

Directorate Resource Assistants Fellows Project Application Checklist

| REQUIRED DOCUMENTS FOR APPLICATION PACKAGE | |
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| 1. | A resume that includes the following information: |
| | a. City, State and Zip Code of where you live. |
| | b. Contact Information (e.g. mobile, home and/or work numbers) |
| | c. Email Address |
| | d. College and/or Universities attended (include city, state and zip code) |
| | e. List all employment permanent, seasonal, summer, internships and volunteer jobs you've held over the past 5 years starting with the most recent (include position title, description of duties/responsibilities, name of employer, the dates of employment and hours worked weekly/monthly, etc.) |
| | f. List any awards, scholarships or special recognition you have received and the dates on which they occurred. |
| | g. Describe any non-course related applicable experience (e.g., research or field). |
| | h. List any special skills relevant to the Fellowship you are applying for (e.g. computer, communications, leadership, using applicable equipment, etc.) |
| | i. Indicate the DFP project number applying for at the top of your resume and, if applicable, in the subject line of your submission email. |
| 2. | A copy of your most recent unofficial transcript from your college/university. This document must include your college/university name, cumulative GPA, total credits, and degree major. |
| 3. | Proof of current enrollment at an accredited academic institution must be submitted by all successful candidates. This information may be submitted after the application deadline date. |

Note: Resumes may extend past one page. The Service is divided into 9 Regions. Interested and eligible applicants must apply to each DFP project separately by **Wednesday, March 12, 2014**. Application packages are to be sent to the unique point of contact listed for respective Region where the DFP project is being hosted. Redact any personal privacy information (e.g. SSN, DOB and home address) from your unofficial transcript and enrollment verification.

<http://www.fws.gov/workforwildlife/dfp.html>

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| Regional Point of Contacts for Application Submission | | | |
|--|-------------------|---|---|
| Region | Email | Address | Fax |
| 1 | FWR1@fws.gov | U.S. Fish and Wildlife Service - Division of Human Resources - Directorate Resource Assistant Fellowship Program 911 NE 11th Avenue Portland, OR 97232 ☐ | |
| 2 | FWR2@fws.gov ☐ | U.S. Fish and Wildlife Service, Human Resources Attn: Monica Salazar, Room 5222 500 Gold Ave SW Albuquerque, NM 87102 | (505) 248-6856 Attn: Monica Salazar, Room 5222 |
| 3 | FWR3@fws.gov | U.S. Fish & Wildlife Service Division of Human Resources 5600 American Blvd. West, Suite 990 Bloomington, MN 55437 | (612) 713-5281 ATTN: Directorate Resource Assistant Fellowship Program |
| 4 | FWR4@fws.gov | FWS/DHR, Attn: Cheryl Irvin 500 Gold Ave SW, Rm 5222 Albuquerque, NM 87102 | (505) 248-6856 Attn: Cheryl Irvin |
| 5 | FWR5@fws.gov | U.S. Fish and Wildlife Service Attn: Beth Sever, Division of Human Resources 300 Westgate Center Drive Hadley, MA 01035 | |
| 6 | fw6@fws.gov | Fish and Wildlife Service, Human Resources Office P.O. Box 25486 Denver Federal Center Denver, CO 80225 | (303) 236-5775 ATTN: Directorate Resource Assistant Fellowship Program |
| 7 | FWR7@fws.gov | ACSC 222 West 7th Ave. #13 Anchorage, AK 99513 | |
| 8 | FWR8@fws.gov | U.S. Fish and Wildlife Service Division of Human Resources Directorate Resource Assistant Fellowship Program 911 NE 11th Avenue Portland, OR 97232 ☐ | |
| 9 | FWSHQ@fws.gov | U. S. Fish and Wildlife Service Division of Human Resources 4401 N. Fairfax Drive Mail Stop: MS-HR-2000 Arlington, VA 22203 <u>Or hardcopy DROP OFF:</u> U.S. Fish and Wildlife Service Division of Human Resources 4501 N. Fairfax Drive, Suite 2000 Arlington, VA 22203 | (703) 358-2224 ATTN: Directorate Resource Assistant Fellowship Program |