

FEDERAL APPLICATIONS AND RESUMES

UNDERSTANDING THE PROCESS



FEDERAL EMPLOYMENT



- Two types of jobs in Civil Service
 - ▣ Competitive Service
 - ▣ Excepted Service

Types of Jobs

- Competitive Services Jobs
 - These jobs are under the OPM jurisdiction
 - Subject to Civil Service Laws
 - Hiring authorities have authority to review more than one applicant source to determine the most qualified applicant
 - The basic principle of Federal employment is that all candidates must meet the qualification requirements for the position for which they receive an appointment

Types of Jobs cont'

□ Excepted Service

- These agencies set their own qualifications requirements
- They are subject to Veterans' preference
- Some positions may be excepted service by law, executive order, or action of OPM
- You must contact the agency directly to apply for a job

Excepted Service Agencies

- Central Intelligence Agency
- Defense Intelligence Office
- U.S. Department of State
- Federal Bureau of Investigation
- National Security Agency
- Postal Service
-

Sources of Eligibility

- External --Competitive list of eligible candidates administered by OPM or an agency under OPM
- Internal--List of eligible candidates that have civil service status
- Status External Applicants: list of eligible candidates that qualify for a special noncompetitive appointing authority

Federal Employment Status

- ▣ Married to active duty - "spouse preference"
- ▣ Veteran Preference (VRA, VEOA, 30%)
- ▣ Graduated with a 3.5 GPA
- ▣ Eligible for reinstatement w/o competition
- ▣ Internal candidates
- ▣ Delegated Examining Authority (DEA)

ELIGIBILITY vs. QUALIFICATIONS

- Qualifications: Experience/Education
 - ▣ OPM Qualification Standard
 - www.opm.gov

- Eligibility: Subject to Hiring Authority

Veteran's Preference

□ 5 point preference

- Served 180 days or more on Active Duty after 31 Jan 55 and before 15 Oct 76
- Served on Active Duty anytime during the Gulf War 2 Aug 90 to 2 Jan 92
- Earned either Campaign Badge or Expeditionary Medal
- Retired Major or above not eligible unless disabled
- Guard and Reserve Active Duty for Training does not qualify

PROOF: DD 214

10 Point Preference

- 10 point preference
 - ▣ Compensable disability
 - ▣ Purple Heart
 - ▣ Unmarried widow/widower or mother of a deceased veteran or disabled veteran who served during a conflict, provided the veteran is not using the preference themselves

PROOF: SF-15 and Letter from VA dated within last 12 months

30% or More Disabled Veteran Program

- Federal agencies have the authority to give a veterans a noncompetitive appointment
 - Service connected disability of 30%
 - This authority is discretionary with the agency
 - Disability must be documented by the DoD or VA
 - Covers all grades and occupations
 - Must meet all qualifications requirements

Veterans Employment Opportunity Act of 1998 (VEOA)

- Purpose of law is to open up opportunities to veterans
 - ▣ Veterans may compete for vacancies when an agency accepts applications from outside its own workforce
- Eligibility
 - ▣ 3 years of more of continuous active service
 - ▣ Honorable conditions
 - ▣ Submit DD Form 214
- Selected veterans are given career or career conditional appointments.

Veterans Recruitment Act (VRA)

- Special authority by which agencies may appoint an eligible veteran without competition
 - Must be a US citizen
 - Disable veterans
 - Veterans separated from active duty within the past 3 years
 - Veterans who participated in a military operation for which the Armed Forces Service Medal was awarded
 - Must have a general to honorable discharge
 - No education limit, but if you have less than 15 years of education, you may be put on a training program

VRA Cont'

- The candidate does not have to be on a list of eligibles
 - Must meet the basic qualifications
- Applies to positions up to GS-11
- Includes Health & Life benefits
- Can be promoted, reassigned or transferred
- At the end of 2 years can be converted to a career-conditional appointment

Spouse Preference

- Must be married to AD member prior to the sponsor's reporting date into new geographic area
- Preference may be used once for each permanent relocation of the sponsor
- Preference will terminate after acceptance or decline a continuing position including NAF

Outstanding Scholars

- Special hiring authority established to be a supplement to competitive examining for entry positions
- Restricted to GS levels 5-7
- Requirements
 - ▣ Applicants must be college graduates
 - ▣ GPA of 3.5 or better (undergraduate)
 - ▣ Must apply 9 months before completing program

Questions?



