

Forest Products Laboratory in Madison, WI.

All vacancy announcements are scheduled to open at 12:01am Eastern on 02/14/2022; **closing at 11:59pm Eastern on 02/28/2022.**

Job Announcement Number 22-RES-11384063-DT-JN

For a Laborer position WG-3502-2 **not to exceed 13 months, \$16.22 per hour**

Supporting the USDA Forest Service, Forest Products Lab in Madison, WI is available at the following USAJOBS URL:

[Laborer](#)

Job Announcement Number 22-RES-11382614-DP-TW

For an Electronic Industrial Controls Mechanic position WG-2606-12 **permanent full time, \$27.31 per hour**

Supporting the USDA Forest Service, Forest Products Lab in Madison, WI is available at the following USAJOBS URL:

[Electronic Industrial Controls Mechanic](#)

Job Announcement Number 22-RES-11387478-DP-IC

For a Wood Crafter position WG-4605-11 **permanent full time, \$26.52 per hour**

Supporting the USDA Forest Service, Forest Products Lab in Madison, WI is available at the following USAJOBS URL:

[Wood Crafter](#)

Job Announcement Number 22-RES-11387995-G-TC

For a Research Laboratory Mechanic position WG-4745-12 **permanent full time, \$27.31 per hour**

Supporting the USDA Forest Service, Forest Products Lab in Madison, WI is available at the following USAJOBS URL:

[Research Laboratory Mechanic](#)

Job Announcement Number 22-RES-11387204-DP-HL

For an Electrician position WG-2805-10 **permanent full time, \$25.75 per hour**

Supporting the USDA Forest Service, Forest Products Lab in Madison, WI is available at the following USAJOBS URL:

[Electrician](#)



BUILDING A FEDERAL RESUME

A career with the Forest Service means making a lasting impact by managing and caring for more than 193 million acres of the nation’s forests and grasslands. Build a fantastic Federal resume and take the first step towards leaving your legacy for future generations.

Federal resumes are different than traditional resumes, with certain requirements and no recommended page limit. When filling out your Federal resume, it is important to describe how your skills and work experience align with those outlined in the job announcement. Your resume should be customized for each position you apply for, improving your chances for selection.



Forest Service photo by Andy McMillan, Pathways2Solutions

Federal Resume Requirements

For each position on your resume, you must also include:

- The start and end dates (including the month and year).
- The number of hours you worked per week.
- The level and amount of experience - for instance, whether you served as project manager or a team member can help illustrate your level of experience.
- All examples of relevant experiences and accomplishments that prove you can perform the tasks at the level required for the job.

All work experience should be listed in reverse chronological order, with your most recent experience showing at the top of your resume.

It is also recommended that you include your supervisor’s name, contact information, and if they are okay to contact in reference checks.

Length

A Federal resume requires significantly more information than a traditional resume. As a result, there is no recommended page limit. Ensure you have detailed coverage of your education and work experience.

Using Numbers

When possible, present your achievements and accomplishments with numbers, percentages, and dollars. Include examples of how you saved, earned, or managed money and time. For example, “improved efficiency of document processing by 25 percent over the previous year” and “wrote prospect letter that has brought in more than \$25,000 in donations to date” would be great ways to describe your experience.





More Tips for Building a Better Resume

- Review the job announcement for keywords to include in your resume. For example, when a hiring manager reads the keyword “analyst,” that person might assume you have experience in collecting data, evaluating effectiveness, and researching and developing new processes.
- Describe skills and experience in universally accepted terms that can be understood in both the private and public sectors. Minimize the usage of acronyms and lingo; however if you must use them, spell them out and explain their meaning.
- Check over your resume for spelling and grammar issues.
- Volunteer work and community organizations can also be added to your resume to demonstrate your abilities.

Review Your Resume

When you have completed your resume, read it over and ask yourself these questions:

- Can someone who is unfamiliar with my career field understand the work I do?
- Have I included my unique experience and skills that might distinguish me from other candidates?
- Do I have a full understanding of the background and skills common in my career field?
- Have I described my accomplishments in a clear and descriptive manner?

Example Resume

Jane Doe Smith
 123 Personal Address Ln
 Albuquerque, NM 87109
 Mobile: 1112223333
 Email: janedoesmith@email.com

Work Experience:
USDA Forest Service
 4000 Masthead St NE
 Albuquerque, NM 87109

02/2015 - Present
Hours per week: 40
Series: 1035 **Pay Plan:** GS **Grade:** 12
Public Affairs Specialist (This is a Federal job)
Duties, Accomplishments and Related Skills:

- Goals and accomplishments
- Goals and accomplishments

Supervisor: Sally Supervisor (2223334444)
Okay to contact this Supervisor: Contact me first

Education:
University of New Mexico Albuquerque, NM
 Bachelor’s Degree 12/2014
Major: Public Administration **Minor:** Forestry

References:
Name: John Smith
Employer: Company Inc
Title: Director
Phone: 1112223333
Email: johnsmith@email.com
Reference Type: Professional

Name: May Smith
Employer: Company Inc
Title: Assistant Director
Phone: 1112223333
Email: maysmith@email.com
Reference Type: Professional

Name: Phil Smith...

More information on Forest Service careers, benefits, and opportunities is available on fs.usda.gov/fsjobs-events. If you would like to speak directly to a Forest Service recruiter, please send an email to SM.FS.r8recruiting@usda.gov.





