USAJOBS®

Get started with USAJOBS

With a USAJOBS profile you can:

- Create or upload up to five distinct resumes
- Search for jobs by agency, occupation, location and more
- Save job searches and get automatic notifications
- Save jobs that interest you

Where do I start?

1. Create a login.gov account

USAJOBS is now using login.gov for our sign-in process. login.gov is a service that offers secure and private online access to government programs, such as federal benefits, services and applications. Once you create a login.gov account, you can sign into USAJOBS and create a profile.

2. Create a USAJOBS profile

Your profile includes all the information you need to apply to a federal job; your name, address and other important information that are submitted for each job application. It's important to create a profile, because we can use this information to improve your job search results and help you fill in parts of a job application.

With a profile, you can also upload resumes, save jobs and save job searches.

3. Create or upload a resume

You can either upload a resume or create one using our Resume Builder. You can store up to five unique resumes within your profile—this will help you target your resume to different types of jobs.

If you upload a resume:

- The document size must be less than 3 MB.
- The document must be in an acceptable format such as: JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

You can also create a resume using our Resume Builder—we help create a resume for you by asking you to enter information such as previous work experiences and skills.

Important tip: If you save five resumes and want to add a new one, you'll have to delete one of the existing five.

What to include in a resume

When applying for a federal job, it's important to clearly describe how your skills and work experiences align to the selection criteria defined by the job announcement. You should tailor your resume to the job announcement to which you are applying.

4. Search for jobs

Take advantage of the USAJOBS search tool-the more details you provide, the more effective your results will be.

Filter you job search

You can search for jobs by keyword, occupation or job category, agency, location, salary range and pay grade.

Save searches and receive notifications

You can set up automated job searches based on your search criteria. USAJOBS will email you (daily, weekly or monthly) when there are new jobs entered into the database that meet your needs.

5. Review the job announcement

Once you find a job you're interested in, read the entire job announcement and pay close attention to the:

- **This job is open to** and **Who may apply** sections to see if you're eligible for the job.
- **Qualifications** section to learn what skills and experience you need for the job.
- **How to Apply** section to learn about agency specific instructions, required documents, and contact information.

I found a job I am interested in, what's next?

1. Prepare your job application

We will guide you through a five-step process to prepare your application, including attaching a resume and other required documents.

2. Submit your application

Once your application is ready, you'll be transferred to the hiring agency application system and at that point you move into the hiring agency process.

3. Check your USAJOBS account for status updates

You can check the status of your application in the application section of USAJOBS.

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How to create a login.gov account

You need to create a login.gov account to sign into USAJOBS and access your profile information. **Your old USAJOBS username and password won't work anymore.**

You need to:

1. Create a login.gov account—you only need to do this once.
2. Enter an email address - use the same email address you use for USAJOBS (your primary or secondary email address), if you have an existing profile with us.
3. Create a new password.
4. Select your first method of authentication—having another way to sign in keeps your account more secure than using only a password. You can choose between text messages, phone calls, an authentication application, a security key, or backup codes. Government employees can also use their PIV card or CAC.
5. Select a backup method of authentication—you need to select a backup method, in case you don't have access to your first choice (for example you don't have access to your phone).

Once you create a login.gov account, you'll come back to USAJOBS to link to your existing profile, or create a new profile if you don't have one. **You only need to create your account and link it once**. Get step by step instructions on creating an account at login.gov.

If you have limited access to a phone or cell service, you can set up an authentication app or use a free text messaging app.

Do I have to create a login.gov account every time I want to sign into USAJOBS?

No. You only need to create a login.gov account and link it to your USAJOBS profile once. Once that's done, you use the same login.gov email address and password, plus one of the two-factor authentication methods you set up, every time you sign into USAJOBS.

Create your account

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How to create a profile

You need to create and complete a profile to apply to jobs, save searches and save jobs. But first, you need to create a login.gov account.

To create and complete a profile:

1. Create a login.gov account and click **Continue to USAJOBS** at the end. You'll go back to USAJOBS.
2. Click **Create Profile**.
3. Follow the steps to complete your Contact, Citizenship and Experience information—you must complete all of the required fields.
4. Add your **Preferences** and fill out as many optional fields as you can—we can use this information to improve your job search results.

