

# JAN M. VOLUNTEER

555 North 5<sup>th</sup> Street Make Believe, WI 55555  
Cell Phone: 555-555-5555 email: [jmvolunteer@gmail.com](mailto: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

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## 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

- 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 [HK7]:** Use action verbs

**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)