okay! Don't look at your cards yet!

**Round #2:** Starting with the next person in line when you finished dealing out the "Education" cards in Round #1, deal out all of the "Experience" cards. Don't look at your cards yet!

**Round #3:** *Starting where you left off when dealing out the "Experience" cards,* deal out the "Other" cards until there are no more left.

Everyone may now look at his or her cards. These qualifications and experiences now are "yours." For the purpose of this exercise, they now represent "your life." These are **some** of the qualifications and experiences that you'll now use for applying for a job in your career field. Your group work is temporarily finished. Now, you're on your own to compete with fellow students in the same career field for THE BIG JOB. In order to apply for that job, you'll need a resume.

Your teacher will give the next instructions. Good luck!!

Wildlife Education	Wildlife Education	Wildlife Education
Master of Science in Wildlife Management, 2000	Bachelor of Science in Wildlife Management with a Minor in Environmental Law Enforcement, 1999	Bachelor of Science degree in Natural Resource Management, 2000.
ı Wildlife	Wildlife	Wildlife
Education	Education	Education
Bachelor of Science degree in Biology/Zoology with a minor in Wildlife Management, 1999.	Bachelor of Science degree in Fisheries Biology, 2000	Bachelor of Science degree in Wildlife Biology, 1999; currently enrolled as graduate student studying for Master's degree in Fisheries. Will graduate with Master's degree in three months.
wildlife	Wildlife	Wildlife
Wildlife Education	Wildlife Education	Wildlife Experience

Wildlife	Wildlife	Wildlife
Experience	Experience	Experience
Environmental Education Internship, Free Environmental Center. Taught environmental lessons to school children visiting a local nature center. Nine months.	Game Warden's Intern. Three months internship assisting game wardens with environmental law enforcement efforts.	Wildlife Environmental Science Internship, Podunck Wildlife Sanctuary. Cared for injured animals at a wildlife rehabilitation center. One year position.
Wildlife	Wildlife	Wildlife
Experience	Experience	Experience
Wildlife Technician, Harry Bellafonte Farms. One year experience caring for all phases of pheasant production with an emphasis on brooding young pheasants.	Zoo-Keeper's Assistant, San Fran Zoo. Two summers of experience in cleaning the elephant's cage, answering questions from visitors to the Elephant's Exhibit, and assisting the Head Zoo-Keeper in caring for the African Elephants.	Black Bear Research Intern, Northern Ridges. Three month internship helping aid lead research scientists in studying black bear habitat requirements.
Wildlife	Wildlife	Wildlife
Experience	Experience	Experience
Wildlife Researcher, University of Life. Two years working on a grant- funded project with the National Institute for Endangered Species to determine the range of the California Condor.	Gas Station Attendant. Two years, part-time checking out customers. Opening and closing facilities.	Animal Shelter Volunteer. Cared for cats and dogs at local shelter. Also cleaned cages. One year during high school.

