

Welcome to the USAJOBS® Resumes Tutorial!

In your USAJOBS® account, you can create and store up to 5 different resumes to use to apply to Federal job opportunity announcements.

Let's start by logging into our USAJOBS® account. To do this, you can either click the **SIGN IN** link here.

Or you can use the **My Account** drop-down menu here.

If you need to create an account, you can click the **CREATE AN ACCOUNT** link.

The screenshot shows the USAJOBS login interface. At the top, there are navigation 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 heading is 'USAJOBS®' with the tagline '"WORKING FOR AMERICA"'. Below this is the section 'Sign in to my account'. There are two input fields: 'Username or Email:' and 'Password:'. A link below the password field says 'Forgot your Username and/or Password?'. A yellow callout box with a red border contains the text: 'To log into your account, enter your login information in the Username or Email and Password boxes, and then click the I agree. Sign me in. button.' A red 'Continue' button is located at the bottom right of the callout box. Below the callout box, there is a disclaimer: 'This U. S. government system is to be used by authorized users only. Information on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.' This is followed by a paragraph about user consent and a paragraph about prohibited actions. A blue button with a white arrow says 'I agree. Sign me in. ▶'. Below this is a 'Remember:' section with a list of three bullet points: 'USAJOBS will never request personal information via unsolicited e-mail', 'Remain alert for fraudulent e-mail that advertises positions managing financial transactions, or cashing checks', and 'Remain alert for Federal employment scams: Federal agencies and the Postal Service never charge for applications, sell study guides for examinations, or guarantee that you will be hired'. At the bottom of this section is a link: 'Learn more about how to avoid online scams by visiting the USAJOBS Security Center'.

To log into your account, enter your login information in the **Username or Email** and **Password** boxes, and then click the **I agree. Sign me in.** button.

The screenshot shows the USAJOBS website interface. At the top, there are navigation links for "Search Jobs", "My Account", and "Info Center". A red banner on the right says "Welcome John! | Sign out". The USAJOBS logo is on the left, with the tagline "WORKING FOR AMERICA". A search bar is located at the top right, with fields for "What: (job title, keywords)" and "Where: (city, state or zip code)". Below the search bar are links for "Browse Jobs" and "Advanced/International Search".

The main content area features a "My Account" section for "John Doe" with a "Current Goal" and "Last login: 12/17/2009". To the right, a "Highlights from USAJOBS" section contains a maintenance notice: "The USAJOBS site will be down for maintenance on Saturday December 12th from approximately 2:00 am ET through 8:00 am ET. During this time, you will be unable to log in to your account or search for jobs. We apologize for any inconvenience this may cause." Below this are several menu items: "Saved Jobs", "Saved Documents", "Application Status", "Resumes", and "Job Search Agents".

A yellow callout box with a "Continue" button is overlaid on the "Resumes" menu item. The text inside the callout box reads: "There are two ways to access your resumes. The first is to expand the Resumes section on your personalized home page." The "Resumes" menu item itself has a small upward-pointing triangle next to it, indicating it is expandable.

At the bottom of the page, there are links for "Site Map", "Contact Us", "Help", "Employers", and "Privacy Act and Public Burden Information". A footer note states: "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."

There are two ways to access your resumes. The first is to expand the **Resumes** section on your personalized home page.

The screenshot shows the USAJOBS website interface. At the top left, there are navigation links for "Search Jobs" and "My Account". A callout box with a yellow background and a speech bubble icon points to the "My Account" link, containing the text: "The other way to access your resumes is to use the **My Account** drop-down menu and then select **Resumes**." Below this callout is a "Continue" button. The main header includes the USAJOBS logo with the tagline "WORKING FOR AMERICA". To the right of the logo is a search bar with fields for "What: (job title, keywords)" and "Where: (city, state or zip code)", along with "Browse Jobs >" and "Advanced/International Search >" links. A red banner at the top right says "Welcome John! | Sign out". The main content area is divided into two columns. The left column features a "My Account" profile for "John Doe" with a "Current Goal:" field, "Last login: 12/28/2009", and an "Edit Profile" button. Below this is a "Resumes" section with "Build New Resume" and "Upload New Resume" buttons, and a note stating: "You currently do not have any resumes. You can have a maximum of 5 resumes. You are able to upload and store 2 uploaded resumes." A "View All Resumes" link is also present. The right column has a "Highlights from USAJOBS" section with a message: "The Revolution is coming... We listened to your feedback - and on January 23, 2010 we're launching a brand new experience on USAJOBS. Click here to get a sneak peek now!". Below this are three menu items: "Saved Jobs", "Saved Documents", and "Application Status". At the bottom of the page, there are links for "Site Map", "Contact Us", "Help/FAQ's", "Employers", and "Privacy Act and Public Burden Information". A footer note states: "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."

The other way to access your resumes is to use the **My Account** drop-down menu and then select **Resumes**.

The screenshot shows the USAJOBS website interface. At the top, there are navigation links for "Search Jobs", "My Account", and "Info Center". The USAJOBS logo is prominently displayed with the tagline "WORKING FOR AMERICA". Below the logo, the "Resumes" section is highlighted. A yellow callout box contains the following text:

You can have two types of resumes in your USAJOBS® account. The option to build a resume will bring you through the USAJOBS® resume builder process. This method will ensure that you have all of the basic information required by Federal agencies for your application, and will also allow you to make your resume searchable by Federal agencies. The upload option will allow you to upload your own document to your account. Please note that not all agencies allow uploaded resumes to be used in their application process. When applying, if you can use uploaded resumes, you will have the opportunity to select the resume you have uploaded, as well as any USAJOBS® resumes you built through the resume builder.

Below the callout box, the text reads: "The first process we will review is building our resume." followed by a red "Continue" button. The main content area features two buttons: "Build New Resume" and "Upload New Resume". Below these buttons, a message states: "You currently do not have any resumes. You can have a maximum of 5 resumes. You are able to upload and store 2 uploaded resumes." At the bottom of the page, there are links for "Site Map", "Contact Us", "Help/FAQ's", "Employers", and "Privacy Act and Public Burden Information". A footer note indicates: "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."

You can have two types of resumes in your USAJOBS® account. The option to build a resume will bring you through the USAJOBS® resume builder process. This method will ensure that you have all of the basic information required by Federal agencies for your application, and will also allow you to make your resume searchable by Federal agencies. The upload option will allow you to upload your own document to your account. Please note that not all agencies allow uploaded resumes to be used in their application process. When applying, if you can use uploaded resumes, you will have the opportunity to select the resume you have uploaded, as well as any USAJOBS® resumes you built through the resume builder.

The first process we will review is building our resume.

The screenshot shows the USAJOBS Resume Builder interface. At the top, there are navigation links for Search Jobs, My Account, and Info Center. The USAJOBS logo is on the left, and search filters are on the right. The main content area is titled "Resume Builder" and includes a "Confidentiality" section with radio buttons for "Confidential" and "Non-Confidential". Below this is the "Candidate Information" section with various input fields marked with red asterisks. A large yellow callout box explains confidentiality settings, and a smaller one notes that fields with asterisks are required. A "Continue" button is visible at the bottom right of the callout.