FEDERAL APPLICATIONS AND RESUMES

APPLYING FOR A FEDERAL POSITION



www.usajobs.opm.gov

The image shows a screenshot of the USAJOBS website homepage. At the top, there is a browser address bar with the URL "USAJOBS - The Federal Government's Official Jobs Site". To the right of the address bar are icons for home, RSS, print, page, and tools. Below the address bar is a navigation menu with links for "Search Jobs", "My Account", and "Info Center". A red button in the top right corner says "SIGN IN OR CREATE AN ACCOUNT".

The main content area features the USAJOBS logo, which includes the text "USAJOBS" in large red letters and "WORKING FOR AMERICA" in smaller black letters below it. The logo is set against a background of the Great Seal of the United States. Below the logo are two search input fields: "What: (keywords)" and "Where: (city, state or zip code)". To the right of these fields are two links: "Browse Jobs >" and "Advanced/International Search >". A blue "Search Jobs" button with a right-pointing arrow is centered below the search fields.

Below the search button are three links: "First Time Visitors", "Why Work for America?", and "Special Hiring Events". A light gray horizontal bar contains four links: "Individuals with Disabilities", "Veterans", "Students", and "Senior Executives".

At the bottom of the page, there are five links: "Site Map", "Contact Us", "Help/FAQs", "Employers", and "Privacy Act and Public Burden Information". Below these links is a paragraph of text: "This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information."


Profile



[Search Jobs](#) [Keyword Tips](#)

What: (keywords) Where: (city, state or zip code)

[Browse Jobs >](#) [Advanced/International Search >](#)



My Account
Angela Brunal
Current Goal:
Last login: 2/26/2010

[Edit Profile](#)

Highlights from USAJOBS

Highlights from USAJOBS

Looking for an internship, entry level job, or just want to explore the possibilities open in the government to the country's young people? Check out the brand new Students page at <http://www.usajobs.gov/studentjobs/>. From here you can find information on Government-wide hiring programs for students, entry level employment upon graduation, and additional opportunities including apprenticeships, cooperatives, fellowships, grants, internships, and scholarships.

[Saved Jobs](#) ▲

[Saved Documents](#) ▲

[Application Status](#) ▲

[Resumes](#) ▲

[Job Search Agents](#) ▲

101

[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#)

Status: Not Searchable [Make Searchable](#)
Format: USAJOBS Resume
Source: Built with USAJOBS Resume Builder

301

[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#)

Status: Not Searchable [Make Searchable](#)
Format: USAJOBS Resume
Source: Built with USAJOBS Resume Builder

School Liaison Officer

[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#)

Status: Not Searchable [Make Searchable](#)
Format: USAJOBS Resume
Source: Built with USAJOBS Resume Builder

Build New Resume

Upload New Resume

You have created 3 of 5 possible resumes.
 You are able to upload and store 2 uploaded resumes; you have created 0 of 2 possible uploaded resumes.

[View All Resumes](#)



Job Search Agents

Agent 1: 101 /301

[View](#) | [Edit](#) | [Delete](#)

Date Posted:

4/3/2005

Agent 2: Human Resources

[View](#) | [Edit](#) | [Delete](#)

Date Posted:

4/3/2005

Agent 3: PFMP

[View](#) | [Edit](#) | [Delete](#)

Date Posted:

8/15/2005

Saved Documents

Application Status

Initial Application Date	Job Summary	Job Status	Last Application Update	Application Status	USAJOBS Uploaded Document Status
8/21/2009	Child and Family Program Specialist Administration for Children and Families Job Announcement Number: HHS-ACF-2009-0112 Pay Plan: GS-0101-12/11 Location: US-MA-Boston Metro Area	Closed	8/21/2009	Application Status not Available	None more information...
4/27/2009	Airman\Family Readiness (Specialist, Consultant) Air Force Personnel Center Job Announcement Number: AFPC 228953 YA-0101-01/02FS Pay Plan: YA-0101-02/01 Location: US-FL-Hurlburt Field	Closed	4/27/2009	Application Status not Available	None more information...

[Notification Settings](#)

USA Jobs Search Process

- Enter search criteria to find listings
- Occupation (series), location, agency, etc.

INFOCON: 3 UNCLASSIFIED FPCCON: Alpha

USAJOBS - Advanced/International Search - Internet Explorer provided by USAF

http://jobsearch.usajobs.gov/advanced.aspx

USAJOBS - Advanced/International Search

Advanced and International Search

Keyword Search ⓘ
(e.g.: Job Title, Agency Name, Job Announcement #, Control #) [More Tips](#)

enter KEYWORD

Title Search ⓘ
enter JOB TITLE

Series Number Search ⓘ
Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers).

enter SERIES NUMBER

Occupational Series ⓘ
For multiple selections, hold down **Ctrl (Command for Macs)** while clicking selections.