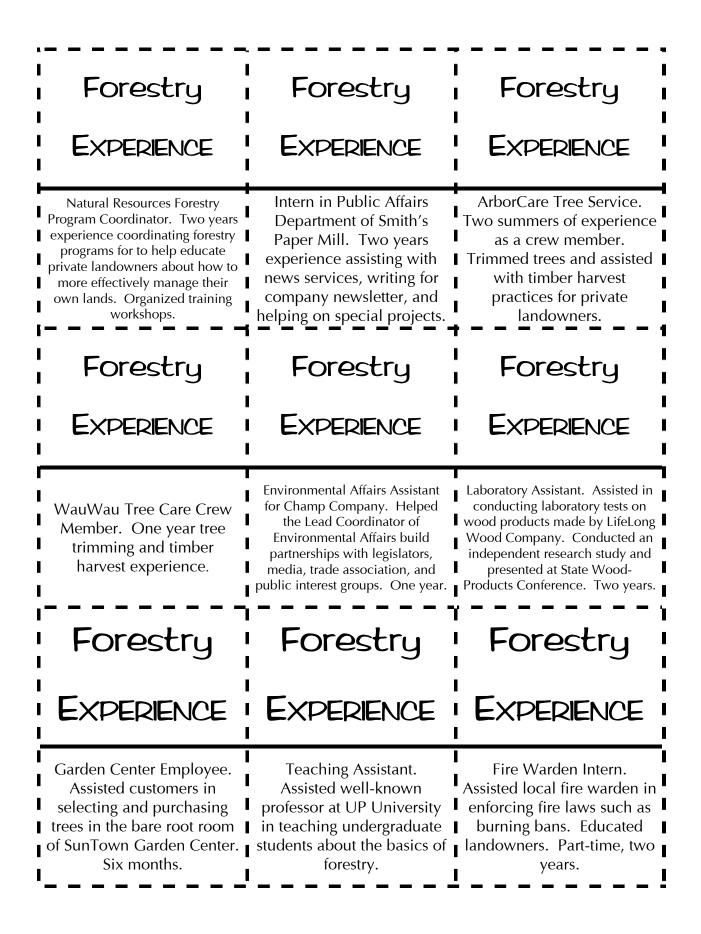
Wildlife	Wildlife	Wildlife
ı Experience	Experience	Experience
Veterinarian's Volunteer. Helped out at vet's office with care of animals in kennel. Job shadowed veterinarian. Two years during high school.	Research Assistant. Participated in plant study to determine which species of plants were most affected by deer browsing in an urban area. One year.	Deer Population Study Assistant. Helped UP University professor in conducting radio telemetry studies on deer populations in Sweet County. One year.
Wildlife	Wildlife	Wildlife
I Experience	Experience	Experience
Gas Station Attendant. Sold gas and other items at the	BurgerMagic Staff. Flipped burgers and made fries.	Environmental Health Staff. Cleaned hospital bathrooms
One-Stop Store. Part-time for one year.	Checked out customers. 6 months.	and hospital cafeteria. Evening shift. Six months
	Checked out customers. 6	and hospital cafeteria.
for one year.	Checked out customers. 6 months.	and hospital cafeteria. Evening shift. Six months

Wildlife Other	Wildlife Other	Wildlife Other
Achieved highest award in Scouting.	Volunteer at local fish bait shop. Cared for minnows and other bait in tanks. Sold bait to customers.	Avid bird-watcher.
ı Wildlife	Wildlife	Wildlife
ı Other	Other	Other
Enjoy hiking.	Writer with two published articles in Natural Animals Magazine.	Rock climber.
i Wildlife	Wildlife	Wildlife
Other	Other	Other
L		

l Wildlife	Wildlife	Wildlife
Other	Other	Other
Recycling Center Staff. Sorted recyclables.	High School Debate Team. Won County contest debating issue of whether or not bow hunting should be allowed to keep urban deer populations in check.	National Honor Club of High School Students. Two years. Recognizes academic excellence and student leadership.
Wildlife	Wildlife	Wildlife
other	Other	Other
Babysitter. Watched kids of neighbors.	Had own business mowing lawns for neighbors on a regular basis over a three- year period.	Participated in planning for, planting, and maintaining a 2-acre butterfly garden on our high school grounds.
ı Wildlife	Wildlife	Wildlife
Other	Other	Other
Musician. Drummer.	Environmental Center Volunteer. During summer, volunteered to help with nature activities for elementary-aged children at day camp. Developed and taught animal tracking lesson.	As the child of a military officer, lived all over the United States and the world including such places as Korea, Germany, Belgium, Turkey, Alaska, Virginia, and Washington State.

Wildlife	Wildlife	Wildlife
Other	Other	Other
- 7 - 80	Stocker for Warehouse of Auto Store. Stocked shelves and bins with tools and parts.	Volunteer Library Aide. Helped return books to shelves in library. Checked in/out books and helped customers learn how to use computerized "book-find" system.