Resume Builder

Here, you can set the confidentiality of your resume. If you leave your resume as Non-Confidential, then agencies will be able to view your personal information. If you set your resume to Confidential, then agencies who find your resume will not be able to see your contact information, current employer or references. If they wish to contact you, they will not be able to see your email address, an email will instead be sent through the USAJOBS® system.

At any time while you're creating your resume, you can preview the information you have entered. You can also do this on the last page of the resume builder, which you will see later in this tutorial.

When filling in your resume, fields marked with a red asterisk are required.

PLEASE NOTE: Fields with an asterisk (*) are required. Confidentiality settings only apply to agencies searching for resumes. If you apply to a job, agencies will always be able to see your full information.

Confidentiality

Select **confidential** to hide your contact information, current employer name, and references from recruiters performing resume searches. [Learn more](#)

Confidential Non-Confidential

Candidate Information

Note: If your resume is **confidential**, this information will not be visible to recruiters performing resume searches. [Learn more](#)

- * Name Your Resume [What is this?](#)
- * First Name
- Middle Name
- * Last Name
- * Social Security Number [Why is this required?](#)
- * Home Address
- Home Address 2
- * City/Town

Continue

At any time while you're creating your resume, you can preview the information you have entered. You can also do this on the last page of the resume builder, which you will see later in this tutorial.

Here, you can set the confidentiality of your resume. If you leave your resume as Non-Confidential, then agencies will be able to view your personal information. If you set your resume to Confidential, then agencies who find your resume will not be able to see your contact information, current employer or references. If they wish to contact you, they will not be able to see your email address, an email will instead be sent through the USAJOBS® system.

Please note that confidentiality settings only apply to agencies searching for resumes. If you apply to a job, agencies will always be able to see your full information.

When filling in your resume, fields marked with a red asterisk are required.

Candidate Information ?

Note: If your resume is **confidential**, this information will not be visible to recruiters performing resume searches. [Learn more](#)

- * **Name Your Resume**
- * **First Name**
- * **Middle Name**
- * **Last Name**
- * **Social Security Number** [Why is this required?](#)
- * **Home Address**
- * **Home Address 2**
- * **City/Town**
- * **State/Territory/Province**
- * **Home Postal/ZIP Code**
- * **Country**
- * **Email**
- * **Phone Numbers**

- Day Phone
- SELECT -
- SELECT -

- * **Are you a U.S. Citizen?** Yes No
- * **Do you claim veterans' preference?** Yes No [Does this apply to me?](#)

Selective Service Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25.

Highest Career Level Achieved ?

Note: This will change the Career Level on all your resumes.

- SELECT -

Federal Employee Information ?

The first section is **Candidate Information**, which will have some of the information already filled out that is carried over from your account profile. Updating your information in either your resume or profile, will automatically update your information in the other section. Continue

First, you will need to give your resume a name.

The first section is **Candidate Information**, which will have some of the information already filled out that is carried over from your account profile. Updating your information in either your resume or profile, will automatically update your information in the other section.

First, you will need to give your resume a name.

Candidate Information [?](#)

Note: If your resume is **confidential**, this information will not be visible to recruiters performing resume searches. [Learn more](#)

- * **Name Your Resume** [What is this?](#)
- * **First Name**
- Middle Name**
- * **Last Name**
- * **Social Security Number** [Why is this required?](#)
- * **Home Address**
- Home Address 2**
- * **City/Town**
- * **State/Territory/Province**
- * **Home Postal/ZIP Code**
- * **Country**
- * **Email**
- * **Phone Numbers**
- Day Phone
-
-
- * **Are you a U.S. Citizen?** Yes No
- * **Do you claim veterans' preference?** Yes No [Does this apply to me?](#)

Selective Service Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25.

Highest Career Level Achieved [?](#)

Note: This will change the Career Level on all your resumes.

Federal Employee Information [?](#)

If your name is correct, you can skip that section and then fill in your SSN in the **Social Security Number** text box. If you have any questions as to why your social security number is required, please click on the **Why is this required?** link. [Continue](#)

If your name is correct, you can skip that section and then fill in your SSN in the **Social Security Number** text box. If you have any questions as to why your social security number is required, please click on the **Why is this required?** link.

Candidate Information [?](#)

Note: If your resume is **confidential**, this information will not be visible to recruiters performing resume searches. [Learn more](#)

- * **Name Your Resume** [What is this?](#)
- * **First Name**
- Middle Name**
- * **Last Name**
- * **Social Security Number** [Why is this required?](#)
- * **Home Address**
- Home Address 2**
- * **City/Town**
- * **State/Territory/Province** [v](#)
- * **Home Postal/ZIP Code**
- * **Country** [v](#)
- * **Email**
- * **Phone Numbers**

Selective Service:

Check this box only if you are an adult male born on or after January 1, 1960 **and** you registered for Selective Service between the ages of 18 through 25. **Continue**

- * **Are you a U.S. Citizen?**
- * **Do you claim veterans' preference?**

Selective Service Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25.

Highest Career Level Achieved [?](#)

Note: This will change the Career Level on all your resumes.

[v](#)

Federal Employee Information [?](#)

The citizenship status and veteran's preference status are both carried over from your account.

Selective Service:

Check this box only if you are an adult male born on or after January 1, 1960 **and** you registered for Selective Service between the ages of 18 through 25.

* **Social Security Number** [Why is this required?](#)

* **Home Address**

Home Address 2

* **City/Town**

* **State/Territory/Province**

* **Home Postal/ZIP Code**

* **Country**

* **Email**

* **Phone Numbers**

Day Phone

- SELECT -

- SELECT -

* **Are you a U.S. Citizen?** Yes No

* **Do you claim veterans' preference?** Yes No [Does this apply to me?](#)

Selective Service Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25.

Highest Career Level Achieved [?](#)

Note: This will change the Career Level on all your resumes.

- SELECT -

...vilian employee?

[Continue](#) [r Later](#) [Next](#)

[Site Map](#) [Contact Us](#) [Help/FAQ's](#) [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.

This field was created by USAJOBS® to assist us in determining if you are eligible to complete an SES formatted resume. If you select Executive or higher, then you will be given the option to complete an SES formatted resume.

Federal employees and persons not interested in creating an SES resume should leave this field blank.

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Federal employees and persons not interested in creating an SES resume should leave this field blank.

* Social Security Number [Why is this required?](#)

* Home Address
Home Address 2

* City/Town

* State/Territory/Province

* Home Postal/ZIP Code

* Country

* Email

* Phone Numbers
Day Phone
- SELECT -
- SELECT -

* Are you a U.S. Citizen? Yes No

* Do you claim veterans' preference? Yes No [Does this apply to me?](#)

Selective Service Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25.

Highest Career Level Achieved [?](#)
Note: This will change the Career Level on all your resumes.

