

Alaska Native Hire — Comprehensive Resume Kit

Cook Inlet Tribal Council (CITC) • Alaska's People Workforce Services

Overview & Purpose

This resume preparation guide is designed specifically for Alaska Native and American Indian job seekers applying for positions with Alaska Native Regional Corporations, federal tribal preference entities, State of Alaska agencies, and private commercial employers.

Key Resume Components for Alaska Employers

- 1. Header & Contact Information:** Include full name, phone number, professional email, and Alaska city/region (e.g. Anchorage, AK or Nome, AK).
- 2. Native Preference / ANCSA Statement:** Clearly note shareholder or tribal enrollment status if applying for positions authorized under P.L. 93-638 or ANCSA shareholder preference.
- 3. Core Skills & Certifications:** List CDL licenses, NCCER construction credentials, medical certifications, M365 proficiency, or tribal leadership roles.
- 4. Professional Experience:** Frame achievements using active verbs (Managed, Operated, Coordinated, Delivered) with specific outcomes.
- 5. Community & Cultural Service:** Highlight volunteer work, tribal council participation, or subsistence leadership.

Sample Resume Layout Template

JOHN A. DENA'INA

Anchorage, AK 99508 | (907) 555-0199 | john.denaina@email.com

Alaska Native Regional Shareholder | Qualified under Indian Preference P.L. 93-638

PROFESSIONAL SUMMARY:

Dedicated Heavy Equipment Operator and Site Technician with 5+ years of seasonal rotation experience across Southcentral and Interior Alaska. Certified in NCCER Heavy Civil, OSHA 30, and First Aid/CPR.

KEY CERTIFICATIONS & TRADES:

- State of Alaska Commercial Driver License (CDL Class A)
- NCCER Construction Core & Heavy Equipment Operations
- CITC Digital Badge: Alaska Native Cultural Leadership

For 1-on-1 resume coaching and tool grants, contact CITC Employment & Training Services at (907) 793-3300 or ets@citc.org.