- Select -
- 9924 - Able Seaman
- 0510 - Accountant
- 0525 - Accounting Clerk / Technician
- 1510 - Actuary
- 0399 - Admin & Office Support Student Trainee
- 0301 - Administration & Program Staff
- 0935 - Administrative Law Judge
- 0341 - Administrative Officer
- 1980 - Agricultural Commodity Grader

Location Search ⓘ
For multiple selections, hold down **Ctrl (Command for Macs)** while clicking selections.


- Select -
- US
- AK
- AK-Aleutian Islands
- AK-Anchorage
- AK-Barrow
- AK-Bethel
- AK-Central
- AK-Cold Bay
- AK-Cordova

Agency Search ⓘ
For multiple selections, hold down **Ctrl (Command for Macs)** while clicking selections.

- Rural Housing Service
- AIR FORCE DEPARTMENT OF
- 11th Wing
- Air Education and Training Command
- Air Force Academy
- Air Force District of Washington
- Air Force Elements, U.S. Central Command

feature

[PREVIOUS](#)



North Florida/South Georgia Veterans Health System
Gainesville Florida resident's love the thrill and excitement that a national championship college town brings.
[read more...](#)

[VIEW ALL FEATURES](#)

Done Internet | Protected Mode: On 100%

USA Jobs Search Process Cont.

View current listings

The screenshot shows the USAJOBS search results page. The browser address bar indicates the URL: http://jobsearch.usajobs.gov/Search.aspx?sort=n%2C-dtex&rad_units=miles&brd=3876&pp=25&qt=default&jbf52=0201&jbf54=AF&vw=d&res=10&FedEmp=N&FedPub=Y&caller=advanced.aspx&pg=1. The page features the USAJOBS logo and navigation links for 'Search Jobs', 'My Account', and 'Info Center'. A search bar is visible with 'What: Keyword Tips' and 'Where: (U.S. city, state or zip code)'. The search results are displayed in a table with columns for 'Closing', 'Job Summary', 'Agency', 'Location', and 'Salary'. The first result is for a 'Human Resources Specialist (Military)' position at the Air Force, Air National Guard Units, IN-Terre Haute, with a salary of \$47,448.00+. The second result is for a 'Human Resources Officer' at the Department of the Air Force, Kadena AFB, with a salary of \$60,274.00+. The third result is for a 'Human Resources Specialist (Human Resource Development)' at the Air Force Personnel Center, AK-Elmendorf AFB, with a salary of \$52,661.00+. The fourth result is for a 'Human Resources Specialist (Military)' at the Air Force, Air National Guard Units, NM-Albuquerque & Kirtland AFB, with a salary of \$47,448.00+. The page also includes a 'Refine Your Results' sidebar with filters for Salary, Grade, Occupations, Agencies, Posting Date, Work Schedule, Tenure, and Exclude These. The bottom of the page shows the Internet Explorer status bar with 'Protected Mode: On' and '100%' zoom.

Closing	Job Summary	Agency	Location	Salary
1/6/2011	Human Resources Specialist (Military) NATIONAL GUARD MEMBERSHIP IS REQUIRED - This position is located within a Military ... more Vacancy Ann #: 11-008-T-Air Who May Apply: Public Pay Plan: GS-0201/09 Appointment Term: Permanent Job Status: Full-Time Opening Date: 12/09/2010 Salary Range: From \$47,448.00 to \$61,678.00 USD per year Collapse View Map	Air Force, Air National Guard Units	IN-Terre Haute	\$47,448.00+
1/6/2011	Human Resources Officer To achieve that mission, the Air Force has a vision of Global Vigilance, Reach and Power. That vision orbits around three core competencies: Developing Airmen, Technology-to-Warfighting and Integratin ... more Vacancy Ann #: AFPC-422147-191432-9T-YMH Who May Apply: US Citizens and Status Candidates Pay Plan: GS-0201/12 Appointment Term: Multiple Appointment Types Job Status: Full-Time Opening Date: 12/30/2010 Salary Range: From \$60,274.00 to \$78,355.00 USD per year Collapse View Map	Department of the Air Force	Kadena AFB	\$60,274.00+
1/11/2011	Human Resources Specialist (Human Resource Development) To achieve that mission, the Air Force has a vision of Global Vigilance, Reach and Power. That vision orbits around three core competencies: Developing Airmen, Technology-to-Warfighting and Integratin ... more Vacancy Ann #: AFPCDEO-419767-121700-RSM Who May Apply: Public Pay Plan: GS-0201/11 Appointment Term: Permanent Job Status: Full-Time Opening Date: 12/28/2010 Salary Range: From \$52,661.00 to \$68,457.00 USD per year Collapse View Map	Air Force Personnel Center	AK-Elmendorf AFB	\$52,661.00+
1/21/2011	Human Resources Specialist (Military) AREA OF CONSIDERATION: Permanent Presently Employed Excepted Federal Technicians in the New Mexico Air National Guard. APPOINTMENT FACTO ... more Vacancy Ann #: NM405936 Who May Apply: US Citizens and Status Candidates Pay Plan: GS-0201/09 Appointment Term: Permanent Job Status: Full-Time Opening Date: 11/10/2010 Salary Range: From \$47,448.00 to \$61,678.00 USD per year Collapse View Map	Air Force, Air National Guard Units	NM-Albuquerque & Kirtland AFB	\$47,448.00+

