

Suggested Guidance on

How to Submit a Resume Approval Request to USFWS and/or CDFW

- Clearly identify which biologist you are requesting approval for which target species/resource, which project-specific activities, and level of approval (Qualified Biologist or Biological Monitor).
- Do not include information about experience with species other than those species relevant to your request. It is ok to provide this as part of a resume, but please do not add to a table format, if used (see below).
- It is most efficient to review work experience and other qualifications of biologists when it is presented in table format (see pdf entitled *Example Experience Table_CDFW*). Please include:
 - Name and contact information
 - Education, including any degrees earned
 - Any relevant trainings/workshops, including whether the individual had opportunities to observe/handle target species
 - Any relevant permits issued (e.g, CDFW SCP or MOU, USFWS 10(a)1(a), including authorization number, start/end dates, authorized species, and authorized activities)
 - Target species/resource
 - Dates of experience
 - Number of field seasons
 - Number of hours
 - Observed: Y/N; visual or auditory? If so, approximately how many individuals and which life stages (please provide details under project experience)?
 - Agency name and contact information of agency staff that have provided any relevant previous authorizations
 - Project experience, including:
 - Project name, location, and start/end dates
 - Name and contact information of permitted biologists the individual has worked under
 - LSA, ITP, or Biological Opinion relevant to project
 - Surveys conducted
- Only attach to your request a cover letter/email, the relevant resumes and the DFW or other similar form referenced below. No other materials should be provided.