Federal Employee Information [?](#)

* Are you or were you ever a Federal civilian employee?
 Yes No

[Save for Later](#) [Next](#)

[Site Map](#) [Contact Us](#) [Help/FAQ's](#) [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.

If you are, or have ever been a Federal employee, you should select the **Yes** option here to fill in your information. [Continue](#)

If you are, or have ever been a Federal employee, you should select the **Yes** option here to fill in your information.

* Email:

* Phone Numbers: Day Phone:
-SELECT-
-SELECT-

* Are you a U.S. Citizen? Yes No

* Do you claim veterans' preference? Yes No [Does this apply to me?](#)

Selective Service: Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25.

Highest Career Level Achieved ⓘ
Note: This will change the Career Level on all your resumes.

Federal Employee Information ⓘ

* Are you or were you ever a Federal civilian employee?
 Yes No

If yes, indicate the highest permanent Federal civilian grade you held:

Pay Plan (e.g., GS, WG, ST, etc.):

Series:

Grade:

From (mm/yyyy):

To (mm/yyyy or Present):

Are you ICTAP eligible? Yes No [Does this apply to me?](#)

[Save for Later](#) [Next](#)

[Site Map](#) [Contact Us](#) [Help/FAQ's](#) [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.

If you selected **Yes**, you will want to fill in your Federal employment information in here. USAJOBS® will also use this information for determining SES level Federal employees as it did in the **Highest Career Level Achieved** section for non-Federal employees. For this resume however, we are going to select that we have never been a Federal employee.

[Continue](#)

If you selected **Yes**, you will want to fill in your Federal employment information in here. USAJOBS® will also use this information for determining SES level Federal employees as it did in the **Highest Career Level Achieved** section for non-Federal employees. For this resume however, we are going to select that we have never been a Federal employee.

*** Social Security Number** [Why is this required?](#)

*** Home Address**

Home Address 2

*** City/Town**

*** State/Territory/Province**

*** Home Postal/ZIP Code**

*** Country**

*** Email**

*** Phone Numbers**

Day Phone

- SELECT -

- SELECT -

*** Are you a U.S. Citizen?** Yes No

*** Do you claim veterans' preference?** Yes No [Does this apply to me?](#)

Selective Service Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25.

When you are ready to proceed, click the **Next** button.

Please note that clicking into any of the numbered sections of the resume at the top of the page, or clicking the **Next** or **Previous** buttons, your progress is automatically saved for you. The **Previous** button will appear on the next page, as there is currently no previous page to go to. Clicking the **Save for Later** button will save your progress and completely exit the USAJOBS® resume builder.

Continue

Highest Career Level Achieved [?](#)

Note: This will change the Career Level on all your resumes.

Federal Employee Information [?](#)

*** Are you or were you ever a Federal civilian employee?** Yes No

[Save for Later](#) [Next](#)

[Site Map](#) [Contact Us](#) [Help/FAQ's](#) [Employers](#) [Privacy Act and Public Burden Information](#)

This is a United States Office of Personnel Management website.
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Please note that clicking into any of the numbered sections of the resume at the top of the page, or clicking the **Next** or **Previous** buttons, your progress is automatically saved for you. The **Previous** button will appear on the next page, as there is currently no previous page to go to. Clicking the **Save for Later** button will save your progress and completely exit the USAJOBS® resume builder.

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

In this section, you will want to enter your employment history. To do so, you will enter one entry at a time. After you add this entry, you will be given the opportunity to add additional entries.

If you do not have any work experience, click the **I don't have any relevant work experience.** checkbox at the end of the **Work Experience** section. **Continue**

* **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 ✓

Add Experience ▶

OR

I don't have any relevant work experience.

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!](#)

In this section, you will want to enter your employment history. To do so, you will enter one entry at a time. After you add this entry, you will be given the opportunity to add additional entries.

If you do not have any work experience, click the **I don't have any relevant work experience.** checkbox at the end of the **Work Experience** section.

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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. [Learn More](#)

* **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)

OR

I don't have any relevant work experience.

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 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!](#)

If the entry you are currently working on is your present job, you can tell the system that you are still currently working there. The system will default to this, but you can manually do this if you need to later by leaving the month blank and selecting **Present** as the year.

Your salary is not required for any employment entry, but you are able to enter an amount in this section and select if the amount is yearly, monthly, bi-weekly, weekly, daily, or hourly.

If the entry you are currently working on is your present job, you can tell the system that you are still currently working there. The system will default to this, but you can manually do this if you need to later by leaving the month blank and selecting **Present** as the year.

Your salary is not required for any employment entry, but you are able to enter an amount in this section and select if the amount is yearly, monthly, bi-weekly, weekly, daily, or hourly.

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

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. [Learn More](#)

* **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)

OR
 I don't have any relevant work experience.

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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!](#)

The **May we contact your supervisor?** section defaults to **No**, but you are able to change this selection. If you select the **Yes** option, you will be required to enter in your supervisor's information. You can also select the **Contact me first** option which tells agency that you are willing to allow them to contact your supervisor, but would like to be contacted first.

The **May we contact your supervisor?** section defaults to **No**, but you are able to change this selection. If you select the **Yes** option, you will be required to enter in your supervisor's information. You can also select the **Contact me first** option which tells agency that you are willing to allow them to contact your supervisor, but would like to be contacted first.

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

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. [Learn More](#)

* **Employer Name**

* **City/Town**

* **State/Territory/Province**

* **Country**

* **Formal Title**

* **Start Date**

* **End Date:**

Salary

* **Average Hours per Week**

May we contact your supervisor?

Supervisor's name

Supervisor's phone number (including area code):

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)

✓

▶

— OR —

I don't have any relevant work experience.

READ THIS - important notice before listing your Education!

This section is also defaulted to **No**. If the entry you are working on is a Federal position however, you will want to select **Yes** to enter the appropriate information.

This section is also defaulted to **No**. If the entry you are working on is a Federal position however, you will want to select **Yes** to enter the appropriate information.

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

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. [Learn More](#)

* **Employer Name**

* **City/Town**

* **State/Territory/Province**

* **Country**

* **Formal Title**

* **Start Date**

* **End Date:**

Salary

* **Average Hours per week**

May we contact your supervisor?

Supervisor's name:

Supervisor's phone number (including area code):

After selecting **Yes**, you will need to fill in your series information, as well as your pay plan and pay grade. For this resume however, we will select **No**. **Continue**

Is this a Federal position? Yes No

Series

Pay Plan and Grade:

* **Duties, Accomplishments and Related Skills**

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

Character Count: 0 (3,000 character limit)

OR

I don't have any relevant work experience.

After selecting **Yes**, you will need to fill in your series information, as well as your pay plan and pay grade. For this resume however, we will select **No**.

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

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. [Learn More](#)

* **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 Other

Supervisor's name:

Supervisor's phone number (including area code):

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)

— OR —

I don't have any relevant work experience.

