



www.USAJOBS.gov is the official job site of the U.S. Federal Government

Applying for Federal Civilian Jobs

USAJOBS.gov is the only place you can find and apply for government civilian jobs worldwide. At any given time, there are some 30,000 job announcements on the site. Navigating the website and understanding job listing information is half the battle. Ensure you follow instructions carefully and supply complete info.

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USAJOBS
"WORKING FOR AMERICA"

Keyword:

Location:

U.S. Citizens
 Federal Employees

BEFORE YOU BEGIN

- 1. Create an Account:** First, register by clicking on "Create an Account" and entering your email and a username. You then will receive an email with a link for creating "My Account." Follow the steps and provide complete info.
- 2. Upload or Create a Resume:** After creating and signing into "My Account," select "Resumes" to upload a resume in Word, PDF, or other format, or build a resume right in your account. You can create and store up to five resumes. Note: Your private-sector resume may not meet the requirements of the federal job vacancy announcement, which may require information such as your birthday, citizenship, veteran status, security clearance, civil service status, your supervisor's name, your salary, your hours for all previous work experiences, etc.
 - a.** Ensure to tailor your resume to the job announcement. Do not submit your standard resume to a wide variety of positions and expect results. If you tailor your resume to a specific job description, your chances of moving to the next stage in the application process drastically increase.
 - b.** To customize your resume, carefully review the position description. **Focus on the 'duties,' 'qualifications' and 'requirements' sections and include keywords and phrases in your tailored resume.** Make sure you demonstrate how you have developed the specific skills required by the agency. Your final resume should be tailored so that it mirrors the language used to describe the position.

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- Resource Center - Main Page
- Supplemental Forms
- Individuals with Disabilities
- Veterans
- Students and Recent Graduates
- Senior Executives
- Spotlights
- FAQs

3. Go to Resource Center - Main Page:

Provided is an abundance of advice and info on multiple topics related to government service, eligibility and how to use USAJOBS tools. Pay particular attention to "Tips," which provides helpful advice and links to multiple YouTube videos. You also can access all the USAJOBS videos at <https://www.youtube.com/user/usajobsapp>.

OVER

STARTING THE APPLICATION PROCESS

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Resource Center - Main Page
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Individuals with Disabilities
Veterans
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Search

4. Use Resource Center to Help Refine Your Search:

- a. You can go directly to searching for jobs and skip the Resource Center, but here you can link directly to areas that may, besides providing additional valuable info, help narrow your search and make it easier to hone in on the positions or internships you're seeking.
- b. It is important to check whether you're searching as a **"US Citizens"** or **"Federal Employees,"** as these will pull different results. Under US Citizens, the results only will reflect positions for which any qualified citizen can apply, including current federal employees. However, if you search under Federal Employees, the results will pull up only positions available or open to qualified current federal employees or veterans.

5. Read Everything Carefully:

- a. After selecting a job, ensure you read everything carefully, paying particular attention to the **"How to Apply"** and **"Required Documents"** sections. At the top of the announcement are five tabs that will take you directly to that section of the announcement, if you prefer. Bottom line, read carefully and understand everything.
- b. All required documents **must** be submitted with your application.
- c. Do not submit the application materials to the Human Resources Officer named as the contact unless the announcement states to do so.

HOW TO APPLY - THE PROCESS

6. Click "Apply Online":

Once you have carefully read all the announcement sections, and you're ready to apply, click the "Apply Online" button on the right side of the announcement. If you've already created a resume on your computer and have uploaded it on to USAJobs, select the resume. If not, you can create a new resume as part of filling out the job application.

7. The Five Steps:

After you have created or uploaded your "tailored" resume (Step 1), continue via the "Save & Continue" process through the remaining steps/tabs labeled:

- "Select Documents"
- "Review Package"
- "Include Personal Info"
- "Continue Application with Agency."

8. Saving and Finishing:

When applying, if you cannot finish the session, or if you want to SAVE work you have completed, proceed to the end of the job application questions and click on FINISH to save the information you have provided so far. You will have to answer any questions marked with a red asterisk to finish. You can return at anytime and edit your responses as long as the vacancy announcement has not closed.