
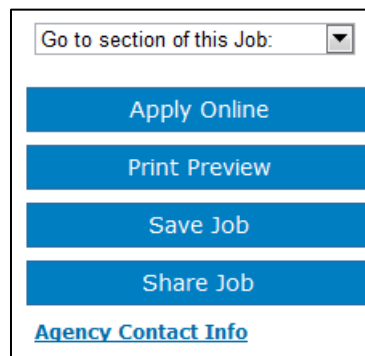


How to Apply for a Federal Government Job

1. Go to <https://www.usajobs.gov>.
2. If you have not created an account, create one now by selecting “Create An Account” at the top of the page.

3. When you create an account you also have to complete your profile.
4. Once you complete your profile you will need to load a resume or create one.
5. Select from “My Account” on the tab at the top of the page “Resumes”. Select whether to Build New Resume or Upload New Resume.
6. After you have created a profile and added a resume go to <https://www.usajobs.gov> again.
7. (optional) Enter in the “Keyword” field a word or phrase representing the type of job or work you are looking for (ex: clerk, engineer, manager, etc...).
8. (optional) Enter in the “Location” field the city and/or state that you would like to work.
9. If you are not a current federal employee, select “U.S. Citizens” and hit the “Search” key.
10. Scroll through the jobs listed until you find one you are interested in.
11. Double click on the job’s title.
12. Review the job description, duties, qualifications, etc....to see if you are qualified for the job.
NOTE: many times education can override or replace the required experience.
13. When ready, select the “Apply Online” button



14. Enter your Username and password.
15. Follow the instructions on the screen.
16. Generally you will receive an email when your application is received and as it is processed. If no email is received, you may contact the office listed on the announcement.

TIPS

- Each resume should be tailored to the job that you are applying for. Reference the job duty description and use the appropriate wording in your resume to reflect the skills being requested.