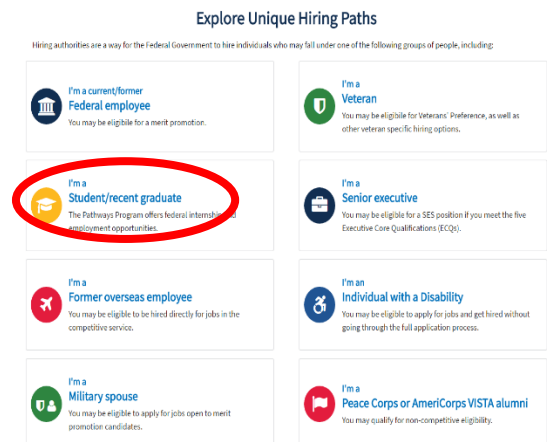
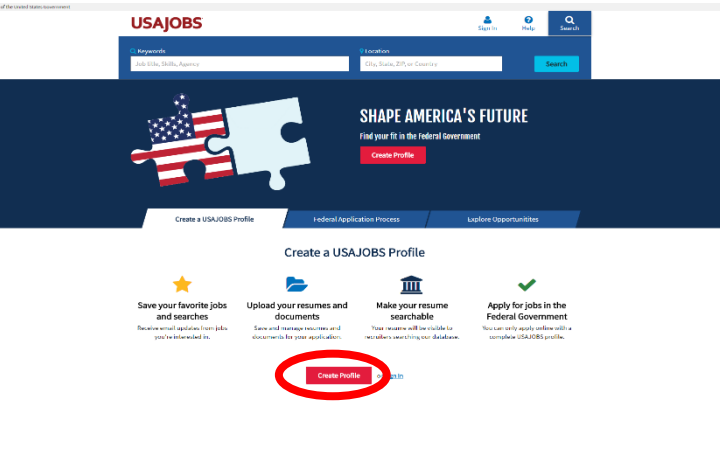


How To Navigate USAJOBS.gov

The goal of USAJOBS is to provide relevant tools and resources to support job seekers in their quest for employment

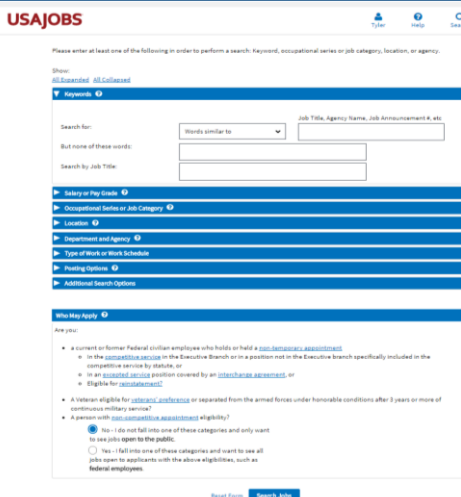


As a current student or recent graduate, you may be eligible for a federal internship and/or job opportunities through the Pathways Program



1) Create your account, 2) Set up your profile, and 3) Create a general "federal resume" using the website's build a resume feature

Search & Apply To Jobs



Keep track of each job you apply to and track its progress within USAJOBS.gov

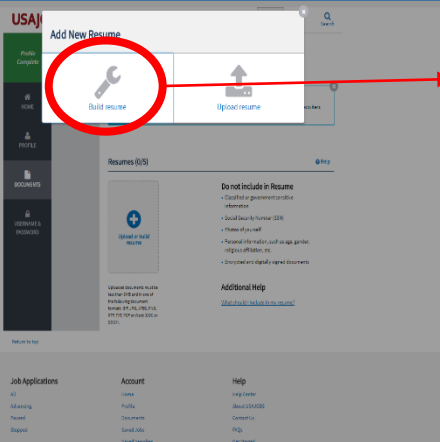
Check out the other side of this document for tips on the federal job resume. Also, check out these other resources:

- bestplacestowork.org
- opm.gov
- gogovernment.org
- govloop.com
- federaljobs.net

Creating Federal Jobs Resumes

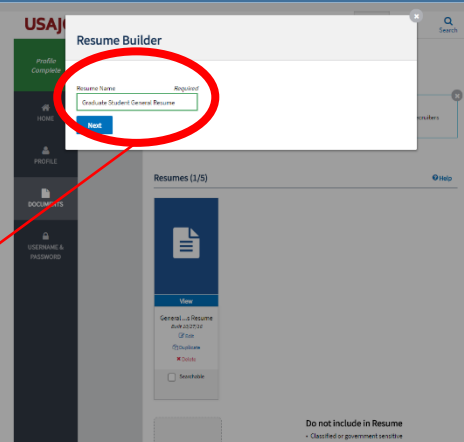
The federal jobs resume is unlike a traditional resume

- It is longer and provides much more of an in-depth look at your background in all facets
- Each potential federal employer essentially wants to know everything there is to know about you on paper → so, why build a resume on your own when you can use USAJOBS.gov?



Use the resume builder

Name this first resume something general



Tailor your resume to the job announcement

- Focus on duties, qualifications, and requirements sections and include keywords and phrases
- Mirror the exact language!
- Emphasize areas where your previous experience or education overlaps with duties and qualifications listed in job announcement

Numbers impress hiring managers

- Highlight performance metrics, using percentages, numbers, and data to describe specific impact
- Be accurate and understand you would need to back these numbers up in an interview

Sell yourself and your achievements

- Think about all activities that might qualify you for the job: social/religious organizations, volunteer experience, unique projects/interests, awards or certificates

Check your spelling and grammar

This means that you should create a new resume for each job you apply to – you can do this easily by beginning with your first general resume and editing it accordingly. You want to demonstrate how your skills, experience, training, and education match each employer's needs.