Applying to a job and see this message?

You must complete the required sections of your profile before you can submit this application.

This means your profile isn't complete. Click **Continue to Profile** and complete all of the required fields.

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How to create a resume

You can create a resume in two ways:

1. Build a resume using our Resume Builder.
2. Upload a resume that you already have.

When applying to a federal job, you need to include specific information in your resume. Read our tips on what you should include in your federal resume.

How to upload a resume

You can upload or build up to five resumes.

1.   Sign into USAJOBS.
2.   Click **Documents**—it will default to display resumes.
3.   Click **Upload or build resume**.
4.   Choose **Upload resume**.
5.   Browse the documents stored on your computer, select the resume you would like to upload, and select **Open**.
6.   Name your resume—the default name will match the file title from your computer. You have the option to edit the name of the resume.
7.   Click **Complete Upload**.

You can also build a resume using our Resume Builder tool.

Do all agencies accept uploaded resumes or documents?

No, not all agencies accept uploaded resumes or documents from USAJOBS. If the agency does not accept uploaded resumes or documents, you will skip this step during the USAJOBS application process. You may be asked to upload a resume when you enter the agency application system.

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How to build a resume

To build a resume in 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.

Save your work periodically

For security reasons, your session will time out after a period of inactivity. We recommend you **Save** periodically so that you do not lose any work.

Updating your resume

In order to capture changes that you have made to your profile you will need to build a new resume. USAJOBS does not automatically update existing resumes. This allows you to easily keep a set of resumes to apply to different jobs and only apply changes when you desire.

Tips for formatting resumes in USAJOBS resume builder

You can copy and paste text from Word documents into the resume builder. However, some formatting in these documents may not work in the USAJOBS resume builder. To fix formatting errors inside your resume, you must first save the original file in a .txt format.

To copy and paste from Word:

1. Open up your Word document or other word processing tool.
2. Select the **File** tab at the top.
3. Go to the **Save As** option.
4. Choose to save it as a **Plain Text (.txt)** file.
5. Open the new file and ensure the text appears in an acceptable format.
6. Copy and paste your resume text into the resume builder.

To edit your USAJOBS resume-builder resume:

1. Click on your username at the top of the page and select **Documents** from the menu.
2. Find the resume you want to edit and click "Edit" (located below the resume).
3. This will bring you to the first page of your resume.

Tips for submitting resumes to agencies

Some agencies accept uploaded resumes and resumes created using the USAJOBS resume builder, while some may only accept one or the other. Even though you may have both types of resumes in the **Document** section of your profile, the agency determines which ones to accept when you are applying online. The **Apply** button displayed on the job announcement page activates the process for a job seeker to complete an application.

USAJOBS automatically provides a list of available resumes and other documents to attach to your application, and will only display resumes and documents the hiring agency is willing to accept. For example, if the hiring agency only accepts resumes created using the USAJOBS resume builder, then your uploaded resumes will not be available to add to your application. Please pay special attention to the **How to**

Apply section of the job announcement to find out which resume format and documents are accepted and how to submit them to the hiring agency.

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What should I include in my federal resume?

Whether you're a current federal employee or new to the Federal Government, your resume is the primary way for you to communicate your education, skills and experience.

Before you get started

Read the entire job announcement. Focus on the following sections to understand whether or not you qualify for the position. This critical information is found under:

- - **Duties** and **Qualifications**
- - **How to Apply** (including a preview of the assessment questionnaire)
- - **How You Will be Evaluated**

Make sure you have the required experience and/or education before you apply. Hiring agencies use the job announcement to describe the job and the required qualifications, including:

- - Level and amount of experience Education
- - Training

What to include in your resume

Federal jobs often require that you have experience in a particular type of work for a certain period of time. You must show how your skills and experiences **meet the qualifications and requirements listed in the job announcement** to be considered for the job.

