

**From:** [McChesney, Gerry](#)  
**To:** [Rabe, Jack W.](#)  
**Subject:** Re: Needed docs  
**Date:** Thursday, September 22, 2016 6:12:40 PM  
**Attachments:** [Farallon Plant Phenology Protocol 2016 Final.pdf](#)  
[2016 Invasive Species Plant Phenology Report Final.pdf](#)  
[SEFI Plant Treatment Gull Disturbance Study Protocol 2016 FINAL.pdf](#)  
[Storm-Petrel Call Back Survey 2016 Report Final.pdf](#)  
**Importance:** High

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Hi Jack,

Was just looking at this again and realized I never sent you the final reports and protocols you authored. Here they are.

On Thu, Sep 15, 2016 at 8:16 AM, McChesney, Gerry <[gerry\\_mcchesney@fws.gov](mailto:gerry_mcchesney@fws.gov)> wrote:

Hi Jack,

Thanks!

I don't need it for this, but something else I just realized is you should include the reports you wrote. Put them in a another section titled something like "Reports", to be changed to "Reports and Publications" once you have some pubs under your belt. It's very good to show you have writing experience. List them using the suggested citations for the reports (I attached PDFs of the reports and protocols you authored or co-authored for your reference). Also, once you have gone to some conferences and done some, make sure to include a separate section for Presentations given.

Most resumes I see separate "Work Experience" (i.e., paid jobs or longer-term internships) from volunteer experience (like the weekend or occasional stuff). I would put the workshop attendance you show in a separate section and call it something like "Other training." That would be a good place to list any other training and training certifications you have. The pesticide use training you received for your Farallon position is one you could list. Include dates of training.

Again, I don't need these additions but I highly recommend adding them for the next job you apply for. Providing as much info on yourself as you can, but keeping it concise, will help make you more competitive.

Have a great fall semester. Keep in touch!

On Wed, Sep 14, 2016 at 5:46 PM, Rabe, Jack W. <[rabe.36@buckeyemail.osu.edu](mailto:rabe.36@buckeyemail.osu.edu)> wrote:

Hey Gerry, I have attached the updated resume. How have things been going on the island and on the mainland? I saw that video that was put together by Point Blue and the USFWS. It turned out extremely well.

Thank you,

Jack

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**From:** McChesney, Gerry <[gerry\\_mcchesney@fws.gov](mailto:gerry_mcchesney@fws.gov)>

**Sent:** Tuesday, September 13, 2016 7:29:26 PM

**To:** Rabe, Jack W.

**Subject:** Re: Needed docs

Hi Jack,

Something I just noticed on your resume. In the Education section, you should include what your expected graduation date is. Then when you graduate, change it to reflect the actual graduation date. You want to make all degree, work and volunteer experiences very clear on when they happened or, for education degrees, when they are expected.

Can you update and re-send? Thanks.

On Fri, Aug 26, 2016 at 11:11 AM, Rabe, Jack W. <[rabe.36@buckeyemail.osu.edu](mailto:rabe.36@buckeyemail.osu.edu)> wrote:

Hey Gerry,

Have attached the updated resume.

Thank you,

Jack

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**From:** McChesney, Gerry <[gerry\\_mcchesney@fws.gov](mailto:gerry_mcchesney@fws.gov)>

**Sent:** Friday, August 26, 2016 12:05:05 PM

**To:** Rabe, Jack W.

**Subject:** Re: Needed docs

Yes, you can add me as reference. I would suggest only including one of us and having one or more references from your school and other work or volunteer positions you've held. Make sure to indicate who your references are; e.g., Supervisor, Farallon NWR; Academic Advisor, etc.

On Thu, Aug 25, 2016 at 3:51 PM, Rabe, Jack W. <[rabe.36@buckeyemail.osu.edu](mailto:rabe.36@buckeyemail.osu.edu)> wrote:

Hey Gerry,

I just finished updating my resume, would I be able to add you on my reference list before sending it too you? I will ask Jonathan as well. My graduation date is May 2017.

Thank you,

Jack

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**From:** McChesney, Gerry <[gerry\\_mcchesney@fws.gov](mailto:gerry_mcchesney@fws.gov)>

**Sent:** Wednesday, August 24, 2016 1:03:09 PM

**To:** Rabe, Jack W.

**Subject:** Needed docs

Hi Jack,

I hope your trip back to school went well. I need to provide a couple things as part of your close-out. Can you provide to me:

- Current resume, with your Directorate Fellow position included;
- Expected graduation date.

Thanks.

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Gerry

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Gerry McChesney  
Manager, Farallon National Wildlife Refuge and  
Common Murre Restoration Project  
U.S. Fish and Wildlife Service  
San Francisco Bay National Wildlife Refuge Complex  
1 Marshlands Road  
Fremont, CA 94555  
Phone: 510-792-0222, ext. 222, cell: 510-435-9151  
Email: [Gerry\\_McChesney@fws.gov](mailto:Gerry_McChesney@fws.gov)  
<http://www.fws.gov/refuge/farallon/>  
<http://www.fws.gov/sfbayrefuges/murre/murrehome.htm>  
[Follow us on Facebook!](#)

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