



PARTNERSHIP FOR PUBLIC SERVICE

CALL TO SERVE | HOW TO USE USAJOBS.GOV

USAJOBS.gov is the official search engine for federal government jobs. Nearly all government job openings are posted on this site and each job announcement includes details about duties, minimum qualifications, basic benefits, and application instructions. With thousands of announcements to sift through, searching for the perfect position on USAJOBS may seem daunting at first. However, with a few tips, you'll be well on your way to finding the right job for you!

ACCESS THE RESOURCE CENTER

The Resource Center provides information on a variety of topics, from USAJOBS tutorials to tips on applying for jobseekers. This section of the website also has information for specific groups, including veterans, individuals with disabilities, students and recent graduates, and senior executives.

SEARCH FOR POSITIONS

There are several ways to search for the position that is right for you:

- **Keyword Search.** Narrow your search by entering words that align with your interests or desired job title.
- **Advanced Search.** Advanced search allows you to search for jobs based on a variety of different criteria, including pay, location, and agency. Start by entering one or two categories that are the most important to you.
- **Refine Your Results.** Perform a broad initial search, then refine your search using specific criteria through the “refine your results” box.

CREATE AN ACCOUNT

To gain full access to USAJOBS, create your own account. Simply provide standard personal information and create a username and password. Once in your main account page, you can edit your profile, create and upload multiple versions of your resume, track the status of your applications and more! In particular, you can:

- **Save and automate job searches.** Creating an account allows you to generate searches based on specific criteria and have the results emailed to you automatically. USAJOBS also features an RSS option, where you can subscribe to an RSS feed of a specific search.
- **Save and apply for jobs.** An USAJOBS account also allows you to store up to 25 specific jobs of interest. Using this function, you can review and apply for these jobs at a later time.

BUILD AND STORE RESUMES

With an account, you are able to build and store up to five distinct resumes. There are two ways to create a resume in USAJOBS:

- **Build a resume.** USAJOBS provides jobseekers the opportunity to build a federal resume by inputting their educational and work experience, trainings, and a host of other information into the system. Once you create a “master resume,” you can make a copy and tailor the language and information included for specific positions.
- **Upload a resume.** You can always upload a resume to USAJOBS rather than create one. Ultimately, it makes no difference which method you choose—as long as your resume includes all of the required information.

ANATOMY OF A JOB ANNOUNCEMENT

Each job opportunity announcement listed on USAJOBS will follow a five-tab format:

- **Overview.** Provides a summary of the agency’s mission and impact, plus a brief description of the job and its key requirements.
- **Duties.** Highlights the major responsibilities of the position.
- **Qualifications and Evaluation.** Identifies skills and experience needed for the role, and explains how applications will be assessed.
- **Benefits and Other Information.** Describes additional elements of the compensation package or perks associated with the job.
- **How to Apply.** Includes step-by-step instructions on how to apply, as well as information about when and how you can expect to hear from the agency. Also look here for additional application materials that may be required.

QUESTIONS?

Follow up directly with the human resources contact that is listed at the bottom of each job opportunity announcement if you have questions about the position. Make sure you have a specific question about the position or hiring timeline before getting in touch!