

## RESUME/APPLICATION (Example)

**JOB ANNOUNCEMENT:** ABC-1900-5000

**TITLE:** Geologist GS-1350-5

### PERSONAL INFORMATION

503 Albany Road  
St. Joe, Idaho 98613  
(208) 123-4567 day  
(208) 123-8910 evening

### CASEY T. BURNETT

SSN: 500-50-5000  
Citizenship: US  
Veteran's preference: none Highest  
Federal civilian grade held: GS-3

### EDUCATION

St Anthony's High School  
Bishop, ID 98600

Graduated 6/90

Columbia Basin Community College  
Earth Sciences, 80-quarter hrs

9/90-6/92  
Pasco, WA 99340

Eastern Washington University Major Geology, minor  
Geography

Bachelor of Science 6/94  
Cheney WA 98400

### WORK EXPERIENCE

#### Geologist/Engineering Assistant

Mc Micheals Engineering Associates  
1123 West "K" Ave  
Sacramento, CA 95691  
Stacey Lynn, (016) 373-0000, ext. 562, can contact

6/94-9/95  
40 hrs/wk  
\$6.30/hr

Collected rock and soil samples and conducted preliminary strength tests on rock samples. Mapped geologic features along highways, conducted preliminary geologic investigations, drafted geologic maps, and produced written reports. Responsible for completing weekly reports and providing Geotechnical Engineers with accurate and timely geologic assessments. Completed geologic inventory, databases, and map filing system.

#### Biological Science Technician GS 460-3

US Forest Service, Gilford National Forest  
Hwy 12, Carson Route  
Carson, ID 98300  
Ken Frost, (208) 590-0000, can contact

6/93-9/93  
40hrs/wk  
\$5.60/hr.

Worked on a crew conducting wildlife and fisheries surveys and collected botanical samples of sensitive plant species. Assisted with watershed restoration projects installing erosion mats and planting grasses. Responsible for updating databases in PC spreadsheets and organizing filing systems for field data.

**WORK EXPERIENCE**, continued page 2

Burnett, Casey T. 500-50-5000

**Lab Assistant**

Columbia Basin Community College  
Dept of Geology and Earth Sciences  
Pasco, WA 99340  
Chris Cahill, (509) 268-5000 (can contact)

1/91-6/91  
10 hrs/wk  
Received unit credits, no salary

Instructed Earth Science 100 labs to 25-30 students. Developed some lab exercises, administered and corrected tests. Responsible for the accurate recording of students' test scores and grades.

**OTHER QUALIFICATIONS**

**Training**

- First-Aid/CPR, 6/95
- Hazardous Materials 40 hrs, 7/94
- Basic fire fighting, 6/93
- Equestrian/Horse back riding, 6/90
- Carpentry/Woodworking, 8/89

**Skills**

- Can drive 4-wheel drive vehicles, tractors, utility trucks
- Mountaineering skills including map reading, trail marking, camping, outdoor survival skills
- Can operate chain saws, electrical carpentry tools, pumps, motorcycles, ATV's
- IBM/PC, spreadsheets, databases, word processing
- Rock climbing/rappelling
- Fluent in Spanish and Japanese languages
- Rifleman and archery skills

**Licenses/Certificates**

- California drivers license
- Certified First Aid/CPR (6/95)

**Accomplishments/Achievements**

- Superior Performance, Forest Service, 9/93
- Speech and Debate Team State Championship, 5/89
- High School Honor Student, 6/90
- Member of Cascades Geologic Society

**Available to work:** June 17 to December 31, 1996

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_