

Tutorial: Creating a Resume on USAJOBS



Your resume provides a summary of your skills, duties and accomplishments. Recruiters use this information to help determine if you are a potential match for a job. It is important to keep your resume current so recruiters can see the most accurate information representing you as a candidate.

Preparation: You must have a USAJOBS [account](#) and be [logged in](#) to build, upload or save a resume.

Resume Overview

After you log into your USAJOBS account, click on the **Resumes** section.

USAJOBS allows you to store resumes that can be used to apply online to government agencies. You may wish to update your resume(s) before you submit the resume to a specific job opportunity announcement. **Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

If you make your resume searchable, your profile information and **all** resume information will be visible to recruiters searching our resume bank.

Resume 1: Program Analyst - Mary Do... Status: Not Searchable
[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#) [Make Searchable](#)

Format: USAJOBS Resume
Source: Built with USAJOBS Resume Builder

[Build New Resume](#) [Upload New Resume](#)

You have created **1** of **5** possible resumes. You are able to upload and store **5** resumes to your My USAJOBS account.

There are two options to store a resume in your USAJOBS account: build or upload.

- **Build New Resume** allows you to create or build a resume using the USAJOBS Resume Builder which guides you through sections on experience, education, references and other (skills, training, languages or publications).
- or
- **Upload New Resume** directly from your computer. There are specific requirements for the file size and types which are accepted.

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Option 1: Upload New Resume

To upload your resume, create a unique name for the resume and then select a file from your computer.

Resume Uploader

You are able to upload and store five 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. It is suggested resumes be no longer than five pages.

✦ Required information

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). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.

Do not include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

[Sample Resume](#) [What to Include](#)

Upload your existing resume by selecting a file below.

Please enter a unique name for this resume (100 characters max) *

Select Document: *

[Back to Resumes List](#)

Resume files should follow the format, size and type described to be accepted.

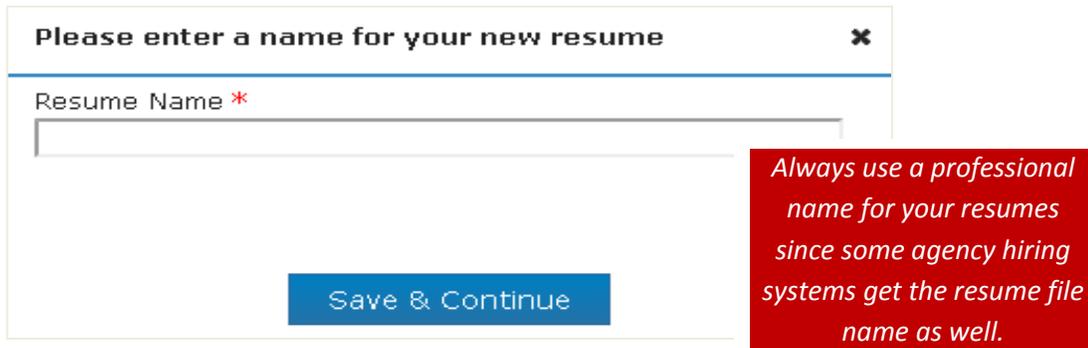
Once the appropriate file is selected, select **Upload** and it will appear in the Resume section. And, you are done!

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Option 2: Build New Resume

When you select **Build New Resume**, you will be guided through the USAJOBS Resume Builder.

First, you will be prompted to give your resume a name. The Resume Name field has a 50 character limit.