In the **Duties, Accomplishments and Related Skills** section, you have 3,000 characters to enter in any relevant information you would like to add. You can either manually type this information in, or copy and paste the text in. If you copy and paste the text and there are formatting errors when previewing your resume, please click the **Problems with formatting when pasting from Word?** link to find out how to fix it.

In the **Duties, Accomplishments and Related Skills** section, you have 3,000 characters to enter in any relevant information you would like to add. You can either manually type this information in, or copy and paste the text in. If you copy and paste the text and there are formatting errors when previewing your resume, please click the **Problems with formatting when pasting from Word?** link to find out how to fix it.

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

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. [Learn More](#)

* **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

Supervisor's name:

Supervisor's phone number (including area code):

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)

OR

I don't have any relevant work experience.

You should always spell check your entries by clicking on the **Spell Check** button. Resumes with misspelled words will look unprofessional to agencies reviewing them.

READ THIS - important notice before listing your Education!

You should always spell check your entries by clicking on the **Spell Check** button. Resumes with misspelled words will look unprofessional to agencies reviewing them.

The screenshot shows the USAJOBS resume editing interface. At the top left is the USAJOBS logo with the tagline "WORKING FOR AMERICA". Below the logo is a text area containing the sentence "I tusted multiple items." To the right of the text area is a "Change To:" input field containing the word "tusked". Below the input field is a "Suggestions:" list box containing the following words: tusked, ousted, lusted, rusted, busted, trusted, tussled, tutored, twisted, turtles, quested, and turreted. To the right of the suggestions list is a "CHANGE ALL" button. Two callout boxes provide instructions: the top one says "Or you can also type the word into this section and then click the **CHANGE** button." with a "Continue" button; the bottom one says "If you see the correct word in this list, you can select it and then click the **CHANGE** button."

If you see the correct word in this list, you can select it and then click the **CHANGE** button.

Or you can also type the word into this section and then click the **CHANGE** button.

The screenshot displays the USAJOBS logo at the top left. Below it, there is a text area containing "I tested multiple items." To the right of this area is a "Change To:" label followed by an empty text input field. Further right are five buttons: "IGNORE", "IGNORE ALL", "CHANGE", "CHANGE ALL", and "DONE". Below the "Change To:" field is a "Suggestions:" label followed by a text area containing "No Suggestions." In the lower right portion of the interface, a "Windows Internet Explorer" dialog box is open. The dialog box has a yellow warning icon and the text "The Spelling Check Is Complete." with an "OK" button. A yellow callout box with a pointer to the "OK" button contains the text: "When the spell check function is complete, click the **OK** button to close the window and proceed."

When the spell check function is complete, click the **OK** button to close the window and proceed.

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

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. [Learn More](#)

* **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
Supervisor's name:
Supervisor's phone number (including area code):
Is this a Federal position? Yes No

* **Duties, Accomplishments and Related Skills**
[Problems with formatting when pasting from Word?](#)
Character Count: 24 (3,000 character limit)

OR

I don't have any relevant work experience.

READ THIS - important notice before listing your Education!

Now that all of our spelling is corrected, we will see what happens when there are no spelling errors.

Now that all of our spelling is corrected, we will see what happens when there are no spelling errors.

The screenshot shows the USAJOBS logo at the top left. Below it, there is a text area containing "I tested multiple items." To the right of this area is a "Change To:" label above an empty text input field. Further right are five buttons: "IGNORE", "IGNORE ALL", "CHANGE", "CHANGE ALL", and "DONE". Below the "Change To:" field is a "Suggestions:" label above a text area containing "No Suggestions." In the center-right of the interface, a "Windows Internet Explorer" dialog box is open, displaying a yellow warning triangle icon and the text "No Spelling Errors In Text." with an "OK" button. A yellow callout box with a red border points to the "OK" button, containing the text: "When the spell check window opens, you will immediately receive a message telling you that there were no errors found. To proceed, again click the **OK** button." and a red "Continue" button.

When the spell check window opens, you will immediately receive a message telling you that there were no errors found. To proceed, again click the **OK** button.

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

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. [Learn More](#)

* **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

Supervisor's name:

Supervisor's phone number (including area code):

Is this a Federal position? Yes No

* **Duties, Accomplishments and Related Skills**

[Problems with formatting when pasting from Word?](#)
 Character Count: 24 (3,000 character limit)

✓

▶

OR

I don't have any relevant work experience.

When ready, click the Add Experience button to save your entry.

READ THIS - important notice before listing your Education!

When ready, click the **Add Experience** button to save your entry.

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

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. [Learn More](#)

* **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

Is this a Federal position? Yes No

* **Duties, Accomplishments and Related Skills**

[Problems](#)
[Character](#)
[Spelling](#)
[Add](#)

You will now see your entry listed in your resume. To create a new entry, fill in all the fields above as we just did and click the **Add Experience** button.

To edit an entry, click on the link for that entry under the Employer Name heading. This will result in all of the information entered to appear in the fields above where you will be able to make your edits. While editing an entry, the **Add Experience** button will instead be an **Update** button.

To delete an entry, click the red X at the right of the entry you wish to delete.

[Continue](#)

Employer Name	City, State	Job Title	Start Mo./Yr.	End Mo./Yr.
Company Inc.	Anytown, DC	Tester	1/2008	Present

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.

You will now see your entry listed in your resume. To create a new entry, fill in all the fields above as we just did and click the **Add Experience** button.

To edit an entry, click on the link for that entry under the Employer Name heading. This will result in all of the information entered to appear in the fields above where you will be able to make your edits. While editing an entry, the **Add Experience** button will instead be an **Update** button.

To delete an entry, click the red X at the right of the entry you wish to delete.

As with the experience section, you can enter your educational entries one at a time. If you do not have any education entries to make, you can check the box next to **I don't have any relevant education.** below. [Continue](#)

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

[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.

As with the experience section, you can enter your educational entries one at a time. If you do not have any education entries to make, you can check the box next to **I don't have any relevant education.** below.

 **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
[Problems with formatting when pasting from Word?](#)
Character Count: 0 (2,000 character limit)

OR
 I don't have any relevant education.

If adding text into this section, you should again ensure you use the spell check feature by clicking the **Spell Check** button.
When ready, click the **Add Education** button to save your entry.

If adding text into this section, you should again ensure you use the spell check feature by clicking the **Spell Check** button.

When ready, click the **Add Education** button to save your entry.

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

Problem

Character

Sp

At

Just as in the experience section, our education entry is now saved. You can add a new entry or edit and delete existing entries in the same fashion. Continue

School	City, State	Country	Degree Level	Completion Date
High School	Anytown, Alabama	US	High School or equivalent	5/2006

Just as in the experience section, our education entry is now saved. You can add a new entry or edit and delete existing entries in the same fashion.

