

**SUMMER POSITIONS AVAILABLE
WITH THE AGRICULTURAL RESEARCH SERVICE
U.S. DEPARTMENT OF AGRICULTURE
U.S. VEGETABLE LABORATORY
2700 SAVANNAH HIGHWAY
CHARLESTON, SC 29414**

The Summer Intern program is available for students to work as assistants with our scientific, professional, and technical employees. These positions provide students a paid summer intern experience involving substantive work assignments during the summer months (twelve weeks) and provide knowledge about career opportunities and future employment prospects at ARS. Applicants must be 16 years old. USDA is an Equal Opportunity Employer. Application deadline is June 1, 2004. To apply submit a resume or Optional Application for Federal Employment, OF-612, and the Resume Cover Sheet with a copy of your transcript.

BIOLOGICAL SCIENCE AID - GS-02

Hourly wage: \$9.34

DESCRIPTION:

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Laboratory: prepares routine media, and solutions, by weighing and measuring constituents according to established methods; uses common laboratory equipment and apparatus such as autoclaves, sterilizers, centrifuges and homogenizers; prepares labels for specimens; maintains work area in a neat and orderly manner and may wash or clean other laboratory equipment. Assists in other closely related duties.

Field: performs simple repetitive tasks incidental to the research project; assists in plot preparation and maintenance, plant harvesting and sample preparation as well as sample and seed sorting, or processing for analysis and storage; may perform such duties as servicing and cleaning insects traps.

Greenhouse: performs simple repetitive tasks incidental to the research project such as watering, fertilizing, weeding, potting, and maintaining plants. Maintains work area in a neat and orderly manner.

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RESUME COVER SHEET

PLEASE SUBMIT A COPY OF THIS FORM WITH EACH RESUME/APPLICATION

Announcement number: _____

Name: _____

Social Security Number: _____ Date of Birth: _____

Education - School: _____

Major: _____ Major: _____
(Undergraduate) (Graduate)

Number of credits completed: ____ [Qtr] ____ [Sem]

Number of credits in progress: _____

Expected graduation date (mo/yr): _____

****(Please attach a copy of your transcript)****

Experience - Please list only the job title, dates of employment, and hours worked per week for each job you have held. Detailed information on experience will be taken from the resume/application you attach to this cover sheet.

- 1)
- 2)
- 3)

Are you a citizen of the United States? yes ____ no ____

Are you entitled to Veteran's Preference? yes ____ no ____

(If you are claiming preference, please attach a DD-214)

Do you have a parent that works for the
United States Department of Agriculture? yes ____ no ____

If yes, for which USDA agency does parent work? _____

Signature: _____ Date: _____

Agency Use: Date Rec'd _____ Grade/Qual: _____ Selected: _____

of apps: _____ Remarks: _____

INSTRUCTIONS FOR RESUME

PLEASE TAKE TIME TO FOLLOW THE INSTRUCTIONS AS YOU COMPLETE YOUR RESUME.

1. Send a completed resume to the contact person listed for the position for which you are applying.
2. Keep a copy of your resume to use as a reference.

CAUTIONS

1. Please print or type resume.
2. Check for accuracy of data.
3. Proofread entries. Be sure they are legible.
4. A copy of your transcript must be attached.

Section I - IDENTITY

1. Name: Enter last name, first name, and middle initial.
2. Social Security Number: Enter your social security number.
3. Address: Provide address where you can be reached for the remainder of the academic year. If your address is to be changed, include the change.
4. Telephone: Provide your home number as well as a number where you can be reached during the day (from 9 a.m. to 5 p.m.) if available.
5. Citizenship: Enter Y (yes) if you are a citizen, N (no) if you are not. U.S. Citizenship is required for Federal employment.

Section II - CAREER OBJECTIVE

List position number, agency, position, and duty station. This information is located in the section listed under vacancies. Explain your career objectives briefly.

Section III - EDUCATION AND WORK EXPERIENCE

1. Education: Submit name and address of educational institution. Attach a copy of transcript.
2. Please state the number of college years completed. (i.e. Freshman, Sophomore, Junior or Senior.)
3. Work Experience: List the type of work experience and former employer. List years and months of experience relevant to each occupation for which you are applying.

Section IV - HOBBIES, HONORS AND AWARDS

Please list hobbies, honors and awards.