Please enter a name for your new resume

Resume Name *

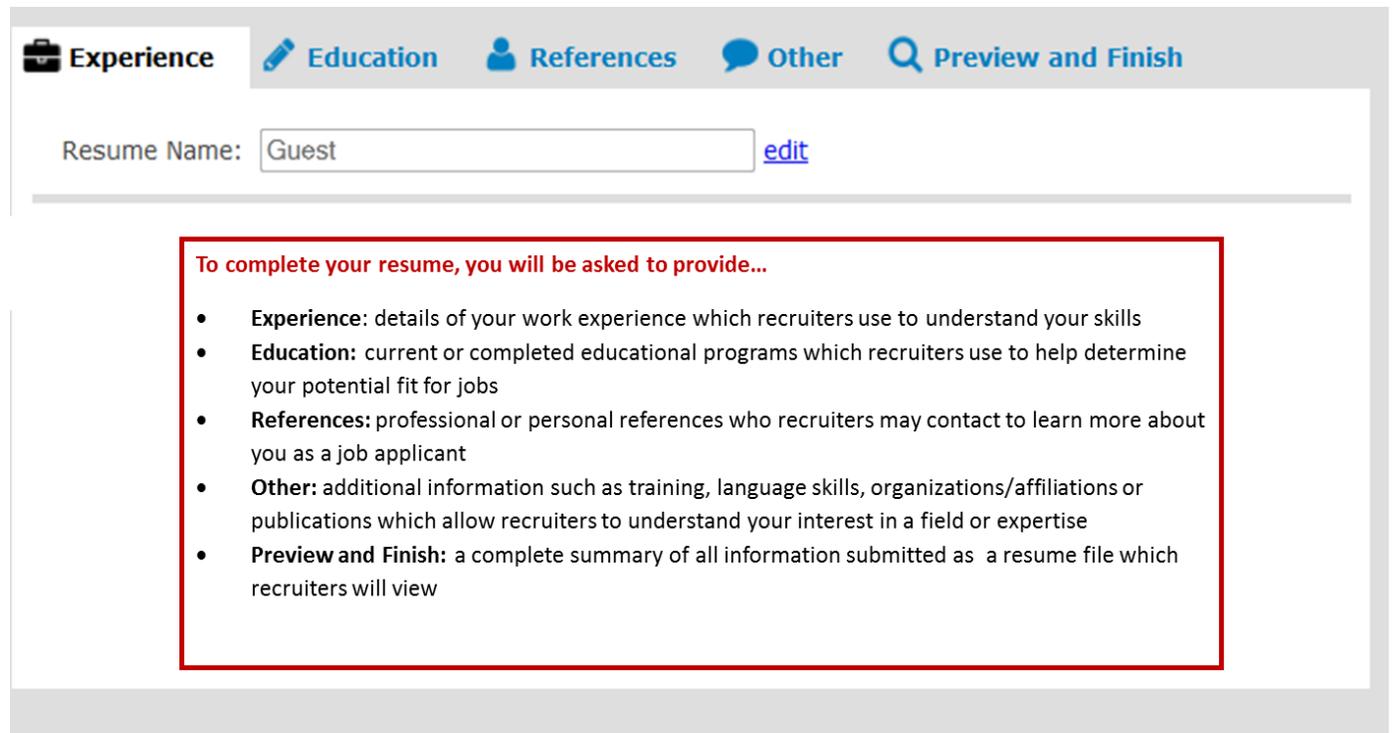
Save & Continue

Always use a professional name for your resumes since some agency hiring systems get the resume file name as well.

After naming your resume, click **Save & Continue**

Resume Builder Overview

You will be guided through five sections to build and complete a resume through the USAJOBS Resume Builder.



Experience Education References Other Preview and Finish

Resume Name: Guest [edit](#)

To complete your resume, you will be asked to provide...

- **Experience:** details of your work experience which recruiters use to understand your skills
- **Education:** current or completed educational programs which recruiters use to help determine your potential fit for jobs
- **References:** professional or personal references who recruiters may contact to learn more about you as a job applicant
- **Other:** additional information such as training, language skills, organizations/affiliations or publications which allow recruiters to understand your interest in a field or expertise
- **Preview and Finish:** a complete summary of all information submitted as a resume file which recruiters will view

To learn more about each of the five sections (Experience, Education, References, Other, Preview and Finish), read pages 3-10 of this document.

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Experience: requests the details of your work experience. Recruiters use this experience to understand your qualifications, skills and accomplishments.

The screenshot shows the 'Experience' section of the USAJOBS resume creation process. At the top, there is a navigation bar with icons and labels for 'Experience', 'Education', 'References', 'Other', and 'Preview and Finish'. Below this, the 'Resume Name' is set to 'Guest' with an 'edit' link. A central instruction reads: 'Click on Add Work Experience to enter information related to your jobs.' Below this instruction are two main options: a blue button labeled 'Add Work Experience' and a checkbox labeled 'I do not wish to provide work experience'. At the bottom of these options is another blue button labeled 'Next'. A red callout box on the right side of the form contains the following text: 'If you do not add work experience details, you may need to re-visit this section when applying for a position. Each job's requirements may vary, so carefully review the job announcement to ensure that you are providing all required information.'