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

For each work experience you list, make sure you include:

- - Start and end dates including the month and year). The number of hours you

- - worked per week.
- - The level and amount of experience–for instance, whether you served as a project manager or a teammember helps to illustrate your level of experience.
- - Examples of relevant experiences and accomplishments that prove you can perform the tasks at the levelrequired for the job as stated in the job announcement. Your experience needs to address every required qualification.

Example

Program Analyst GS-343-11
January 2009 - Present40 Hours/Week
$63,000/Year

- Experience/AccomplishmentExperience/Accomplishment
-

Include volunteer work and roles in community organizationsDon't limit yourself to only including paid work experience. Include relevant volunteer work or communityorganizations roles that demonstrate your ability to do the job.

Use numbers to highlight your accomplishments

Use numbers, percentages or dollars to highlight your accomplishments–you can find this information in thingslike your performance reviews, previous job descriptions, awards and letters of recommendation.

When explaining your accomplishments:

- Include examples of how you saved money, earned money, or managed money.
- Include examples of how you saved or managed time.

Examples

- "Improved efficiency of document processing by 25% over the previous year".
- "Wrote 25 news releases in a three-week period under daily deadlines".
- "Managed a student organization budget of more than $7,000".
- "Wrote prospect letter that has brought in more than $25,000 in donations to date".

These statements show in concrete terms what you accomplished.

More resume writing tips

Customize your resume

You should tailor your resume to the job announcement rather than sending out the same resume for every job. Customizing your resume helps you match your competencies, knowledge, skills, abilities and experience to therequirements for each job. Emphasize your strengths and include everything you've done that relates to the job you're seeking. Leave out experience that isn't relevant.

Use similar terms and address every required qualification

Your experience needs to address every required qualification in the job announcement. Hiring agencies willlook for specific terms in your resume to make sure you have the experience they're seeking.

For example, if the qualifications section says you need experience with "MS Project" you need to use the words" MS Project" in your resume.

Organize your resume to make it easy to understand

You need to organize your resume to help agencies evaluate your experience. If you don't provide the information required for the hiring agency to determine your qualifications, you might not be considered for thejob.

- Use reverse chronological order to list your experience–start with your most recent experience first andwork your way back.
- Provide greater detail for experience that is relevant to the job for which you are applying.
- Show all experiences and accomplishments under the job in which you earned it. This helps agenciesdetermine the amount of experience you have with that particular skill.
- Use either bullet or paragraph format to describe your experiences and accomplishments.Use plain language– avoid using acronyms and terms that are not easily understood.

Be concise

Hiring agencies often receive dozens or even hundreds of resumes for certain positions. Hiring managers quicklyskim through submissions and eliminate candidates who clearly are not qualified. Look at your resume and ask:

- Can a hiring manager see my main credentials within 10 to 15 seconds?
- Does critical information jump off the page?
- Do I effectively sell myself on the top quarter of the first page?

Review your resume before you apply

Check your resume for spelling and grammatical errors and have someone else, with a good eye for detail, review your resume.

Important facts about the federal hiring process

- The Federal Government does have a standard job application. Your resume is your application. Hiring agencies use the job announcement to describe the job and list the required qualifications and responsibilities.
- After applying, the hiring agency uses the information in your resume to verify if you have the required qualifications stated in the job announcement.
- Once the hiring agency has determined who is qualified, they may use other assessments such as interviews or testing to determine the best qualified applications.

[Learn more about the federal hiring process](#).

What should I leave out of my resume?

Do not include the following types of information in your profile or resume:

1. Classified or government sensitive information
2. Social Security Number (SSN)
3. Photos of yourself
4. Personal information, such as age, gender, religious affiliation, etc.
5. Encrypted and digitally signed documents

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How to search using filters

On the search results page you can refine your results using the filters located on the right hand side of the page.

You can select one or many filters and your results will update automatically as you select each one. The number in parenthesis tells you the number of available jobs for that filter. When you select a filter, it will appear above your search results – click the **x** to remove a filter from your search.

Top filters include:

- [Hiring path](#) – who is eligible and may apply to the job.
- [Pay](#) – salary or GS grade level.
- [Department](#) - a specific department.
- [Agency](#) – a specific agency.
- [Series](#) – a unique identifier for job occupations and categories.
- [Zero job openings](#) - a way to see filters with no current job openings.