USA Jobs Search Process Cont

- 3/31/2011 [Electronics Engineer](#) Air Force Materiel Command GA-Robins AFB \$68,809.00+ THIS IS A PUBLIC NOTICE. DO NOT APPLY ONLINE. SEND OR EMAIL ALL DOCUMENTS TO THE ADDRESS LISTED BELOW. Announcement is being extended. If you have previously applied under this announcement, you ... [more](#)

Vacancy Ann #:WR10085512EHA-06

Who May Apply: Public

Pay Plan:GS-0855/12-12

Appointment Term: Permanent

Job Status: Full-Time

Opening Date:10/27/2010

Salary Range: From \$68,809.00 to \$89,450.00 USD per year

- Collapse
- View Map [Save job](#) | More like this

Critical Announcement Features

Qualifications:

- ❑ Generalized and Special Qualifications
- ❑ One year required means 52 weeks, 40 hours a week
- ❑ The reason you must state number of hours worked in your jobs for last 10 years is to determine if you have specialized experience necessary to qualify for the job

Knowledge, Skills, Abilities

- ❑ To be written on separate sheet or part of resume text?

Building Federal Resume

INFOCON: 3 UNCLASSIFIED FPCON: Alpha

USAJOBS - Resume Builder - Microsoft Internet Explorer provided by USAF

https://my.usajobs.gov/Resume/ResumeBuilderWizard1.aspx?ResumeID=205752456

USAJOBS - Resume Builder

Confidential Non-Confidential

Candidate Information

Note: If your resume is **confidential**, this information will not be visible to recruiters performing resume searches.

* Name Your Resume	School Liaison Officer	What is this?
* First Name	Angela	
Middle Name	Patricia	
* Last Name	Brunal	
* Social Security Number	***-**-8723	Edit Social Security Number
* Home Address		
Home Address 2		
* City/Town		
* State/Territory/Province	Florida	
* Home Postal/ZIP Code	32547	
* Country	US	
* Email		
* Phone Numbers	Day Phone	(850)884-6100
	Evening Phone	
	Mobile	
* Are you a U.S. Citizen?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
* Do you claim veterans' preference?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Does this apply to me?

Work Experience ?

Note: If your resume is **confidential**, the name of your current employer (indicated by an end date of "present") will not be visible to recruiters performing resume searches.

* **Employer Name**

* **City/Town**

* **State/Territory/Province**

* **Country**

* **Formal Title**

* **Start Date**

* **End Date:**

Salary

* **Average Hours per week**

May we contact your supervisor? Yes No Contact me first

Is this a Federal position? Yes No

* **Duties, Accomplishments and Related Skills**

[Problems with formatting when pasting from Word?](#)

Character Count: 0 (3,000 character limit)

Spell Check ✓

Key Words

THE PRIMARY PURPOSE OF THIS POSITION IS TO: Use multiple **office automation software** with varied functions to produce a wide range of documents to provide miscellaneous clerical support to JSOU Departments or Divisions.

Uses varied functions of multiple **office automation software** to produce a wide range of **documents**, formats, etc.

Specific assignments require a varying number and sequence of steps and use of different functions from one assignment to another.

Uses **word processing software** to **create, copy, edit, store, retrieve, and print forms, memos and letters** and lengthy **reports**;

uses existing database or spreadsheet **software** to create, enter, revise, sort or calculate, and retrieve data for **reports**, and uses graphics software to provide graphs and charts for **report** and presentations.

Prepares a wide variety of recurring and nonrecurring correspondence, **reports**, and other documents.