Forestry EDUCATION	Forestry EDUCATION	Forestry EDUCATION
Bachelor of Science, Forestry, 1999.	Bachelor of Science, Forestry with Minor in Soil Science, 2000.	Master of Science in Forestry with Emphasis in Urban Forestry, 1999.
Forestry	Forestry	Forestry
EDUCATION	EDUCATION	EDUCATION
Bachelor of Science, Forestry with a Minor in Business.	Bachelor of Science in Forest Ecology, 1999.	Masters of Science in Business Administration, 2000.
Forestry	Forestry	Forestry
I	-	
EDUCATION	EDUCATION	EXPERIENCE



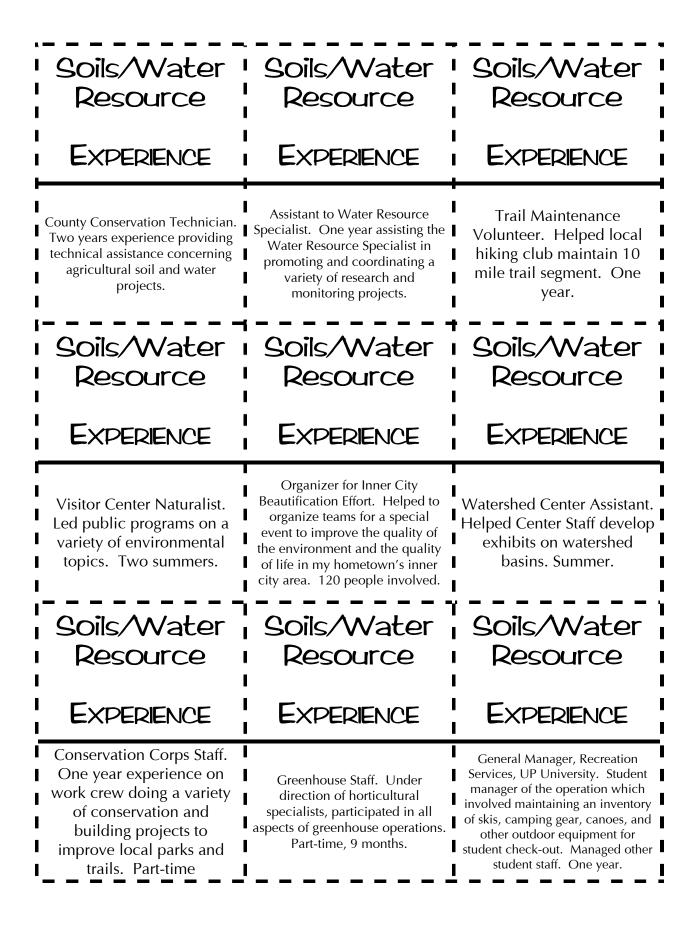
Forestry EXPERIENCE	Forestry Experience	Forestry Experience
Summer Camp Counselor. Led teens on wilderness trips. One summer.	Farm Aide. Two years of part-time experience helping milk cows at neighborhood dairy farm.	Canning Factory Staff. Worked part-time through bean and corn canning seasons.
Forestry	Forestry	Forestry
	EXPERIENCE	EXPERIENCE
Student Delegate to National Convention for ForestryNet Organization. Voted by fellow university students to be their representative at national assembly.	Legislative Research Intern. One year experience researching environmental issues for local legislative official.	Just Trees 'n Shrubs Company Staff. Worked in the tree care division of a large tree nursery part-time for one year.
		l J
Forestry	Forestry	Forestry
Forestry OTHER	Forestry OTHER	Forestry OTHER