Semester Hours
 Quarter Hours
 Other

Honors

Relevant Coursework, Licensures and Certifications

[Problems with formatting when pasting from Word?](#)
Character Count: 0 (2,000 character limit)
[Spell Check](#) ✓
[Add Education](#) ▶

School	City, State	Country	Degree Level	Completion Date
High School	Anytown, Alabama	US	High School or equivalent	5/2006

Job Related Training ⓘ
List the titles and complete dates of training you are seeking. [Continue](#)

[Problems with formatting when pasting from Word?](#)
Character Count: 0 (max. 5,000 characters) [Spell Check](#) ✓

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USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

In the **Job Related Training** section, you can enter in any relevant information that you would like to have included in your resume, up to 5,000 characters.

Semester Hours
 Quarter Hours
 Other

Honors

Relevant Coursework, Licensures and Certifications

[Problems with formatting when pasting from Word?](#)
Character Count: 0 (2,000 character limit)
[Spell Check](#) ✓
[Add Education](#) ▶

School	City, State	Country	Degree Level	Completion Date
High School	Anytown, Alabama	US	High School or equivalent	5/2006

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](#) ✓

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When you're ready to move to the next page, click the **Next** button.

Search Jobs My Account Info Center Welcome John! Sign out

USAJOBS
"WORKING FOR AMERICA"

All information on this page is optional, but may be required for certain jobs. Check each job opportunity announcement for specific instructions.

Although the **References** section is not required, certain fields are required if you decide to enter a reference. If you decide not to enter any references, you can skip over this section completely. This is also true with other sections below showing that certain fields are required.

[Continue](#)

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. [Learn more](#)

* **Name:**

Employer:

Title:

* **Phone:**

Email:

* **Reference Type:** Professional Personal

[Add Reference](#) ▶

Additional Language Skills ?

Language

Spoken: None Novice Intermediate Advanced

Written: None Novice Intermediate Advanced

Read: None Novice Intermediate Advanced

[Add Language](#) ▶

All information on this page is optional, but may be required for certain jobs. Check each job opportunity announcement for specific instructions.

Although the **References** section is not required, certain fields are required if you decide to enter a reference. If you decide not to enter any references, you can skip over this section completely. This is also true with other sections below showing that certain fields are required.

Search Jobs | My Account | Info Center

Welcome John! | Sign out

USAJOBS
"WORKING FOR AMERICA"

Search Jobs
What: (job title, 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.

References ?

Note: If your resume is **confidential**, this information will not be visible to recruiters performing resume searches. [Learn more](#)

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

Add Reference ▶

When complete, click the **Add Reference** button.

Additional Language Skills ?

Language:

Spoken: None Novice Intermediate Advanced
Written: None Novice Intermediate Advanced
Read: None Novice Intermediate Advanced

Add Language ▶

When complete, click the **Add Reference** button.

Additional Language Skills ?

Language

Intermediate Advanced

Intermediate Advanced

Intermediate Advanced

Continue

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 (max. 5,000 characters) **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.](#)

You can also add in any additional languages that you speak, write, or read. To start, click the drop down box and find the desired language. After selecting your language, select your proficiency level for each of the three categories for that language.

Additional Language Skills ?

Language:

Spoken: None Novice Intermediate Advanced

Written: None Novice Intermediate Advanced

Read: None Novice Intermediate Advanced

Add Language ▶

When done, click the **Add Language** button.

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 (max. 5,000 characters) **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.](#)

When done, click the **Add Language** button.

Additional Language Skills ?

Language:

Spoken: None Novice Intermediate Advanced

Written: None Novice Intermediate Advanced

Read: None Novice Intermediate Advanced

Add Language ▶

Language	Spoken	Written	Read	
Bosnian	Advanced	Intermediate	Advanced	

Affiliations ?

* Organization Name:

* Affiliation/Role:

Add Affiliation ▶

You can also add any affiliations you belong to.

Professional Publications ?

Enter any professional publications in the space provided

Problems with formatting when pasting from Word?

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

You can also add any affiliations you belong to.

Additional Language Skills ?

Language:

Spoken: None Novice Intermediate Advanced

Written: None Novice Intermediate Advanced

Read: None Novice Intermediate Advanced

Add Language ▶

Language	Spoken	Written	Read	
Bosnian	Advanced	Intermediate	Advanced	

Affiliations ?

* Organization Name:

* Affiliation/Role:

Add Affiliation ▶

When ready, click the **Add Affiliation** button.

Professional Publications ?

Enter any professional publications in the space provided

Problems with formatting when pasting from Word?

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

When ready, click the **Add Affiliation** button.

Additional Language Skills ?

Language:

Spoken: None Novice Intermediate Advanced

Written: None Novice Intermediate Advanced

Read: None Novice Intermediate Advanced

Add Language ▶

Language	Spoken	Written	Read	
Bosnian	Advanced	Intermediate	Advanced	✖

Affiliations ?

* Organization Name:

* Affiliation/Role:

Add Affiliation ▶

Organization Name:	Affiliation/Role:	
Organization of America	Member	✖

Professional Publications ?

Enter any professional publications in the space provided

Problems with formatting when pasting from Word?

Character Count: 0 (max. 5,000 characters) **Spell Check** ✓

Additional Information ?

In this section, enter any publications in which your work has appeared.

In this section, enter any publications in which your work has appeared.

Character Count: 31 (max. 5,000 characters) 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.](#)

Problems with formatting when pasting from Word?

Character Count: 0 (20,000 character limit) 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?

<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Term	<input type="checkbox"/> Intermittent
<input type="checkbox"/> Detail	<input type="checkbox"/> Temporary Promotion	<input type="checkbox"/> Summer	<input type="checkbox"/> Seasonal
<input type="checkbox"/> Federal Career Intern	<input type="checkbox"/> Student Career Experience		

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

<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Shift Work
<input type="checkbox"/> Intermittent	<input type="checkbox"/> Job Share	

[Looking for a Specific Work Environment](#) ?

[Looking for a Specific Work Environment](#) ?

In the **Additional Information** section, enter any job-related honors, awards, leadership activities, skills, or any other information requested by a specific announcement.

This section allows you to enter in 20,000 characters to accommodate any KSA requirements for specific announcements.

Continue

In the **Additional Information** section, enter any job-related honors, awards, leadership activities, skills, or any other information requested by a specific announcement.

This section allows you to enter in 20,000 characters to accommodate any KSA requirements for specific announcements.

Character Count: 31 (max. 5,000 characters) 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.](#)

Problems with formatting when pasting from Word?

Character Count: 0 (20,000 character limit) 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?

<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Term	<input type="checkbox"/> Intermittent
<input type="checkbox"/> Detail	<input type="checkbox"/> Temporary Promotion	<input type="checkbox"/> Summer	<input type="checkbox"/> Seasonal
<input type="checkbox"/> Federal Career Intern	<input type="checkbox"/> Student Career Experience		

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

<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Shift Work
<input type="checkbox"/> Intermittent	<input type="checkbox"/> Job Share	

Looking for a Specific Work Environment ?

The **Availability** section is only used when Federal agencies are searching for resumes. This section will not eliminate you from consideration when applying to jobs.

If desired, you can select multiple options from each sub-section.

Continue

The **Availability** section is only used when Federal agencies are searching for resumes. This section will not eliminate you from consideration when applying to jobs.

