FEDERAL JOBS APPLICATION PROCESS
Quick Tips

Information Provided by RMU Career & Professional Development Center

USAJOBS

This is a quick summary of how the federal application process works when you use USAJOBS to apply for positions. For more details visit
https://www.usajobs.gov/help/faq/application/process/

1. Create an Account
Create an account with login.gov

2. Create a Profile
Build your profile on USAJOBS to:
- Apply for any job
- Save jobs you are interested in
- Upload and save your resume

3. Search for Jobs
- Use keywords or location to start your job search
- Use filters to narrow the results
- Save your search

4. Review Job
Before applying, read the entire posting to make sure you are eligible. Your application must show how you meet the requirements.

5. Apply & Submit your Application

6. Agency Reviews Application
Applications are reviewed once the job closes

7. Interview
The hiring agency will contact applicants directly to schedule an interview. This can be done by a panel, via phone, video, or in-person

8. Candidate is Selected/Offer is Made
A tentative offer is made and once accepted the agency will start the background investigation.

careercenter@rmu.edu

HOW TO SEARCH FOR FEDERAL JOBS

Quick Tips

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How to Search

USAJOBS

❌ Search by job title, department, agency, job series or other keywords.

❌ Search for jobs by entering a state, city, or zip code in the location search box.

❌ Remote jobs are automatically included in search results.

❌ Filter your search by pay, agency, department, work schedule, travel %, security cleareance, etc.

For more details visit
https://www.usajobs.gov/help/how-to/search/

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HOW TO BUILD A RESUME ON USAJOBS
Quick Tips

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How to build a resume on

USAJOBS

1. **Sign into USAJOBS.**
2. **Go to your Documents.**
3. **Make sure you're in the Resumes section and select the Upload or build resume button.**
4. **Click Build resume.**
5. **Name your new resume and click Next.**
6. **Click Add Work Experience, enter the required information and click Save Work Experience. To add additional work experience repeat this step or click Next to continue with your education information.**
7. **Click Add Education, enter the required information and click Save Education. Repeat this step to add additional education or click Next to continue with your references. You may also click Finish if you don't want to add more information.**
8. **Click Add Reference, enter the required information and click Save Reference. Repeat this step to add an additional reference or click Next to continue to the next step.**
9. **You can enter additional information on your resume such as job related training, language skills, organizations/affiliations, professional publications, and other information. Click the corresponding button under each section to add your information, enter your information and click Add or Save for each section once completed.**
10. **Click Finish to save your resume. Your new resume will appear in your Documents list.**
11. **Click View on the resume icon to preview your resume. To edit your resume click Edit on the resume icon and it will bring you to the first page of your resume in the resume builder tool.**

For more details visit
https://www.usajobs.gov/help/how-to/account/documents/resume/build/

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USAJOBS

What to include in your RESUME

Before you get started, read the entire job announcement, focusing on the duties and qualifications, how to apply, and how you will be evaluated. Make sure you meet the minimum requirements.
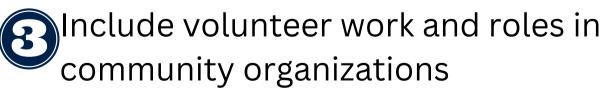
What to include in your resume

1 Include important contact information

Full name, address, email and phone number

2 Include dates, hours, level of experience and examples for each work experience

3 Include volunteer work and roles in community organizations

For more details visit
https://www.usajobs.gov/help/faq/application/documents/resume/what-to-include/

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