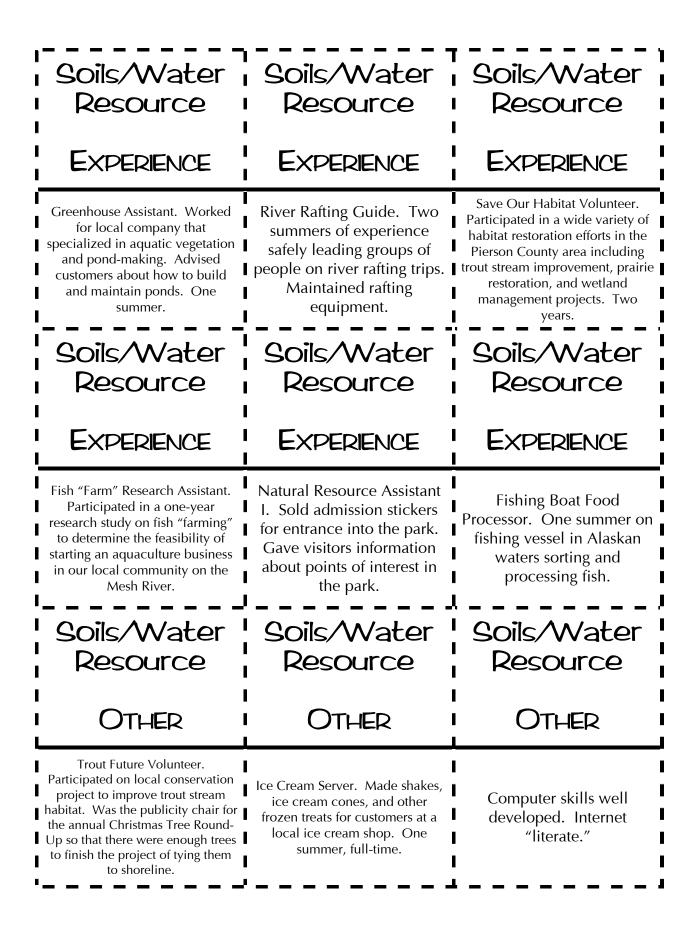
Forestry	Forestry	Forestry
OTHER	OTHER	OTHER
Board Member, Student Society of Forestry Forever Chapter, UP University. Helped to organize student chapter of over 35 so that they could gain more first-hand experience in the forestry field.	Qualified in Safe Tree Climbing. Trained with 40 hours of experience in maneuvering ropes, harnesses, and other tree- climbing equipment.	Food Center Service Desk Staff. Two years, part-time. Assisted customers through a variety of services including check cashing, film development, mail services. Upheld quality assurance policies. Liaison between customers and store management.
Forestry	Forestry	Forestry
I OTHER	OTHER	OTHER
Highway Crew. Two summers. Participated on County Road Crew to repair potholes in county roads. Helped to redirect traffic.	Retirement Home Volunteer. Two years part-time experience. Assisted in delivering dinners to elderly folks. Also worked in recreation room helping to	Equestrian Instructor. Taught horsemanship lessons for girls at a summer camp. One Summer.
	lead a variety of games and activities.	
Forestry	, -	Forestry
Forestry OTHER	activities.	Forestry OTHER

Forestry OTHER	Forestry OTHER	Forestry OTHER
Trail Maintenance Volunteer. Helped local hiking club maintain 24 mile trail segment. Two years.	Certified scuba diver.	Updated certification in First Aid and CPR.
Forestry	Forestry	Forestry
OTHER	OTHER	OTHER
Assistant at Small Engine Repair Shop. Learned how to repair a variety of small engines such as chainsaws and lawn mowers. One year. Part-time.	Motorcycle Shop Clerk. Helped customers learn about motorcycle brands and make buying decisions. Part-time, six months.	Bakery Assistant, Donuts Division. Baked donuts every Saturday morning as part of family-owned business.
Forestry	Forestry	Forestry
OTHER	OTHER	OTHER
Computer skills well developed. Internet "literate."	Designed and continue to maintain own web page. (Since 1999.)	Excellent written communication skills.

