How to Apply for a Federal Job

Create a USAJOBS profile/resume at www.usajobs.gov

From the USAJOBS main menu, click on *Create an Account* in the upper right corner of the screen.

Create your resume(s)

Once your USAJOBS profile is created, up to 5 resumes can be created by clicking on *Build New Resume*.

Search for job announcements at USAJOBS at www.usajobs.gov

Use the Search function to locate jobs.

Apply for a job online

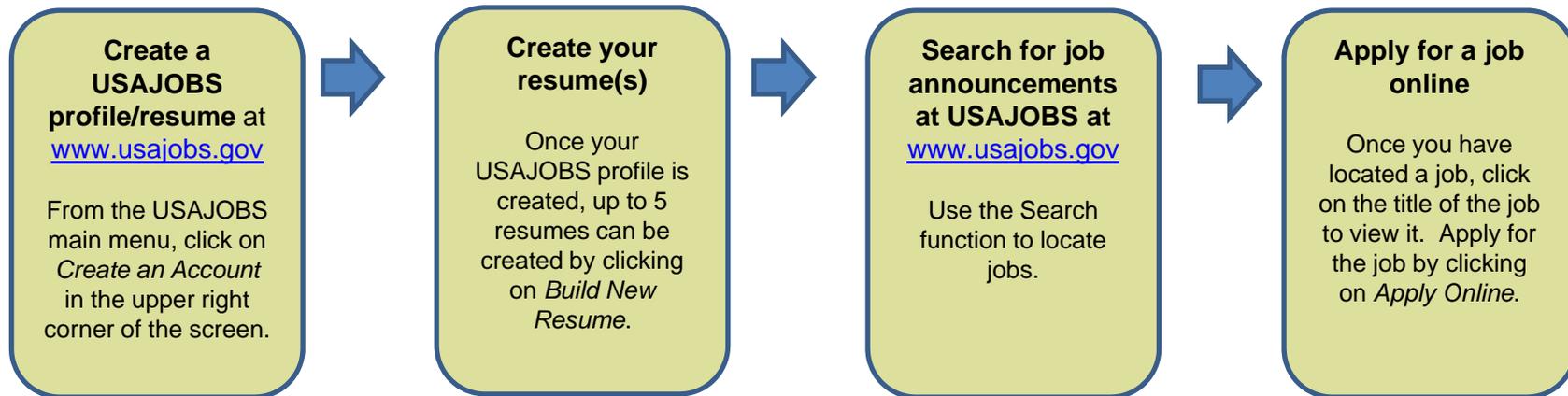Once you have located a job, click on the title of the job to view it. Apply for the job by clicking on *Apply Online*.

Tips for applying for a job

★ Read the *How to Apply* section of the job announcement and follow the instructions.

- You have the option to choose which resume to submit. Make sure the one you want is submitted.
- Review your resume to make sure it is current.
- Make sure all your attachments are attached.
- Make sure the status of your resume is showing as *Complete and Submitted*.