Composes nontechnical **correspondence**, such as instructions on office procedures, requests for information, and letters of acknowledgement or notification.

Consolidates and finalizes **information** from system and files for various **reports** in accordance with established **reporting procedures**.

Reviews and processes incoming and outgoing correspondence, materials, publications, regulations, and directives. Screens incoming mail and electronic messages to identify what needs to be brought to the attention of the



READ THIS - important notice before listing your Education!

Only list degrees from schools that have been accredited by accrediting institutions recognized by the U.S. Department of Education or other education that meet the provisions of the [Office of Personnel Management's Operating Manual](#).

[Learn more!](#)



Education ?

* **School or Program Name**

* **City/Town**

* **State/Territory/Province**

* **Country**

* **Degree/Level Attained**

Degree/Level Clarifications

Completion Date

Major

Minor

GPA of GPA Max.

Total Credits Earned

System for Awarded Credits

- Semester Hours
- Quarter Hours
- Other

Honors

Relevant Coursework, Licensures and Certifications

Relevant Coursework, Licensures and Certifications

[Problems with formatting when pasting from Word?](#)

Character Count: 0 (2,000 character limit)

Spell Check ✓

Add Education ▶

OR _____

I don't have any relevant education.

Job Related Training ?

List the titles and completion date of training courses that are relevant to the position you are seeking.

[Problems with formatting when pasting from Word?](#)

Character Count: 0 (max. 5,000 characters)

Spell Check ✓

U.S. OFFICE OF PERSONNEL MANAGEMENT

Recruiting, Retaining and Honoring a World-Class Workforce to Serve the American People

Go

[Advanced Search](#)



Qualification Standards

[Main](#)

[Policies and Instructions](#)

[Standards](#)

[Introduction](#)

> [General Policies](#)

[Test Requirements](#)

[Medical Requirements](#)

[Technical Notes and Updates](#)

[Qualifications-Related Policy Memoranda](#)

POLICIES AND INSTRUCTIONS

General Policies:

E. Application of Qualification Standards

1. [Selecting the Appropriate Qualification Standard](#)
2. [Implementing New or Revised Standards](#)
3. [Experience Requirements](#)
4. [Educational and Training Provisions or Requirements](#)
5. [Crediting Combinations of Education and Experience](#)
6. [Using Selective Factors](#)
7. [Using Quality Ranking Factors](#)
8. [Special Inservice Placement Provisions](#)
9. [Other Requirements or Provisions](#)
10. [Supervisory Positions](#)

4. Educational and Training Provisions or Requirements

The educational provisions referenced in a qualification standard normally pertain to either high school graduation or the equivalent, or to education above the high school level (post high school education). Whether at the high school or post high school level, 5 U.S.C. §3308 prohibits requiring education for positions in the competitive service, unless OPM has determined that the duties of a scientific, technical, or professional position cannot be performed by an individual who does not have the prescribed minimum education. In inservice placement actions, agencies cannot impose minimum educational requirements above those set by OPM.

Under 5 U.S.C. §3313, the names of disabled veterans with a compensable service-connected disability of 10 percent or more are entered on civil service examination registers ahead of other eligibles, except on registers established for scientific and professional positions at grades GS-



Resume Builder

1. Getting Started 2. Experience **3. Related Information** 4. Finishing Up



[Preview your resume](#)
as you build it!

PLEASE NOTE: Fields with an asterisk (*) are required fields. Click on the after each title for **more information**.

References

Note: If your resume is **confidential**, this information will not be visible to recruiters performing resume searches.

- * **Name:**
- Employer:**
- Title:**
- * **Phone:**
- Email:**
- * **Reference Type:** Professional Personal

[Add Reference](#)

Affiliations

* Organization Name:

* Affiliation/Role:

Add Affiliation 

Professional Publications

Enter any professional publications in the space provided

[Problems with formatting when pasting from Word?](#)

Character Count: 0 (5,000 character limit)

Spell Check 

Additional Information

Enter job-related honors, awards, leadership activities, skills (such as computer software proficiency or typing speed) or any other information requested by a specific job announcement.

Need more space? [Expand this field.](#)

Spell Check ✓

Availability ?

Note: Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration.

What type of work will you be willing to accept?

- Permanent
- Temporary
- Term
- Intermittent
- Detail
- Temporary Promotion
- Summer
- Seasonal
- Federal Career Intern
- Student Career Experience

What type of work schedule will you be willing to accept?

- Full Time
- Part Time
- Shift Work
- Intermittent
- Job Share

Looking for a Specific Work Environment ?

Note: Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration.