Forestry	Forestry	Forestry
OTHER	OTHER	OTHER
Student Government Vice President. Elected to this position at UP University. One year.	Student Activities Coordinator. UP University. Two years, part-time.	Student Newspaper Photographer. High school. Two years.

Soils/Water Resource	Soils/Water Resource	Soils/Water Resource
EDUCATION	EDUCATION	EDUCATION
Bachelor of Science in Soils, 2000.	Bachelor of Science in Water Resources with a Minor in Soils, 2000	Master of Science in Water Resources with an Emphasis on Watershed Management, 2000
Soils/Water Resource	Soils/Water Resource	Soils/Water Resource
EDUCATION	EDUCATION	EDUCATION
Bachelor of Science in Soils, 1999.	Master of Science in Water Resources with an Emphasis on Water Policy, 2000.	Bachelor of Science in Soils, 1999.
Soils/Water	Soils/Water	Soils/Water
Resource	Resource	Resource
Resource EDUCATION	Resource Education	





Soils/Water Resource	Soils/Water Resource	Soils/Water Resource
OTHER	OTHER	OTHER
Designed and maintain a web page for my environmental club at Second to None University.	Excellent written communication skills.	Gave 10 guest presentations for local civic organizations on the subject of trout stream habitat improvement.
Soils/Water Resource	Soils/Water Resource	Soils/Water Resource
I OTHER	OTHER	OTHER
Bank teller. One year (full time) as a bank teller helping customers with a variety of financial transactions.	Student Government Secretary. Elected to this position at Second to None University. One year.	Recreation Coordinator. University liaison to students. Helped plan exciting trips for students over spring break. Two years, part-time.
Soils/Water   Resource	Soils/Water Resource	Soils/Water Resource
OTHER	OTHER	OTHER
Student Newspaper Photographer. Second to None University. Two years meeting publication deadlines.	Cashier. Checked out customers at local grocery store.	Debate Team Leader on High School Forensics Team. Our team took second place in the debate competition at the State Level.

Soils/Water Resource	Soils/Water Resource	Soils/Water   Resource			
OTHER	OTHER	OTHER			
Hobby gardener.	Treasurer, Student Society for Soils. One year elected position at UP University as officer for student organization that focuses on issues related to soil conservation.	Have up-to-date boat safety certification and lifeguard qualifications.			
Soils/Water	Soils/Water	Soils/Water			
Resource	Resource	Resource			
OTHER	OTHER	OTHER			
Certified in first aid and CPR.	Volunteer at County Conservationist's Office.	Desktop publishing experience. Have developed publicity flyers.			
-		experience. Have			
CPR. Soils/Water	Conservationist's Office.	experience. Have developed publicity flyers.			

Soils/Water Resource	Soils/Water Resource	Soils/Water Resource			
OTHER	OTHER	OTHER			
Received the Mesh River Artist's Award in a local painting contest. (All contestants were to paint the River.)	Experience showing calves at local County Fair. Won blue ribbon.	Worked at Soil Testing Lab at UP University. Part-time after classes for one year.			

Parks and Recreation	Parks and Recreation	Parks and Recreation		
Education	Education	Education		
Bachelor of Science in Forest Recreation, 1999.	Bachelor of Science in Forest Recreation with a Minor in Environmental Education, 2000.	Master of Science in Forestry with an Emphasis in Forest Recreation, 2000.		
Parks and Recreation	Parks and Recreation	Parks and Recreation		
Education	Education	Education		
Bachelor of Science in Natural Resources with a Minor in Environmental Education/ Interpretation, 1999.	Master of Science in Natural Resources with an Emphasis on Environmental Education, 1999.	Master of Science in Natural Resources with an Emphasis on Park Interpretation, 2000.		
Parks and	Parks and	Parks and		
Recreation	Recreation	Recreation		
Recreation Education	Recreation Education			



