

## Resume and Letter of Qualifications Tips

Thank you for your interest in employment with the Wisconsin Department of Natural Resources (DNR). We're happy you're considering us and want to ensure you have the tools to be as successful as possible in your application process. Please consider the guide below as you prepare your application materials.

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Be sure to read through the job announcement completely and review the Qualifications section in order to understand the requirements of the position. The DNR always asks for a resume as part of our job application process, and in addition we often ask for a letter of qualifications. A letter of qualifications is meant to introduce yourself as a candidate, provide details on your education and work experience as they relate to the specific position you are applying for, and explain why you would be a good fit for the job. A resume summarizes your job experience, work accomplishments, and educational background. Together a resume and letter of qualifications provide a **full picture** of your qualifications as a candidate.

It is important that these documents clearly describe your background so the job expert(s) evaluating your application materials can make an accurate judgment regarding your qualifications. **Your letter of qualifications and resume are critical parts of your application and are used during our evaluation process to determine your qualifications as they relate to the job.**

We recommend updating your resume and letter of qualifications for each individual job you apply for. To do this, you should describe your education, training, and experience related to each of the items listed in the "Qualifications" section of the job announcement. If your resume does not clearly describe your experience related to these items, then it is important to use the letter of qualifications to provide additional details or examples for clarification. The combination of your resume and letter of qualifications must provide sufficient detail to portray your qualifications as a candidate. **The team reviewing your application materials is unable to make any assumptions based on job titles, education, etc., so if you have experience in a given qualification, you must describe it! Applicants who do not clearly identify minimum qualifications within their letter of qualifications and/or resume will be ineligible to continue in the selection process.**

### Your resume should include:

- Your educational background, including any certifications or coursework you have taken relevant to the position you are applying for.
- Summary of your employment history, including work accomplishments and skills used.
- Your contact information, including an email address and a phone number.
- Any education, training and experience you have related specifically to the "Qualifications" section of the job announcement.

### Your letter of qualifications should include:

- Additional information regarding your past work experience or coursework you have taken. A letter of qualifications *supplements and expands* on the information provided in your resume.
- Specific examples to clearly demonstrate your level of expertise and past responsibilities.
- Highlights of your most relevant skills and experiences as they relate to the **specific** job you are applying for.
- Any education, training and experience you have specifically related to the "Qualifications" section of the job announcement.

Good luck!