*To move onto to following section, click **Next** (after adding work experience or checking "I do not wish to provide work experience")*

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To add your work experience, click the **Add Work Experience**, then complete all required fields (noted by red asterisks). You will fill out this information for each work experience item that you would like to add to your resume.

If you do not wish to provide (or do not have work experience at this point) you can check the “I do not wish to provide work experience” and move to the next section.

Add/Edit Work Experience

Please Note: Fields with an (*) are **required fields**.

Work Experience ?

Employer Name *	Formal Job Title *
Employer Address 1 *	Start Date *
Employer Address 2	End Date *
Country *	Salary
Postal Code *	Average Hours per week *
City/Town *	May we contact your supervisor?
State/Territory/Province *	Is this a Federal Civilian position? ?

Duties, Accomplishments and Related Skills * (5000 characters remaining)
[Expand this area](#)

[Spell Check](#)

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

[Save Experience](#)

After you complete all the required fields for one work experience item, click **Save Experience**.

*After that, you can add another work experience entry (click **Add Work Experience** again) or click **Next** to move to the next section.*

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Education: contains the details of your educational background. Recruiters use this information to identify which jobs are a potential fit for you.

To complete this section, click **Add Education** or “I do not wish to provide education.”

The screenshot shows the 'Education' section of the USAJOBS resume builder. At the top, there are navigation tabs: Experience, Education (selected), References, Other, and Preview and Finish. Below the tabs, there is a 'Resume Name' field containing 'Guest' and an 'edit' link. A warning icon (a triangle with an exclamation mark) is followed by the text: **READ THIS - important notice before listing your education!** Only list degrees from accredited schools or other education programs that meet the provision of the [Office of Personnel Management's Operating Manual](#). Below this, it says 'Click on Add Education to enter information related to your educational programs.' There is a blue 'Add Education' button, a checkbox labeled 'I do not wish to provide education', and 'Previous' and 'Next' buttons. A red callout box on the right contains the text: 'If you do not add education, you may need to re-visit this section when applying for a position. Each job's requirements may vary, so carefully review the job announcement to ensure that you are providing all required information.'

If you are adding education, note that all educational program entries must be from a school or program that follows the Education and Training Provisions or Requirements provided in the [Office of Personnel Management \(OPM\) Operating Manual](#)

Previous moves you back to the previous section in the Resume Builder

Next saves your information and moves you to the next section (after adding education or clicking “I do not wish to provide education”)

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All required fields will need to be completed for each educational experience item.

Add/Edit Education Experience

Education

School or Program Name *	Major
<input type="text"/>	<input type="text"/>
Country *	Minor
<input type="text" value="United States"/>	<input type="text"/>
Postal Code *	GPA of GPA Max.
<input type="text"/>	<input type="text"/> <input type="text"/>
City/Town *	Total Credits Earned
<input type="text"/>	<input type="text"/>
State/Territory/Province *	System for Awarded Credits
<input type="text" value="--Select--"/>	<input type="radio"/> Semester Hours <input type="radio"/> Quarter Hours
Degree/Level Attained *	<input type="radio"/> Continuing Education Units
<input type="text" value="--Select--"/>	Honors
Degree/Level Clarifications	<input type="text" value="--Select--"/>
Completion date	
<input type="text" value="--Select--"/> <input type="text" value="--Select--"/>	
Relevant Coursework, Licensures and Certifications(2000 characters remaining)	
Expand this area	
<input type="text"/>	

Spell Check

Save Education

After completion, click **Save Education** to finalize.

*After that, you can add another education entry (click **Add Education** again).*

*Click **Next** to move to the next section*

*Or, you can click **Previous** to return to the previous section*

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References: contains the details of your references. Recruiters contact references to learn more about your character, knowledge, skills and abilities. You will need to choose the type of reference you are submitting.

