

## DOCUMENT ANALYSIS ACTIVITY

## Preparing a Résumé

This résumé was written by a graduating college senior who wanted to work for a wildland firefighting agency such as the U.S. Bureau of Land Management or U.S. Forest Service. The writer plans to save the résumé as a .txt file and enter it directly into these agencies' employment databases. The questions below ask you to think about electronic résumés (as discussed on pp. 405–06).

1. How effectively has the writer formatted this résumé?
2. What elements are likely to be problematic when the writer saves this résumé as a .txt file?
3. What is the function of the industry-specific jargon in this résumé?
4. Why does the writer place the education section below the sections on career history and fire and aviation qualifications?

**BURTON L. KREBS**

34456 West Jewell St.

208-555-9627

Boise, ID 83704

burtonkrebs@mail.com

**Objective**

Lead crew position on rappel crew.

**Career History**

- Senior Firefighter, Moyer Rappel Crew, 05/14-present
- Senior Firefighter, Boise Helitack, 05/13-10/13
- Hotshot Crew Member, Boise Interagency Hotshot Crew, 07/12-09/12
- Helirappel Crew Member, Moyer Rappel Crew, 06/08-09/11

**Fire and Aviation Qualifications**

Crew Boss (T)

Helicopter Manager

Helicopter Rappeller

Helirappel Spotter

Helispot Manager

Type 2 Helibase Manager (T)

Incident Commander Type 4 (T)

**Education**

*Bachelor of Arts in Communication Training and Development*, Boise State University, Boise, Idaho, GPA 3.57, May 2015

**Skills**

- Excellent oral and written communication skills
- Proficient in Word, Excel, and PowerPoint
- Knowledgeable of helicopter contract administration
- Perform daily and cumulative flight invoice cost summaries

**Awards**

"Outstanding Performance" Recognition, U.S. Bureau of Land Management, 2013

"Outstanding Performance" Recognition, U.S. Forest Service, 2010, 2011, 2012