

Bo Williams

Sample

603 Park Avenue • Greenville, MS 38701 • 662-335-2222 • bwilliamsy@okramail.deltastate.edu

SUMMARY OF SKILLS

- Knowledge of principles used in wildlife management and fish populations, ecology of game/non-game species, and ecological and socio-economic factors affecting habitat /populations
- Conducted research, laboratory and statistical methods as related to wildlife/ fisheries management
- Strong ability to effectively plan and organize work activities and prioritize task completion to meet schedules and deadlines

EDUCATION

20XX	Delta State University Bachelor of Science Major: Wildlife Management Related Coursework: Wildlife Techniques Geospatial Solutions Habitat Management Natural Resource Issues	Cleveland, MS
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EXPERIENCE

20XX	Dahomey National Wildlife Refuge <i>Research Intern</i> <ul style="list-style-type: none">• Collected complex and specialized biological and environmental data for projects such as game, fur, marine, or inland fisheries management or environmental monitoring; Assisted in care of sick and injured wildlife; Provided general office assistance and recorded data	Boyle, MS
Summers 20XX and 20XX	Gulf Coast Sea Lab Refuge <i>Research Assistant</i> <ul style="list-style-type: none">• Collected specialized biological and data for projects such, marine, fisheries management or environmental monitoring; Assisted in caring for sick and injured fowl and water animals; Led tours of wetlands; Provided general office assistance	Ocean Springs, MS
20XX-20XX	Delta State University College of Arts and Sciences/Wild Life Management Division <i>Student Employee</i> <ul style="list-style-type: none">• Assisted secretary in daily office tasks; Provided help to faculty to prepare for classroom lectures; Designed spreadsheet for student data	Cleveland, MS

HONORS AND ACTIVITIES

- Johnny Drew Ouzts Memorial Scholarship
- President's List
- Beta Beta Beta Biological Sciences Honor Society
- Water Environmental Federation
- The Wildlife Society
- Volunteer, American Cancer Society

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REFERENCES

Dr. Jeff Duguay

Academic Advisor/Assistant Professor of Biology
Delta State University
P.O. Box 3262
Cleveland, MS 38733
(662) 846-4242
jduguay@deltastate.edu

Mr. Dan Smith

Dahomey National Wildlife Refuge
P.O. Box 831
(662) 742-9331
Dsmith@dahomeywildlife.org

Dr. Nina Baghai Riding

Associate Professor of Biology and Environmental Science
Delta State University
Caylor 239
Cleveland, MS 38733
(662) 846-4797
nbaghai@deltastate.edu

**Do not duplex
actual resume!!**

**Email your resume to the
DSU Career Services' office, and
we'll give it a free check-up!**

**Career Services
Delta State University
careerservices@deltastate.edu
Union 300**

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August 1, 20xx

Mr. Sam Stevens
Mississippi Parks Service
1234 University Avenue
Jackson, MS 39105

Dear Mr. Stevens: (use name if you know it)

I am interested in the Field Technician position at the Mississippi Parks Service. Upon investigation of the position, I believe that I possess the knowledge, experience, skills and talent to make a significant contribution to the success of the organization's mission, "_____".

I received my Bachelor of Science degree in Wildlife Management from Delta State University in May of 20xx, and I am looking for an opportunity to put my skills and knowledge to use within your organization. The position at the Mississippi Parks Service would give me the opportunity to utilize my research skill to help meet the goals of the organization.

After graduation, I plan to move to the Jackson area. In addition to studying such valuable courses as _____ and _____, I have learned a great deal about the profession through my internship at Dahomey Wildlife and my assistantship with Gulf Coast Sea Lab Refuge.

The position at the Mississippi Parks Service reflects my interests and abilities. I am very excited about the possibility of joining the team and working closely with team members. To provide you with more information about my experiences and education, I have enclosed my resume. Thank you for your time and consideration.

Sincerely,

Bo Williams

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Enclosure

Wildlife Management Interview Questions

- What do you know about this organization?
- How did you learn about our organization?
- What do you know about the missions and responsibilities of the Department of _____ with regard to restoration and management?
- What qualities do you think are needed for this position?
- What can you contribute to our organization?
- Why do you want to work for this organization?
- Why are you the person we should hire?
- Are you competitive?
- Do you like paperwork?
- Have you been involved in any projects related to this position? If so, what has been your involvement to date?
- What do you think of the organization's goals? Is anything missing? What, in your opinion, are the key goals for the project?
- What resources do you believe are necessary to support this organization?
- What is your ideal job?
- Where do you see yourself in 5-10 years?
- How do you think decisions should be made when there are different opinions on technical questions or on project organizational matters?
- What types of groups/individuals should be involved in the planning process?
- Are you a leader?
- What motivates you?
- What types of public participation efforts and activities do you think are needed for the planning process and why?
- From your experience, describe a best and worst case scenario regarding public participation.
- What ideas do you have about how to engage local government in the process?
- Why did you choose to major in Wildlife Management?

For more information, contact:
DSU Career Services
Union 300 - 662-846-4646
careerservices@deltastate.edu