Types of References

- Professional references: individuals who have worked with you or have supervised your work and can assure you have the ability to do the job. These references can also confirm your work ethic, dependability, punctuality, honesty or other qualities employers are seeking.
- Personal references: are those who can attest to the quality of your overall character.

You may have a total of five references on your resume on USAJOBS Resume Builder. To complete this section, click **Add Reference** or click on “References available upon request.”

The screenshot shows the USAJOBS Resume Builder interface. The top navigation bar includes 'My Account', 'Experience', 'Education', 'References', and 'Other'. The 'References' section is active, showing a 'Resume Name' field with the text 'Program Analyst - Mary Doe' and an 'edit' link. Below this, there is a message: 'Click on Add Reference to add a professional or personal reference.' A blue 'Add Reference' button is centered. Below the button is a checkbox labeled 'References available upon request'. A note states 'You may have up to 5 references.' At the bottom of the section are 'Previous' and 'Next' buttons. On the left side, there is a sidebar with navigation options: 'Profile', 'Resumes', 'Saved Searches', 'Inbox', 'Saved Jobs', 'Saved Documents', and 'Application Status'.

If you are adding a reference, you will need to fill out the required fields for each reference item.

After the required fields are completed, you can **Save Reference**.

*After that, you can add another reference (click **Add Reference** again).*

*Click **Next** to move to the next section
Or, you can click **Previous** to return to the previous section*

The screenshot shows the 'Add/Edit Reference' form. At the top, it says 'Add/Edit Reference' with a close button. Below that is a 'Please Note' section: 'Please Note: Fields with an (*) are required fields.' The form has the following fields: 'Reference Name *' (text input), 'Employer' (text input), 'Title' (text input), 'Phone' (text input), and 'Email' (text input). Below these fields is a 'Reference Type' section with two radio buttons: 'Professional' (selected) and 'Personal'. At the bottom of the form is a blue 'Save Reference' button. A red callout box on the right side of the form contains the text: 'Though it is not required, providing accurate contact information makes it easier for a recruiter to reach out directly to your references.'

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Other: contains additional information including job related training, language skills, organizations/affiliations and professional publications. Recruiters use this section to understand your interest and commitment to your field.

The screenshot shows the USAJOBS resume creation interface. The top navigation bar includes 'My Account', 'Experience', 'Education', 'References', 'Other', and 'Preview and Finish'. The left sidebar contains 'Profile', 'Resumes', 'Saved Searches', 'Inbox', 'Saved Jobs', 'Saved Documents', and 'Application Status'. The main content area is titled 'Resume Name: Guest' and lists sections: 'Job Related Training', 'Language Skills', 'Organizations/Affiliations', 'Professional Publications', and 'Additional Information'. A red-bordered callout box is overlaid on the right side of the main content area, containing the following text:

To complete these areas, you will be asked to provide...

- **Job Related Training:** seminars, training courses, continuing education, and other training that you've taken that relates to your continuing professional development.
- **Language Skills:** add languages you know and the level of proficiency
- **Organizations/Affiliations:** add professional organizations or affiliations including volunteer organizations if applicable
- **Professional Publications:** any related publications where your work has been published
- **Additional Information:** job-related honors, computer software proficiency or any other information requested for a job

At the bottom of the main content area, there are 'Previous' and 'Next' buttons.

To add information to any of these areas, (Job Related Training, Language Skills, Organizations/Affiliations, Professional Publications or Additional Information) click on the **Add** button in that specific area.

After you complete that area, you can **Save** button and add another item (click **Add** button in that specific area again) or move on to the other areas. Once you are finished, click **Next** at the bottom of the screen.

Preview and Finish: allows you to preview your resume and print a copy if you wish. This preview allows you to check if you have forgotten any information or need to change anything.

