

**HOW TO BUILD A RESUME FOR USAJOBS AND APPLY FOR FEDERAL JOBS**

Knowing how to write a winning resume is a valuable skill to have in today’s job market. Your resume is the first impression you give to a potential employer – it is ***your***marketing piece. A well-written resume can help you land an interview or may lead to new job opportunities. A Federal resume is different from a resume that you would submit for a private sector job.

Before you begin writing your resume, you’ll need to know where to find Federal career opportunities. Federal agencies advertise vacancies online at www.USAJobs.gov. USAJobs is an online database that enables job seekers to search for positions by location, job category or by agency. Most, but not all, full-time, part-time and permanent Federal jobs are posted on USAJobs. If you are interested in a specific agency, and you aren’t able to locate vacancies for that agency on USAJobs, you should visit the agency’s website for vacancy announcements.

**To build a resume in USAJOBS:**

1. Log into your USAJobs account.
2. Go to the Resumes section of your account.
3. Select **Build New Resume** button.
4. Name your new resume and select the **Save & Continue** button.
5. Experience tab: Select **Add Experience** button and enter the required information Select the **Save Experience** button once completed. To add additional work experience, repeat this step or select the **Next** button to continue to the **Education tab**.
6. Education Tab: Select **Add Education** button, enter the required information and select the **Save Education** button once completed. To add additional education, repeat this step or select the **Next** button to continue to the **Reference tab**.
7. Reference Tab: Select **Add Reference** button and enter the required information. Select the **Save Reference** button once completed. To add an additional reference, repeat this step or select the **Next** button to continue to the **Other tab**. Note: You may add up to five references on your resume.
8. Other Tab: The **Other tab** will allow you to enter additional information on you resume such as job related training, language skills, organizations/affiliations, professional publications, and other information. Select the corresponding button next to the title to add your information. Select the **Add/Save** button for each section once completed. Select the Next button to continue to **Preview and Finish tab**.
9. Preview and Finish Tab: The final page will preview your resume and allow you to print a copy if you wish. If you are satisfied with the resume select **Finish** at the bottom of the page. To edit your information, select the **Previous** button or the tab section name at the top.
10. If desired, make your Federal resume searchable.

**Helpful Hints**

1. Duties are the core skills that they are seeking. You should look for approximately an 80% overlap to make sure you qualify for the position.
2. Use as many key words as applicable from the ‘Duties’ section of the vacancy announcement. Duties listed higher up in the vacancy announcement tend to be more important. You can use websites like Tagcrowd.com and Jobscan.co to visualize and optimize your keywords compared with the job description.
3. You should include 6-8 core skills and a few accomplishments for each position on your resume.
4. Focus on transferable skills and use action verbs when possible.
5. Your Federal resume should be 4-5 pages, in chronological order.
6. Don’t use bullets in resume builder – they don’t come across well with formatting. You can use \* or + instead.

**How Does the Application Process Work?**

Creating a USAJOBS account allows you to save jobs, save searches, upload or build new resumes, upload required documentation (example: transcripts) and submit an application for open job announcements. You can only apply to job announcements with an account on USAJOBS and a complete profile.

Once you create your USAJOBS profile, you can search for federal job announcements. The more criteria you add to your search, the more specific your search results will be. You can search for jobs using the basic or advanced search options and once you find the results you like, you can save the search or specific jobs to your account. Once you find a job you are interested in, review the announcement to determine if you are eligible and meet the qualifications.

We recommend reading the entire job announcement before beginning your application. Read the “How to Apply” section of the job announcement before starting your application. When you are ready to apply, you will be directed from USAJOBS to the specific agency application system. You may need to complete additional steps that may include:

* Additional personal information
* Additional documentation
* Eligibility questions
* Occupational questionnaire

After you submit your application, return to your USAJOBS account to confirm the agency received your application. Agencies will confirm receipt of your application by updating your status to **“Received”.** Status updates are available on your profile dashboard. You may also receive an email confirmation of your submission from the agency system.

**What’s Next?**

The hiring agency will review your application to make sure you meet the qualifications for the position. The agency will review and place applicants into quality categories and may provide a status update of **“Reviewed”.** The agency will send applicants in the highest category to the hiring official. These applicants will receive a status of **“Referred”** on their profile dashboard. All other applicants (not being considered) will receive a **“Not Referred”** status.

The hiring official will review applications and select the applicants to interview based on agency policy. Hiring officials can choose to conduct panel, in-person, video or phone interviews. The agency will contact applicants directly to schedule interviews. After interviewing applicants, the agency will select a candidate(s) and notify applicants who were not selected by updating their application status to “Not Selected.” The agency will contact the candidate(s) to start the job offer process.