If desired, you can select multiple options from each sub-section.

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

<input type="checkbox"/> Student	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate
<input type="checkbox"/> Post-graduate	<input type="checkbox"/> New Professional	<input type="checkbox"/> Mid-Career Professional
<input type="checkbox"/> Retiree	<input type="checkbox"/> Federal Retiree	<input type="checkbox"/> Highly Mobile
<input type="checkbox"/> Revolving	<input type="checkbox"/> Term	<input type="checkbox"/> Mission-Focused
<input type="checkbox"/> Experienced Professionals	<input type="checkbox"/> Requires Flexibilities	<input type="checkbox"/> Telework
<input type="checkbox"/> Part-Time	<input type="checkbox"/> Alternative Work Schedule	

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

US
 Alabama
 Alaska
 American Samoa
 Arizona
 Arkansas
 Armed Force Europe, th

then Locale(s)

ADD

DELETE

Click arrow to add ('X' to delete)

Show locations for this region:
[United States](#) | [Africa](#) | [Asia](#) | [Europe](#) | [North America](#) | [South America](#) | [Australia](#) | [Caribbean and Central America](#) | [Middle East](#)

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The **Looking for a Specific Work Environment** section is also only used when Federal agencies are searching for resumes and will not eliminate you from consideration when applying to jobs.

You can again select multiple options.

Continue

The **Desired Locations** section is also used when Federal agencies are searching for resumes, and will not eliminate you from consideration when applying to jobs. To select locations, first select the state and then area to add. If you would like to add a location outside of the United States, select the appropriate location below.

Continue

The **Looking for a Specific Work Environment** section is also only used when Federal agencies are searching for resumes and will not eliminate you from consideration when applying to jobs.

You can again select multiple options.

The **Desired Locations** section is also used when Federal agencies are searching for resumes, and will not eliminate you from consideration when applying to jobs. To select locations, first select the state and then area to add. If you would like to add a location outside of the United States, select the appropriate location below.

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

<input type="checkbox"/> Student	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate
<input type="checkbox"/> Post-graduate	<input type="checkbox"/> New Professional	<input type="checkbox"/> Mid-Career Professional
<input type="checkbox"/> Retiree	<input type="checkbox"/> Federal Retiree	<input type="checkbox"/> Highly Mobile
<input type="checkbox"/> Revolving	<input type="checkbox"/> Term	<input type="checkbox"/> Mission-Focused
<input type="checkbox"/> Experienced Professionals	<input type="checkbox"/> Requires Flexibilities	<input type="checkbox"/> Telework
<input type="checkbox"/> Part-Time	<input type="checkbox"/> Alternative Work Schedule	

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.)

<p>Choose State</p> <div style="border: 1px solid gray; padding: 2px;"> US Alabama Alaska American Samoa Arizona Arkansas Armed Force Europe, th </div>	<p>then Locale(s)</p> <div style="border: 1px solid gray; padding: 2px;"> All Alabama Anniston Birmingham Mobile/Dothan Montgomery Northern/Huntsville Tuscaloosa </div>	<p>Click arrow to add ('X' to delete)</p> <div style="border: 1px solid gray; padding: 2px;"> Alabama - Anniston </div>
---	--	---

Show locations for this region:
[United States](#) | [Africa](#) | [Asia](#) | [Europe](#) | [North America](#) | [South America](#) | [Australia](#) | [Caribbean and Central America](#) | [Middle East](#)

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When ready to proceed, click the **Next** button.

Search Jobs | My Account | Info Center | Welcome John! | Sign out

USAJOBS
"WORKING FOR AMERICA"

Search Jobs
What: (job title, 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 ▶

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Let's preview our resume to see how it looks.

Print This Page ▶
I'm Finished ▶

John Jay Doe
 1 Main St
 Anytown, AL 12345
 Day Phone: 123-456-7899
 Email: johndoe@gmail.com

Country of citizenship:	United States of America		
Veterans' Preference:	No		
Registered for Selective Service			
Contact Current Employer:	Yes		
AVAILABILITY	Job Type:	Permanent	
	Work Schedule:	Full Time	
DESIRED LOCATIONS	US-AL-Anniston		
WORK EXPERIENCE	Company Inc.	1/2008 - Present	
	Anytown, DC US	Hours per week: 45	
	Tester	I tested multiple items. (Contact Supervisor: Yes, Supervisor's Name: Supervisor, Supervisor's Phone: 123-456-7899)	
EDUCATION	High School Anytown, Alabama US High School or equivalent - 5/2006		
JOB RELATED TRAINING	I have been trained on testing all items large and small.		
LANGUAGES	Bosnian		
	Spoken:	Advanced	
	Written:	Intermediate	
	Read:	Advanced	
AFFILIATIONS	Organization of America	Member	
PROFESSIONAL PUBLICATIONS	I have published many articles.		
REFERENCES	Co Worker	Company Inc.	Trainer
	Phone Number:	123-456-7788	
	Reference Type:	Professional	
ADDITIONAL INFORMATION	I have multiple honors and awards.		

When done reviewing your resume, you can click the **Print This Page** button to easily print your resume, or the **I'm Finished** button at the top or bottom of the page to close the resume preview.

Continue

When done reviewing your resume, you can click the **Print This Page** button to easily print your resume, or the **I'm Finished** button at the top or bottom of the page to close the resume preview.

Search Jobs | My Account | Info Center | Welcome John! | Sign out

USAJOBS®

"WORKING FOR AMERICA"

Search Jobs
What: (job title, 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.

— OR —

Save your resume. To make future changes to your resume, click Res

Activate Resume | **Save for Later**

From this page, you can click the **Save for Later** button to save your resume without making it searchable to agencies, or you can click the **Activate Resume** button to save your resume and make it viewable to Federal agencies searching the resume database.

Continue

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From this page, you can click the **Save for Later** button to save your resume without making it searchable to agencies, or you can click the **Activate Resume** button to save your resume and make it viewable to Federal agencies searching the resume database.

The screenshot shows the USAJOBS resume builder interface. At the top, there are navigation links for Search Jobs, My Account, and Info Center. The USAJOBS logo is prominently displayed. A search bar is located at the top right. The main content area features a 'Resume' section with a callout box stating: 'Now that you have created a resume, you are able to view, edit, duplicate, delete, or renew your resume from the main resume page.' Below this, a list of resumes is shown, including 'Resume 1: Test Resume' with options to View, Edit, Duplicate, Delete, and Renew. Another callout box explains: 'Now that we have built a USAJOBS® resume, let's take a look at how to upload a file from your computer to use as a resume when agencies allow this method.' Below the resume list are buttons for 'Build New Resume' and 'Upload New Resume'. A summary line indicates: 'You have created 1 of 5 possible resumes. You are able to upload and store 2 uploaded resumes; you have created 0 of 2 possible uploaded resumes.' A 'Tips' section provides information on searchability, acceptable file formats (.doc, .docx, .jpg, .pdf, or .rtf), and a warning about agency acceptance. The footer contains site navigation links and a disclaimer: '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.'