Please select your desired work environment

- Student
- Undergraduate
- Graduate
- Post-graduate
- New Professional
- Mid-Career Professional
- Retiree
- Federal Retiree
- Highly Mobile
- Revolving
- Term
- Mission-Focused

Desired Locations

Note: Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration. Please select the Desired Location(s) you are willing to work in.

(For multiple locations, hold down the <Ctrl> key (PC) or <Command> key (Mac) as you select.)

Choose State	then Locale(s)		Click arrow to add ('X' to delete)
US Alabama Alaska American Samoa Arizona Arkansas Armed Force Europe, th		 ADD  DELETE	

Show locations for this region:

[United States](#) | [Africa](#) | [Asia](#) | [Europe](#) | [North America](#) | [South America](#) | [Australia](#) | [Caribbean and Central America](#) | [Middle East](#)


[Previous](#)


[Save for Later](#)

[Next](#)

[Site Map](#) | [Contact Us](#) | [Help/FAQs](#) | [Employers](#) | [Privacy Act and Public Burden Information](#)

This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

 Trusted sites

 100%



Search Jobs Keyword Tips

What: (keywords)

Where: (city, state or zip code)

Browse Jobs > Advanced/International Search >

Resume Builder

- 1. Getting Started
- 2. Experience
- 3. Related Information
- 4. **Finishing Up**



Preview your resume
as you build it!

PLEASE NOTE: Fields with an asterisk (*) are **required fields**. Click on the ? after each title for **more information**.

Make Searchable ?

Activating your resume will allow recruiters to find your resume during resume searches.

Activate Resume ⏻

OR

Save your resume. To make future changes to your resume, click Resumes on your My USAJOBS home page.

Save for Later ▲

◀ **Previous**



Sample Resume

Below is a sample resume that shows the type of information that can be included on your completed resume. You'll find more tips on each section as you build your resume.

Please note: Sample resume for demonstration purposes only.

[Click here](#) to show an updated version of your resume.

Social Security Number

Information required for government use is **only available** to authorized Federal personnel.

Contact Information

Everything recruiters need to reach you! Privacy settings let you decide who sees your resume.

A. Job Seeker

1000 X Street, NW
Apartment Y
Washington, DC 20415
Mobile: 202-555-9876
Day Phone: 703-555-6789
Email: ajs@inet.com

Social Security Number: 123-45-6789

Country of citizenship: United States of America

Veterans' Preference: 5-point preference based on active duty in the U.S. Armed Forces

Registered for Selective Service

Contact Current Employer: Yes

DESIRED LOCATIONS US-CA-Los Angeles

WORK EXPERIENCE **Management Consulting Inc.** **2/2002 - Present**
Alexandria, VA **Salary: 34,000 USD Per Year**
Hours per week: 40

Project Manager

Manage complex projects in programs. Develop Project dependencies, staffing requirements. Execute activities. Work with requirements. Engage in Business project implementation. Develop communications campaigns. budget utilizing project management systems (EVMS). Make requirements through the execution requirements and gain consensus.

Work Experiences

Showcase your career! Highlight duties performed, level of complexity, tools used, other details.

Director's Award for Excellence (Contact Supervisor: Yes, Supervisor's Name: John Smith, Supervisor's Phone: 703-555-1234)

EDUCATION University College
New York, NY US
Bachelor's Degree - 7/2002
120 Semester Hours

Education

Only list degrees from schools that have been accredited by accrediting institutions recognized by the U.S. Department of Education or other education that meet the provisions of the **Office of Personnel Management's Operating Manual**.

JOB RELATED TRAINING

REFERENCES

and Certifications:

Currently used 2 years
years

1234
nal

Applying for a Job

Select which resume and attachments to use

UNCLASSIFIED

USAJOBS - Apply Online - Internet Explorer provided by USAF
https://my.usajobs.gov/Apply/ApplyStart.aspx

USAJOBS - Apply Online

Search Jobs | My Account | Info Center

Welcome | Sign out

USAJOBS
"WORKING FOR AMERICA"

Search Jobs | Keyword Tips
What: (keywords) | Where: (U.S. city, state or zip code)
[Browse Jobs >](#) [Advanced Search >](#) [International Search >](#)

Please Note: If you are resubmitting or updating a previous application you must re-submit all required documents!

