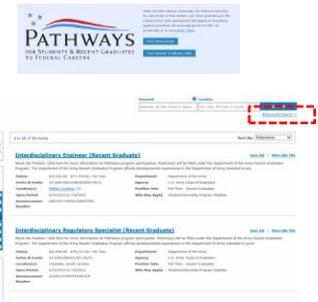


Federal Job Applications: Six Steps to a Federal Job or Internship

Step 1

Search for Jobs and Internships on USAjobs.gov

- This is the central website for finding and applying for federal positions
- Click on 'Students and Recent Graduates' to find positions in Pathways Program (government program to help students and recent graduates find positions)
- Choose either 'Find Internships' or 'Find Recent Jobs'
- Refine your results using the search criteria on the left or by clicking 'Advanced Search' in the upper right corner; adjust search criteria as needed depending on results
- Note: 'Public Notice Flyer' in the job title means that you do not apply for this job on the usajobs.gov website; follow the specific instructions on how to apply
- Allow time for your federal job search as it often takes longer than searching traditional websites



Step 2

Review the Job Opportunity Announcement (JOA)

- JOA = job description; read the details carefully to determine if you are qualified; necessary qualifications are clearly stated
- Volunteer work counts as experience; do not undersell your experience but be truthful
- Read several JOAs to be familiar with the language
- Applying early is important; the 'Open Period' sometimes closes early depending on volume of resumes received
- 'How you will be evaluated' is explicit in JOA, and is based on your experience level as described in your resume, supporting documents*, and self-assessment questionnaire* (*occasionally requested)



Step 3

Set Up/Manage Your Account

[SIGN IN OR CREATE AN ACCOUNT](#)

- Create a free account in order to save search criteria, save favorite jobs, or apply for jobs
- Once you create a username and password, you can fill out your profile, build a federal resume, upload requested documents (eg. DD-214, transcripts), and check the status of your applications

Step 4

Create Your Federal Resume(s)

[Build New Resume](#)

- Federal resumes differ from traditional resumes; follow guidelines on front side of this sheet
- Use the 'Build New Resume' link in your account to create a federal resume tailored to the position
- Always build your resume on usajobs.gov; never upload your own resume

Step 5

Apply for Jobs/Internships

[Save This Search](#)

- Submit all necessary supporting documents (always online when possible)
- Read JOA carefully; follow ALL directions, as applications that deviate from directions will not be considered
- The earlier you submit your application within the Open period, the more likely it will be reviewed
- Applications are read and evaluated by real people; most qualified applications are passed to hiring manager

Step 6

Keep Track of Progress

Application Status

- Keep track of your application status in your USAjobs.gov account
- Status will change if your application has been referred to a hiring manager



Federal Job Applications: Creating a Federal Resume

Helpful Hints

- ① Build your resume on USA-jobs.gov; never upload your own resume
- ② Use the JOA to tailor each resume by using specific language, keywords, and qualifications listed in JOA
- ③ Highlight your KSAAs (Knowledge, Skills, Abilities, & Accomplishments)
- ④ Use keywords to outline resume as shown in the sample below
- ⑤ Do NOT focus on unique design; focus on meeting qualifications and having key information from JOA

Sample Federal Resume

JEREMY D. DENTON

1234 Anywhere Street
City, State, Zipcode
Phone: 555.555.5555
Email: jeremy.d.denton@gmail.com

PROFESSIONAL EXPERIENCE

01/2010 to present, INTELLIGENCE ANALYST; E-5; Maryland National Guard, Baltimore, MD, Hours per week 40; Supervisor: Buddy Smith (410) 744-4444
Security Clearance: Secret (active), Interim Top Secret (active)

DATABASE ADMINISTRATOR: Maintain, process, and manage security clearance database and associated procedures for 1-175th Infantry Battalion utilizing JPA. Initiate clearance process for personnel requiring new clearances, and identify personnel whose authorization has been revoked. Process and secure sensitive and/or derogatory personnel information in close coordination with Army security managers. Enter coded information into Army systems.

TRAINING: Lead numerous classes on Army critical skills and required knowledge, including Operational Security and Human Trafficking.

SAFEGUARDING PERSONAL INFORMATION: Protect file integrity of 600+ individual files, each containing sensitive personal information.

OPERATION PLANNING: Help plan real world training exercises for upcoming peacekeeping deployment to the Sinai Peninsula in support of 1979 Camp David Accords.

KEY ACCOMPLISHMENTS:

SELECTED TO BE BATTALLION ELECTRONIC WARFARE NON-COMMISSIONED OFFICER: Outstanding work ethic led to selection as the Battalion Electronic Warfare NCO. As EWO, trained to use the electromagnetic spectrum to deny the enemy's ability to attack US and Allied personnel with remote devices. Work directly with commanders to ensure the proper utilization of Electronic Warfare to safeguard friendly personnel.

10/2004-01/2008, HELICOPTER CREW CHIEF; E-5, Sgt, 3rd Marine Air Wing, Marine Corps Air Station Miramar, San Diego, CA; Salary: \$30,000; 40+ hours per week; Supervisor: Staff Sergeant Bernie Milton, (555) 555-5151, may contact.

TEAM LEAD / FLIGHT CREW MEMBER: Planned, organized, led, and performed maintenance on CH-53E Super Stallion helicopters, including during Operation Iraqi Freedom. Supported more than 2,000 sorties in several major campaigns. Performed and directed maintenance at Marine Corps Air Station Miramar and during two tours in Iraq (total time 15 months) to ensure mission safety and readiness for operations. Proved effective as short-term project leader directing multiple operation events and major maintenance projects under pressure.

SCHEDULING AND COORDINATION: Performed daily inspections on assigned aircraft; assisted in preflight inspections performing final checks; monitored aircraft performance during flight; assisted as a lookout and advised pilot of obstacles and other aircraft.

Denton 1



How a Federal Resume is Different

Formatting: keywords in ALL CAPS start brief paragraphs; no bullet points

Additional Information: Previous supervisors and previous salaries also included

Length: Usually 3-5 pages

Similarities to Traditional Resumes

Focus: Highlights most relevant accomplishments

Target: Tailored to a specific job

Order: Uses reverse chronological order within sections