Now that you have created a resume, you are able to view, edit, duplicate, delete, or renew your resume from the main resume page.

Now that we have built a USAJOBS® resume, let's take a look at how to upload a file from your computer to use as a resume when agencies allow this method.

The screenshot shows the USAJOBS Resume Uploader interface. At the top, there are navigation links for Search Jobs, My Account, and Info Center. The USAJOBS logo is on the left, and search fields for job title and location are on the right. The main heading is "Resume Uploader". Below it, a text box explains that users can upload two resumes to their account, which will then appear in a list for selection. A callout box explains that only 2 of 5 resumes can be uploaded and that not all agencies accept them. Another callout states that the first step is to name the resume. Below this is the "Upload a Resume" section, which lists supported file formats (GIF, JPG, JPEG, PNG, RTF, PDF, Word) and a file selection button. A callout here specifies that documents must be under 3MB and use specific extensions. At the bottom, there are "UPLOAD" and "CANCEL" buttons, and a footer with site navigation and a disclaimer.

As noted here, 2 of your 5 resumes may be uploaded resumes. However, not all agencies accept uploaded resumes. When you are applying to a job opportunity announcement that accepts uploaded resumes, your uploaded resume will be available as a selectable resume on the resume selection page of the application process. If the job opportunity announcement does not accept uploaded resumes, then you will not see it in your list of resumes to select.

Documents that you would like to upload as your resume must be less than 3MB and be either .gif, .jpg, .png, .rtf, .pdf, .doc, or .docx.

The first step is to name your resume.

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Search Jobs
What: (job title, keywords) Where: (city, state or zip code) [Browse Jobs >](#) [Advanced/International Search >](#)

Resume Uploader

You are able to upload and store two resumes to your My USAJOBS account. If the job accepts uploaded resumes, then your uploaded resume(s) will appear in the list of resumes you can use to apply for a job. Uploaded resumes can not be converted to SES resumes.

Required information

Resume Basics ?

* Resume Title:

(e.g., Senior Marketing Director, Experienced Sales Manager)

Upload a Resume ?

Uploaded resumes must be less than 3mb and can be in one of the following formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

Upload your existing resume by selecting a file below.

* Resume File:

Note: Uploaded resumes may not be accepted by some automated processes.

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Next, you will need to select the file you wish to use.

The screenshot shows the USAJOBS website's 'Resume Uploader' section. At the top, there are navigation links for 'Search Jobs', 'My Account', and 'Info Center'. The USAJOBS logo is on the left, and a search bar is on the right. The main heading is 'Resume Uploader', followed by instructions: 'You are able to upload and store two resumes to your My USAJOBS account. If the job accepts uploaded resumes, then your uploaded resume(s) will appear in the list of resumes you can use to apply for a job. Uploaded resumes can not be converted to SES resumes.' A 'Choose file' dialog box is open, showing a file named 'Here is my uploaded resume.doc' selected. A yellow callout box points to the file with the text: 'Select the desired file on your computer and then click the **Open** button.' Below the dialog box are 'UPLOAD' and 'CANCEL' buttons. At the bottom of the page, there are links for 'Site Map', 'Contact Us', 'Help/FAQ's', 'Employers', and 'Privacy Act and Public Burden Information', along with a footer note: '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.'

Select the desired file on your computer and then click the **Open** button.

Search Jobs My Account Info Center Welcome John! Sign out

USAJOBS
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Search Jobs
What: (job title, keywords) Where: (city, state or zip code)

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

Resume Uploader

You are able to upload and store two resumes to your My USAJOBS account. If the job accepts uploaded resumes, then your uploaded resume(s) will appear in the list of resumes you can use to apply for a job. Uploaded resumes can not be converted to SES resumes.

• **Required information**

Resume Basics

• **Resume Title:**
(e.g., Senior Marketing Director, Experienced Sales Manager)

Upload a Resume

Uploaded resumes must be less than 3mb and can be in one of the following formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

Upload your existing resume by selecting a file below.

• **Resume File:**

Note: Uploaded resumes may not be accepted by some agencies' online application processes.

When ready, click the **UPLOAD** button.

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When ready, click the **UPLOAD** button.

The screenshot shows the USAJOBS Resumes management interface. At the top, there are navigation links for Search Jobs, My Account, and Info Center. The USAJOBS logo is on the left, and a search bar is on the right. The main content area is titled 'Resumes' and contains a list of resume entries. A yellow callout box is overlaid on the page, containing the following text:

When uploading resumes to USAJOBS®, you are unable to edit or duplicate them. Also, uploaded resumes cannot be made searchable to agencies searching the resume database.

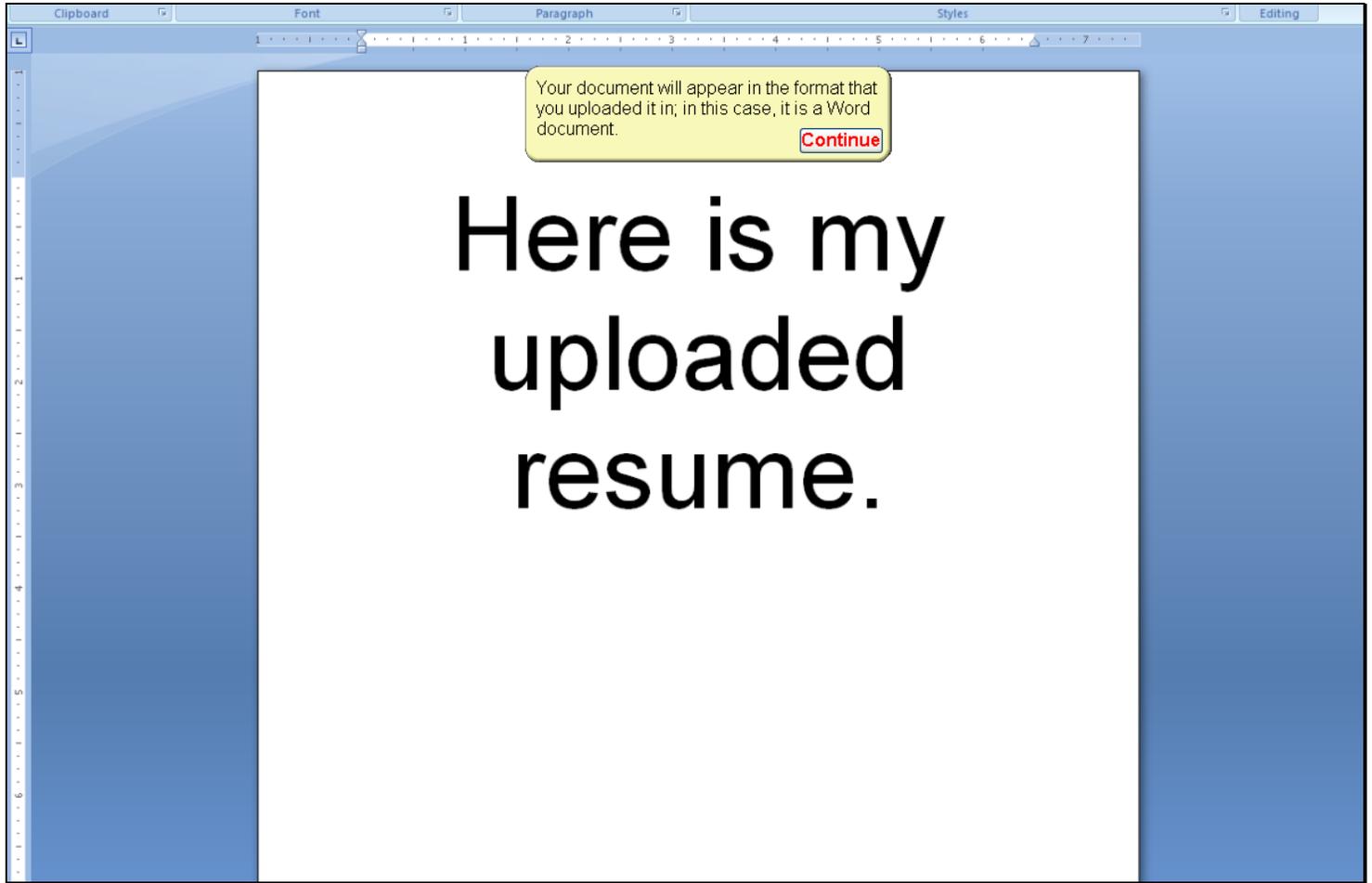
After your resume has been uploaded, you should preview the document to make sure there were no errors during the upload. USAJOBS® is not responsible for resumes submitted with applications that were not uploaded properly. To ensure your resume appears as you would like it to, click the **View** link.