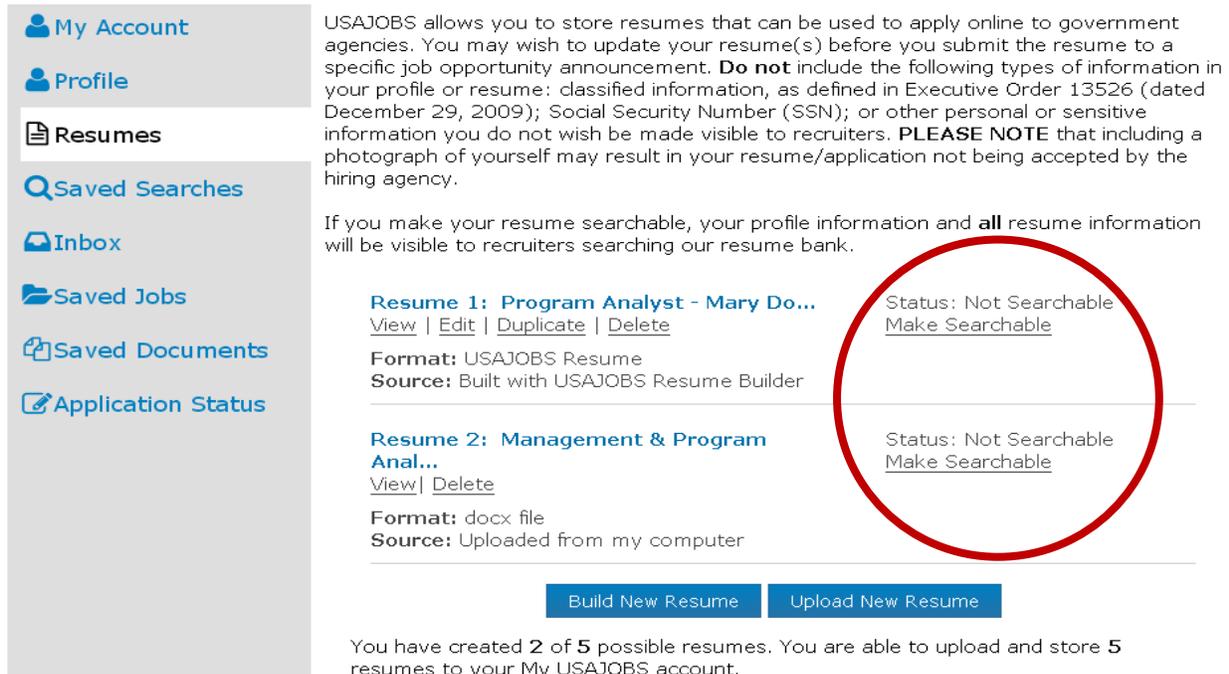
To return to your list of resumes in USAJOBS, click the **Finish** button.

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Resume Actions

Once you have resumes stored on your USAJOBS account, you can do the following with the resumes from the **Resumes** page (located below each resume file):

- USAJOBS Resume Builder Resumes: you can view, edit, duplicate or delete
- Uploaded Resumes: view or delete only



The screenshot shows the USAJOBS Resumes page. On the left is a navigation sidebar with links: My Account, Profile, Resumes (highlighted), Saved Searches, Inbox, Saved Jobs, Saved Documents, and Application Status. The main content area has a heading: USAJOBS allows you to store resumes that can be used to apply online to government agencies. You may wish to update your resume(s) before you submit the resume to a specific job opportunity announcement. **Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

If you make your resume searchable, your profile information and **all** resume information will be visible to recruiters searching our resume bank.

Below this are two resume entries:

- Resume 1: Program Analyst - Mary Do...**
View | Edit | Duplicate | Delete
Status: Not Searchable
Make Searchable
Format: USAJOBS Resume
Source: Built with USAJOBS Resume Builder
- Resume 2: Management & Program Anal...**
View | Delete
Status: Not Searchable
Make Searchable
Format: docx file
Source: Uploaded from my computer

At the bottom of the main content area are two buttons: "Build New Resume" and "Upload New Resume".

At the very bottom of the page, it says: "You have created 2 of 5 possible resumes. You are able to upload and store 5 resumes to your My USAJOBS account."

If you are interested in having your resume added to a database searched by agency recruiters, click “Make Searchable” (the default is “Not Searchable”) noted in the red circle above. This allows your resume to be searched across recruiters who have jobs you may or may not have applied for.

Your resume remains searchable for 18 months unless you change the status to “Not Searchable.” Please note that you can only make one resume “Searchable” at a time.

Now, you have resumes to easily submit with your job applications-good luck!