

Joe Black
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Permanent Address

22 Daisy Dr
Sun Flower, MS 55555

Current Address

85 Pine Street
Forrest, MS 54545

Objective

An entry-level position in forestry.

The purpose of the objective is to state what career/position that you are seeking.

Education

Hattiesburg University, Hattiesburg, MS
Bachelor of Science in Forestry with an emphasis on Plant Growth. May 2006.

Relevant Work Experience

Intern

Hattiesburg Forrest Park, Hattiesburg, MS, August 2007–Present

- Assist Park Ranger
- Grounds Keeper
- Greet guests while entering park
- Collect park fees
- Check water levels

List your current job first. Give a brief but detailed description of each job.

Make sure you state your current degree first. Ex: PhD, M.S, B.S

Grounds Keeper

Hattiesburg Zoo, Hattiesburg, MS, January 2005- August 2007

- Maintain a clean environment for guests
- Kept the animals environment sanitary
- Feed animals

Activities & Awards

- College Roping Team
- FFA
- 4-H
- Big Brother Program
- Best in Show (Cows)

List your awards and activities that you participated in during college.

Skills

- Type 40 WPM
- Proficient with Microsoft Word, Excel, Publisher and Power point
- Skills and Knowledge of Forestry equipment

List any skills that relate to career/job you are seeking.

Please Note: Your resume should only be a page long. So adjust font size as needed. **Times New Roman** is the suggested font. Make sure you use **resume paper**. **Do not staple** your cover letter or references together.