A red 'Continue' button is located at the bottom right of the callout box.

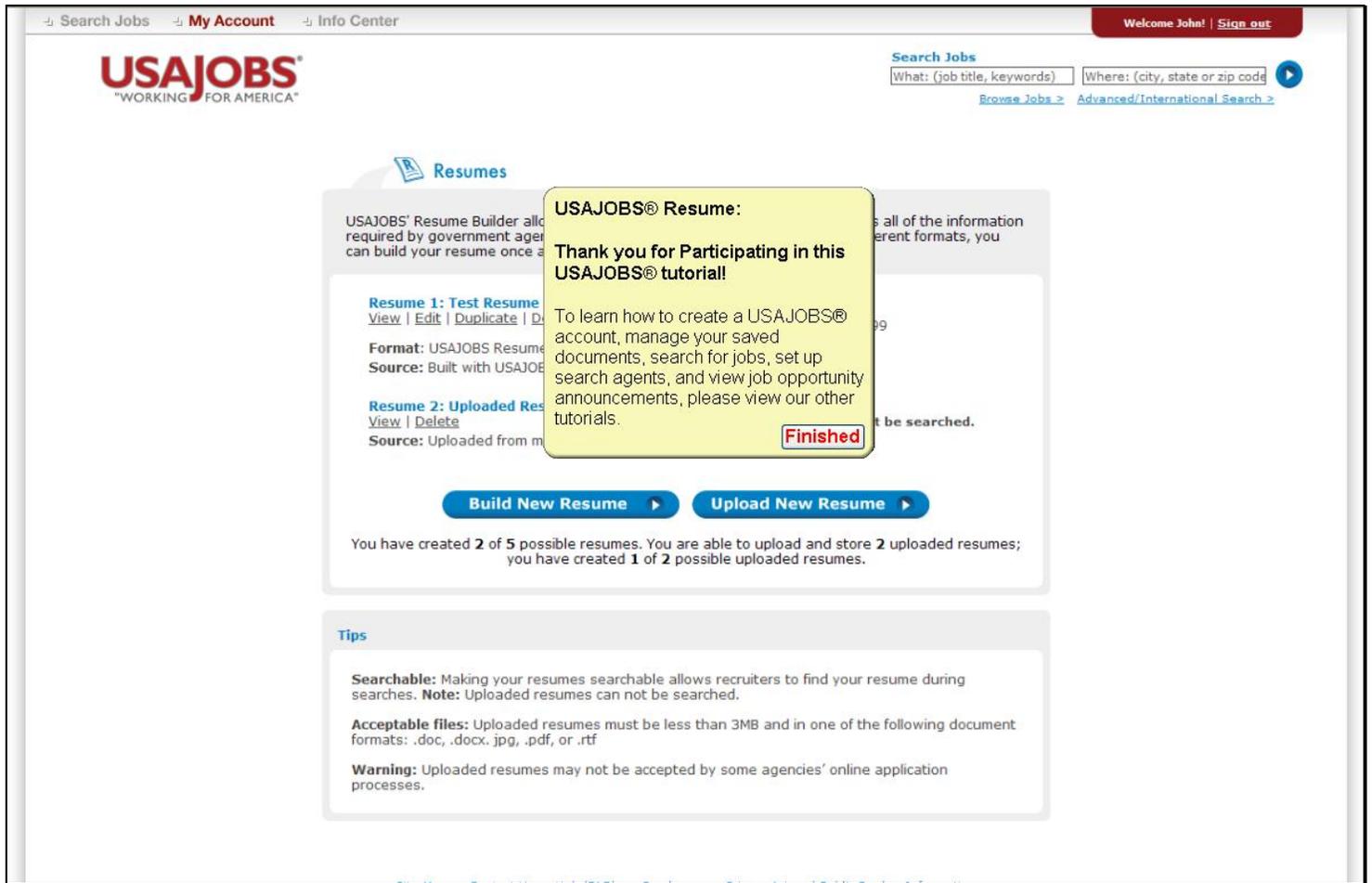
The resume list shows two entries: 'Resume 1: Test Resume' and 'Resume 2: Uploaded Resume'. The second entry has a status of 'Not Searchable' and a note: 'Uploaded resumes can not be searched.' Below the list are buttons for 'Build New Resume' and 'Upload New Resume'. A summary line states: 'You have created 2 of 5 possible resumes. You are able to upload and store 2 uploaded resumes; you have created 1 of 2 possible uploaded resumes.' A 'Tips' section at the bottom provides additional information about searchability, file formats, and warnings.

When uploading resumes to USAJOBS®, you are unable to edit or duplicate them. Also, uploaded resumes cannot be made searchable to agencies searching the resume database.

After your resume has been uploaded, you should preview the document to make sure there were no errors during the upload. USAJOBS® is not responsible for resumes submitted with applications that were not uploaded properly. To ensure your resume appears as you would like it to, click the **View** link.



Your document will appear in the format that you uploaded it in; in this case, it is a Word document.



USAJOBS® Resume:

Thank you for Participating in this USAJOBS® tutorial!

To learn how to create a USAJOBS® account, manage your saved documents, search for jobs, set up search agents, and view job opportunity announcements, please view our other tutorials.