Forest Service photo by Tanya Flores

NAVIGATING USAJOBS

Make a lasting impact. Apply on USAJOBS today to join a workforce that cares for more than 193 million acres of our Nation’s lands and manages vital resources for Americans.

USAJOBS is the Federal Government’s official employment site, facilitating the hiring process for thousands of Federal agencies across the United States and around the world. The Forest Service accepts all job applications on www.USAJOBS.gov.

Creating an Account

An account on USAJOBS allows you to track job openings, add searchable information for recruiters, and streamline the application process. To create an account, visit USAJOBS.gov and click “Create Profile” on the front page. You will be walked through a series of steps to create your account, including providing an email address and a password, confirming your email, and setting up a second authentication key.

Setting Up a Profile

After signing in for the first time, you can start setting up your profile. USAJOBS will take you through a survey, gathering information about which hiring authority you may fall under, general contact information, citizenship status, and education.

Under the Documents section, you can add resumes, cover letters, transcripts, or any other documents required for positions. If you already have a resume, upload the document; if not, we recommend using the Resume Builder tool to create a Federal resume. These resumes can be made searchable to recruiters looking for potential applicants.

You can also fill out the Preferences section to further outline what positions you are looking for, including desired work locations, and work schedules.



USAJOBS photo

Information on Forest Service careers, benefits, and opportunities is available on fs.usda.gov/working-with-us. If you would like to speak directly to a Forest Service recruiter, please send an email to SM.FS.recruiting@usda.gov.

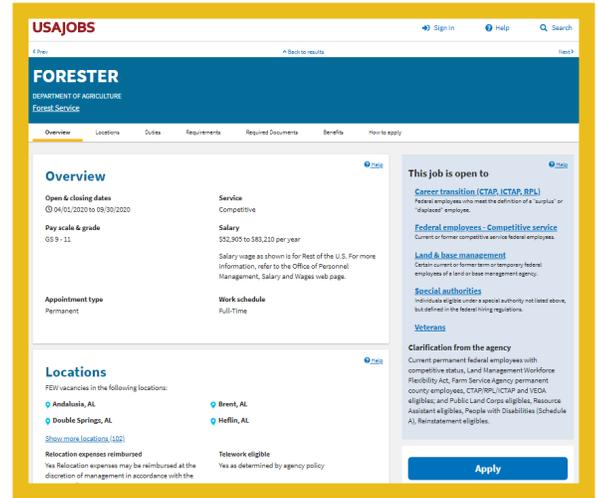
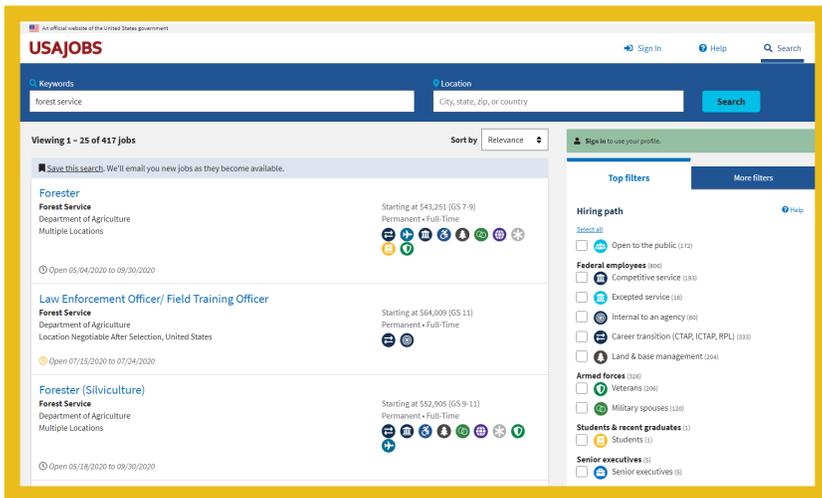




Searching for Jobs

Using the keyword search bar on the front page of USAJOBS, you can search for certain jobs, career fields, or agencies. You can use words like “Forest Service,” “forester,” and “communication” to find positions in your field. You can also enter locations of interest into the location bar. If you are searching broadly for jobs, it is recommended to use generic keywords and leave the location search bar blank.

If you filled out the Preferences section on your profile, the search will auto-populate with your choices. Any available positions that fall into those parameters will show. Search parameters can be added or edited using the Filters box on the right side. The Top Filters tab shows search options like departments, agencies, pay, grade levels, job series, and hiring paths/authorities. The More Filters tab shows search options like availability of relocation assistance funds, work schedule, appointment type, security clearance, and travel percentage.



USAJOBS photo

USAJOBS photo

Applying for Jobs

After clicking on a job, you’ll find information like “How to Apply,” “Eligibility Requirements,” and “Required Documents.” Read all of this information carefully to find out if you qualify for the position. If you qualify and are interested, click “Apply Now” on the right side. If you would like to apply for the job at a later date, you can click “Save” below the Apply Now button.

You will be prompted for application information, including uploading a resume, uploading any additional required documentation, personal information, and how you heard about the job. You will then be redirected to the agency’s hiring site. Complete the hiring questionnaire. You will receive an email from USAJOBS confirming your application was received.

More information on Forest Service careers, benefits, and opportunities is available on fs.usda.gov/fsjobs-events. If you would like to speak directly to a Forest Service recruiter, please send an email to SM.FS.recruiting@usda.gov.