Parks and Recreation	Parks and Recreation	Parks and Recreation		
Experience	Experience	Experience		
Park Naturalist. Led public programs on a variety of environmental topics. Two summers.	Organizer for Inner City Beautification Effort. Helped to organize teams for a special event to improve the quality of the environment and the quality of life in my hometown's inner city area. Promoted green spaces.	Assistant Forestry Technician. One year experience assisting on a study of the impacts of clear-cutting on soil erosion in western Podunck County.		
Parks and	Parks and	Parks and		
Recreation	Recreation	Recreation		
Experience	Experience	Experience		
Burgers R Us Cashier. Checked out customers. Trained others to operate new cash registers. Six months.	Gas Station Attendant. Sold gas and other items at the Fun-Stop Store. Part-time for one year.	Member, Student Society of Forestry Forever Chapter, UP University. Participated in a variety of forestry-related student activities such as Forestry Awareness Day and arboriculture demonstrations for the general public. Two years.		
Checked out customers. Trained others to operate new cash registers. Six	gas and other items at the Fun-Stop Store. Part-time	Forestry Forever Chapter, UP University. Participated in a variety of forestry-related student activities such as Forestry Awareness Day and arboriculture demonstrations for the general		
Checked out customers. Trained others to operate new cash registers. Six months. <b>Parks and</b>	gas and other items at the Fun-Stop Store. Part-time for one year. <b>Parks and</b>	Forestry Forever Chapter, UP University. Participated in a variety of forestry-related student activities such as Forestry Awareness Day and arboriculture demonstrations for the general public. Two years.		

Parks and Recreation	Parks and Recreation	Parks and Recreation		
Other	Other	Other		
Lifeguard certification.	Desktop publishing experience. Have developed publicity flyers.	Taught birdhouse building workshops for kids ages 9- 11. (Special event at local fair.)		
Parks and Recreation	Parks and Recreation	Parks and Recreation		
Other	Other	Other		
Summer Camp Trip Leader for Local Elderhostel Organization. Led able seniors on summer adventures including canoe trips and hikes. (Part-time.)	Tutor for Forestry Students. One year, part-time during college.	Intern at Planning and Zoning Commission. Assisted Senior Planners as they worked through new policy issues to manage urban sprawl.		
for Local Elderhostel Organization. Led able seniors on summer adventures including canoe	One year, part-time during	Zoning Commission. Assisted Senior Planners as they worked through new policy issues to manage		
for Local Elderhostel Organization. Led able seniors on summer adventures including canoe trips and hikes. (Part-time.) <b>Parks and</b>	One year, part-time during college. Parks and	Zoning Commission. Assisted Senior Planners as they worked through new policy issues to manage urban sprawl. <b>Parks and</b>		

Parks and Recreation	•		
Other	Other	Other	
Participated in Frog Count in marshes in early spring. (Two springs.)	Student Organization Leader for the Forest Recreation Club at UP University. Organized community service projects. One year.	Recycling Center Tour Guide. Volunteer position leading people on tours of facilities.	
Parks and Recreation	Parks and Recreation	Parks and Recreation	
l Other	Other	Other	
High School Forensics Team Member.	Special Event Organizer. Organized planning teams to host a one-day environmental event for the general public. Coordinated news services.	Participant in Hike-A-Thon fund-raiser to support local trail network development. Raised \$350.	
Parks and Recreation	Parks and Recreation	Parks and Recreation	
Other	Other	Other	
Recreation Coordinator. Helped plan exciting weekend field trips for	Enjoy biking.	Photographer. Have one award-winning photograph.	

Parks and Recreation	Parks and Recreation	Parks and Recreation			
Other	Other	Other			
, , ,	Telemarketing experience for local non-profit organization. (Three months, part-time.)	Love to backpack. My goal is to someday hike the entire 1000 mile Ice Age Trail network in the State!			