Apply Online to the following job:

Job Title: Human Resources Officer
Agency: Department of the Air Force, Department Of The Air Force
Job Location: Kadena AFB

Resume - Select one of your stored resumes to send:
Select
Human Resources Specialist

Attachment(s) - Select one or more of your attachments to send:
Select
Transcripts
SF-50
Other (Appraisal 1JAN2010)

I certify, to the best of my knowledge and belief, all the information in and submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

Apply for this position now! | **Cancel**

[Site Map](#) | [Contact Us](#) | [Help/FAQs](#) | [Employers](#) | [Privacy Act and Public Burden Information](#)

This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Done | Internet | Protected Mode: On | 100%

Application Manager

The screenshot shows a Microsoft Internet Explorer browser window. The address bar contains the URL: <https://applicationmanager.gov/Login.aspx?VacancyID=224572&CheckStatus=Y>. The page title is "Application Manager". The browser's status bar at the top indicates "INFOCON: 3", "UNCLASSIFIED", and "FPCON: Alpha".

The main content area features a blue background with a white box containing the following text and form elements:

Welcome to USA Staffing® Application Manager

Existing Account? Log In Here:

User Name:

Password:

Application Manager is an official U.S. Government System. You are authorized to use it subject to [Terms and Conditions](#). Unauthorized use of this system or its information could result in criminal prosecution.

[Forgot User Name or Password](#) [Problems Logging In?](#)

Create an account:

Create one now -- It's fast, convenient and easy to use all these [Application Manager features!](#)

Check out our [Quick Start Guide](#).

[Instructions on how to apply for a job without using Application Manager](#)

Navigation links in the top right corner include "Login", "Important Links", and "Help".

USAJobs Process Cont.

Applicants complete AF questionnaire

The screenshot shows a web browser window titled "Application Manager - Internet Explorer provided by USAF". The address bar shows the URL "https://applicationmanager.gov/Application.aspx?VacancyID=422147". The page content includes a navigation menu on the left with options like "Assessment Questionnaire", "Section 1" through "Section 6", "ReUse Documents", "Upload Documents", "Submit My Answers", and "View/Print My Answers". The main content area is titled "Section 2" and contains six multiple-choice questions. The questions are:

- Air Force Employee- I am a current non-temporary, civilian appropriated fund, Air Force Employee.
 - A Yes
 - B No
- Air Force Employee- I am currently employed as an Air Force employee on one of the following appointment types. Using your most current SF 50, select the option below that best fits your appointment type.
 - A Permanent-Competitive Appointment: #1 in block 24 and #1 in block 34 on SF 50
 - B Conditional-Competitive Appointment: #2 in block 24 and #1 in block 34 on SF 50
 - C Indefinite-Excepted Schedule A (Non-Temporary) Appointment: #3 in block 24 and #2 in block 34 on SF 50
 - D None of the above
- I am a current permanent federal service employee and I am applying for this position to be considered as a:
 - A Promotion Candidate
 - B Reassignment Candidate
 - C Voluntary Change to Lower Grade Candidate
 - D I am unable to determine which type of candidate I am
- I am a **current** General Schedule (GS) employee and my current GS grade is as indicated below. (Note: if your current GS grade is higher than a GS-09 please go to the next question).
 - A GS-01 through GS-04
 - B GS-05
 - C GS-06
 - D GS-07
 - E GS-08
 - F GS-09
- I am a **current** General Schedule (GS) employee and my current GS grade is as indicated below.
 - A GS-10
 - B GS-11
 - C GS-12
 - D GS-13
 - E GS-14
 - F GS-15 or Above
- If you have held a permanent General Schedule position in the competitive service in the last 52 weeks, please select the **highest** grade you have held for at least 52 weeks. If you have not held a GS position in the last 52 weeks, please skip this question. If the highest grade you have held for at least 52 weeks is not in the General Schedule, please select the GS grade equivalent to the highest grade you have held. If your highest GS grade equivalent is above the GS-09, please proceed to the next question.
 - A I do not know my highest GS grade or equivalent.
 - B GS-01 Through GS-04

The page also includes navigation buttons for "Previous", "Next", and "Save", and a status bar at the bottom indicating "Internet | Protected Mode: On" and "100%".

USAJobs Process Cont.

Upload any extra documentation needed

The screenshot shows the USAJobs Application Manager interface. The browser address bar indicates the URL: <https://applicationmanager.gov/Application.aspx?VacancyID=422147>. The page title is "Application Manager".

Vacancy ID: 422147

Job Title: Human Resources Officer

Announcement Number: AFPC-422147-191432-8T-YMH **USAJOBS Control Number:** 2137028

Applicant Name:

Upload Documents

1. Select Document Type:

2. Click "Browse" to locate a file and click "Open" to attach it:

3. Click "Upload":

Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour.