More filters include:

- [Location](#) – the distance from a city – the default is 25-miles.
- [Work schedule](#) – full-time, part-time, job share and more.
- [Appointment type](#) – permanent, temporary, internships and more.
- [Security clearance](#) – the different levels of security clearance required.
- [Travel percentage](#) – how often you'll need to travel.

[Watch this short video on how to use the filters](#) -

https://www.youtube.com/watch?v=Ne_vH4YwdDw&feature=youtu.be

How to save a search

You can save a search to help you look for jobs in your area of interest. When you save a search, we'll automatically look for jobs that match the keywords and other criteria in your search. We'll email you, daily, weekly or monthly, when there are new jobs that match what you're looking for.

1. You can create and save up to 10 saved searches—a saved search will expire one year after you create it.
2. You can sign up to receive daily, weekly or monthly email notifications.
3. You can manage your saved searches in your account.

To save a job search and sign up for email notifications:

1.   Sign into USAJOBS. If you don't have a profile, you need to create one. Only signed in users can save their search.
2.   Start a job search by entering a keyword or location in the search box and click **Search**.
3.   Narrow your results using filters.
4.   Click **Save this search** on the search results page located above the search results.
5.   Name your search—this will help you manage your saved searches.
6.   Choose how often you want to get notified. We recommend daily if you're looking for very specific jobs since some jobs can open and close within a week. If you select daily, you'll receive one email per day IF new jobs have been posted that match your criteria in the last 24 hours.
7.   Click **Save**.

Manage saved searches in your profile

You can manage your saved searches in the **Saved Searches** section of your profile. You can have both active and archived saved searches.

1. Sign into USAJOBS and go to **Saved Searches**, located on your **Home** page.
2. Click the + next to a saved search to see more details. From here you can:

Run your saved search

Click **View Results** to run the saved search and see your results.

Renew a search

Saved searches expire after one year and will automatically move into your archived list. Click

Renew to renew your search for an additional year.

Edit your saved search

Click **Edit search criteria** to change your keywords, location or filters. You'll have the option to save the updated search.

Edit your notification settings

You can update how often you want to receive emails with your saved search results. Click **Edit notifications settings** to change your notifications to daily, weekly, monthly or turn them off.

Delete your saved search

You can only delete saved searches from your archived list. Go to your archived saved searches and click the +next to the saved search you want to delete. Click **Delete** located under the **Unarchive Search** button.

If you delete a saved search, we'll remove it from your profile and you'll no longer receive email notifications with those search results.

Archive your saved search

Click **Archive** to move the saved search to your archived list. You may want to archive a saved search if you're no longer interested in the search, but you don't want to delete it.

How to create an application

To create an application on USAJOBS:

1. Sign into USAJOBS.
2. Make sure the required sections of your profile are complete and all other profile information is up-to-date. During the application process some of this information is sent to the hiring agency.
3. Find the job announcement you want to apply to – you can search for jobs by keyword or location, or use your **Saved Searches**.
4. Thoroughly review the job announcement, including the **How to Apply** and **Required Documents** sections.
5. Click **Apply**. The USAJOBS application process will guide you through five steps:
   1. **Select Resume**
   2. **Select Documents**
   3. **Review Package**
   4. **Include Personal Info**
   5. **Continue Application with Agency**
6. During the final step, you'll be asked to certify that your application is true, complete, and made in good faith. If you answer YES, check the box and click **Continue to Agency Site**. Select **Previous** if you'd like to go back to review or edit your information.

Once you select **Continue to Agency Site**, you'll be sent to the agency application system where you may have to complete additional steps.

Help Center

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Search Suggestions

- Check your spelling. Our search engine in the Help Center unfortunately does not automatically correct your spelling.

- Try using fewer, or more general, keywords.

- Try using different words that mean the same thing.

Or, maybe we can help…

Top articles

[How to change your password](#)
[How to reset your password](#)
[How to reset your password when you have forgotten your security questions](#)
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Browse by category

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Find out how to do anything on our site.

[FAQs](#)

Frequently asked questions about federal hiring, the application process, and USAJOBS.