



RESUME FORMAT CHRONOLOGICAL/TRADITIONAL

- Content is listed in reverse order with the most recent information first.
- Preferred among conservative employers.
- Best suited those who have a great deal of related experience.

EXAMPLE

Education

Associate of Science, Pre-Science Expected May 2017
 The University of New Mexico-Taos, Taos, NM GPA 3.18

GED 2012
 High school Equivalency Program, Northern New Mexico College, Española, NM

Career Related Internship

Tree Survey Intern June 7- 15, 2015
 Taos Heartwood Coalition.
Funded provided by Town of Taos.

- Surveyed 700 individual trees with team of 4.
- Learned instrumentation: traditional and digital clinometer.
- Determined height, width, tree condition and leaf condition.

Natural Resource Management Intern March 2015-May 2015
 Taos Pueblo Division of Natural Resources, Taos Pueblo, NM
Funded provided by UNM-Taos Accelerate Program.

- Assisted with low complexity burn on Taos Pueblo Bison Pasture
- Aided in the hair/blood sample and vaccinations of bison as well as presented to UNM-Taos Biology class about the process.
- Created a break zone for fire prevention with Taos Pueblo Fire crew.
- Helped with big horn sheep survey.
- Planted willows near Rio Pueblo for habitat restoration.

Skills

Dependability

- Arrived on time to internship with the Taos Pueblo Division of Natural Resources.
- Organized student volunteers at the Taos Farmer's Market to provide educational information regarding the New Mexico General Obligation Bonds, which passed in the November 4, 2014 election.
- Participated 100% in each 2014 CAMP experiential learning field trip.

Integrity

- Conducted myself in a professional manner and complete all assigned tasks at internship with the Taos Pueblo Division of Natural Resources.
- Committed to attending each college course I am currently enrolled in at UNM-Taos.

Community Involvement

- Volunteer, GO Bonds Initiative, UNM-Taos, Taos, NM October 2014

Student Organizations

- Member, Accelerate Program, UNM-Taos, Taos, NM August 2014-present
- Member, STEP, UNM-Taos, Taos, NM August 2014-present
- Member, CAMP, UNM-Taos, Taos, NM August 2014-2015