Faxed Documents may take 2-3 days to appear as *Processed*.

Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

Documents On File

Document Type	Received	Source	Status	Original File N.
Miscellaneous	1/4/2011 1:43:57 PM	USAJOBS	Awaiting Retrieval from USAJOBS	Appraisal
Qualifications	1/4/2011 1:43:57 PM	USAJOBS	Awaiting Retrieval from USAJOBS	SF-50
Resume	1/4/2011 1:43:57 PM	USAJOBS	Awaiting Retrieval from USAJOBS	
Transcript	1/4/2011 1:43:57 PM	USAJOBS	Awaiting Retrieval from USAJOBS	Transcript

Understanding This Table:
Documents on the table above with a Status of *Processed* have been successfully received and attached to your application; no further action on them is required. Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour. Faxed documents may take 2-3 days to appear as *Processed*. USAJOBS portfolio documents are retrieved after you press the "Submit My Answers" button. Please allow 6-8 hours for USAJOBS portfolio documents to be retrieved from USAJOBS. If we are unable to retrieve portfolio documents, you will be notified at the email address in your Application Manager profile.


Document Upload and Faxing Tips:

- The "How to apply" section or tab in the Job Announcement contains a list of the required supporting documents for this position.
- For important details about Document Uploading and Faxing, click [Help](#). Then, if you need a Fax Cover Page, [click here](#).

Done Internet | Protected Mode: On 100%

Application Manager Cont'

- Answer a questions related to the job that you are applying for
- Track the status of your application
- Up load any additional documentation
 - DD Form 214
 - Transcripts
 - Proof of military service
 - SF 15



“The most frequent reason an applicant is not considered for a federal job is because he or she does not follow the announcement directions.”

KSA's – More than a Bullet



- Knowledge-factual information, education or training.
- Skills-measurable actions you can perform.
- Abilities-how well you perform an activity or task.

10 Rules for writing KSAs

- Give at least one example per KSA
 - Be specific with situations – *short stories*
- 1. Use different examples for each KSA
- 2. Use consistent length and format
- 3. Pack in the information – concise
- 4. Write in the first person
- 6. Spell out ALL acronyms
- 7. Quantify your results/accomplishments
- 8. Draw material from all parts of your life
- 9. Use Resume recommended setup
- 10. Proofread your KSA “set”

CCAR Formula: Recommended by OPM

□ CONTEXT

- ▣ Your role and the situation

□ CHALLENGE

- ▣ Specific problem that needed resolution - describe the challenge of the situation

□ ACTION

- ▣ What you did to make a difference

□ RESULT

- ▣ What difference did it make?
 - Save money, increase accountability and information, achieve team goals?

Resume/Applications Hints

- ❑ Remove all formatting and “bullets”
- ❑ Write simple bullet statements
- ❑ Cut and paste for all electronic resumes
- ❑ Use all CAPS to emphasize
- ❑ No bold, italics, underlines
- ❑ Flush left, ragged right

Cover Letters:

Your goodwill ambassador, magician and cheerleader

- ▣ Use a cover letter with all “paper applications”
- ▣ Cover letters can help your package stand out!
- ▣ Sells your best qualifications and experience
- ▣ Uses key words from the announcements
- ▣ Explains special situations

Apply for Jobs/Submit your Resume

- Each agency is different with their "**how to apply**" instruction
- Some are automated and others are still requiring paper applications to be mailed or faxed
- Resumix and Supplemental Data Sheet
 - ▣ All defense agencies use this system
 - ▣ Recruiters search for keywords/skills

Federal Resumes Supplemental Data

- Supplemental data
 - It must be entered!
 - Information must be accurate
 - Answer all questions
 - Read job kit for explanation of terms
 - Seek assistance if questions are not understood

Follow Up

- Use available resources
 - USAJOBS
 - Application Manager
 - Date submitted
 - Name of agency
 - Title of position
 - Series number and grade
 - Resume package submitted

Success will require

- ▣ Ability to learn and use automated systems
- ▣ Patience
- ▣ Perseverance
- ▣ Writing skills
- ▣ “Understanding the system”

Network

- It's who you know
- Talk to Federal employees you know now
- Start a Contact list
- Learn Basic Federal job information

WEB SITES

- [WWW.usajobs.opm.gov](http://www.usajobs.opm.gov)
- <http://www.opm.gov/>
- www.afpc.randolph.af.mil
- <http://www.cpol.army.mil/>
- **EUROPE:**
- <http://cpolrhp.belvoir.army.mil/eur/>

QUESTIONS?

Thank you!