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Ξ	

	r a wide beople. Lst be an we can hout	Minus					
L L L	o tolerate ions and F ces with ssues. Mu someone lines with r his/her						
OTHER	I ability to rk conditi candidat solving is worker neet dead ching ove	Ok					
	Demonstrated ability to tolerate a wide variety of work conditions and people. Would prefer candidates with experience resolving issues. Must be an independent worker—someone we can count on to meet deadlines without someone watching over his/her shoulder.	Plus					
ш	nce in sired. nced with uman nagement.	Minus					
EXPERENCE	At least two years' experience in wildlife or related field desired. Research experience balanced with real world dealings with human dimensions in wildlife management.	Ok					
ш	At least two wildlife or re Research exp real world do dimensions i	PLUS					
z	ife desired.	Minus					
EDUCATION	Master's degree in Wildlife desired.	Ok					
Ш	Master's de	PLUS					
		Applicant Name					
		Applic					

	OTHER	"sense" with Iso requires eam.	Minus					
		Ability to balance business "sense" with natural resource "sense." Also requires ability to work as part of a team.	Ok					
		Ability to bala natural resour ability to wor	PLUS					
	Щ	ound experience Emphasis on erred.	Minus					
try	<b>XPERIENC</b>	Business/economics background desired. At least two years' experience in forestry or related field. Emphasis on forest products industry preferred.	Ok					
Forestry	<u>ل</u> ن	Business/eco desired. At le in forestry or forest produc	Plus					
Ц		y required.	Minus					
	EDUCATION	Bachelor's degree in Forestry required.	Ok					
		Bachelor's d	Plus					
			Applicant Name					

Soil/Water Resources

	tly. Must be Proven jects	Minus					
OTHER	Ability to work independently. Must be dependable and trustworthy. Proven ability to manage many projects simultaneously.	ЯO					
	Ability to work i dependable and ability to manag simultaneously.	PLUS					
Щ	with others eld or working f soils- or ed.	Minus					
EXPERIENCE	Proven ability to work well with others in a professional setting. Field experience doing research or working with public on resolution of soils- or water-related issues preferred.	ЯО					
Ű	Proven abilit in a professic experience d with public c water-related	PLUS					
N	s or Water d.	Minus					
EDUCATION	Bachelor's degree in Soils or Water Science required.	N					
Ξ	Bachelor's S	PLUS					
		Applicant Name					

Parks and Recreation

OTHER	Candidates with exceptional oral and written communications skills only. Volunteer experience desirable because it indicates a willingness to "pitch in and help." Demonstrated ability to work well with people of all ages. Love of outdoors.	Minus					
		ЯO					
		PLUS					
EXPERIENCE	Minimum two years' experience working in a public setting required— must have had a great deal of experience working with people from a variety of backgrounds. Experience planning programs desired.	Minus					
		Ok					
		PLUS					
EDUCATION	Bachelor's degree in Parks or Recreation or related field required.	Minus					
		Ok					
		PLUS					
		Applicant Name					

# Resume

Name	
Address	
Career Goal	
Education •	
•	
Experience	
•	
•	-
•	
Other	
•	- 
•	
•	-
•	
	-

**REFERENCES AVAILABLE UPON REQUEST** 

# Resume

Name Jo B. Less

Address <u>101 Wild Ln.</u>

Lifeton, CO 23324

Career Goal To become a wildlife rehabilitator.

### Education

- Bachelor of Science degree in Natural Resource Management, 2000
- \_\_\_\_

Experience

- <u>Wildlife Environmental Science Internship, Podunck Wildlife Sanctuary.</u> Cared for injured animals at a wildlife rehabilitation center. One year position.
- <u>Black Bear Research Intern, Northern Ridges.</u> <u>Three month internship helping lead</u> <u>scientists in studying black bear habitat requirements.</u>
- •

Other

- Avid bird-watcher
- Writer with two published articles in Natural Animal Magazine.

- <u>Had own business mowing lawns for neighbors on a regular basis over a three-year</u> period.
  - \_\_\_\_\_
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**REFERENCES AVAILABLE UPON REQUEST**