

Federal Resumes



www.usajobs.gov

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Building a Federal Resume

1. Access <https://www.usajobs.gov/>
2. Click on CREATE AN ACCOUNT.
3. Enter email address and username. (The email you use will be linked to the account. Make sure it is a professional email).
4. USAJobs will send you a link to activate your account.
5. Once back on USAJobs, enter the appropriate information to complete creating your account. Password is case-sensitive and has special requirements.
6. Complete the Profile section. Enter appropriate eligibilities you qualify for. If you are not sure refer to page 9 and 10 of this handout.

(Required information will have a red star next to it) Ensure all information is current and correct. You cannot receive a job offer if they are unable to contact you due to bad information. If your information changes ensure to update it online prior to applying for any new positions. In your USAJOBS account you can:

- Build or upload a new *Resume*
- Upload and save *Documents* required to support your application
- Check your *Application Status*
- Create *Job Search Agents*
- Review any *Saved Jobs*

7. Upload supporting documents under the SAVED DOCUMENTS tab. Any documents needed to verify status/eligibility should be uploaded to include but not limited to:

- DD 214
- Spouse's PCS orders
- Marriage Certificate (for spouse preference)
- School transcripts
- VA Disability Letter
- SF 15
- SF 50

8. Once you've filled out the basic profile information and uploaded your supporting documents, click on the RESUMES tab and then select BUILD A NEW RESUME **or** UPLOAD A NEW RESUME.

- You can create up to 5 resumes on your account. When creating a new resume ensure you enter all required information.
- Job descriptions/duties should be entered in paragraph form and should consist of complete sentences. (Try to stay away from using bullets). The best way to complete this is to type everything into word and copy and paste it into the appropriate section. Remember, if you type it directly into the box there is no spell check and you don't want to lose an opportunity because of a few misspelled words. You can use <http://www.onetonline.org/> to assist you in finding job descriptions.

*NOTE: Federal resumes should be very descriptive. The more the better. Include as much information as possible describing your duties and accomplishments.

- Enter your education information.
- Enter references (do not use family members)
- Enter any job related training (include dates).
- Enter all other pertinent information (awards, recognitions, knowledge, skills, abilities, etc.)

9. Save and Continue and....

Congratulations. You have completed building your federal resume. You are now ready to begin searching for jobs!

How to Search for Jobs

1. Log onto www.usajobs.gov.
2. To search for jobs enter **Fort Irwin, CA** or other desired location. You can also enter the agency or job title in the KEYWORD field. (See below)



3. Click on SEARCH JOBS.

4. Once you get the search results, make sure you click on the correct category. The category automatically defaults to "US Citizen." If you possess an eligibility (i.e. Spouses Preference, Veterans Preference, Current DoD Civilian, etc) make sure you change it to "Federal Employees" to view all status and non-status vacancies.

Home Search Jobs My Account Resource Center SIGN IN OR CREATE AN ACCOUNT

USAJOBS
"WORKING FOR AMERICA"

You are currently searching on:
Location: fort irwin, ca
Radius: 20 miles

Refine Your Results By:
Who May Apply:
U.S. Citizens
Federal Employees

Keyword
Salary
Pay Grade
Job Categories
Department and Agency
Work Schedule
Work Type
Posting Date
Exclude These

You can also:
Save This Search
Get RSS Feed
Edit Search Criteria

1 to 24 of 24 results Sort By: Relevance

Western U.S. Student Trainee- Store Associate (Pathways Intern)
The DeCA operates a worldwide commissary system that provides quality grocery products at cost to active duty military personnel and retirees, members of the Reserve and National Guard, and their families. The agency employs about 18,000 people and its annual sales exceed \$6 billion. Positions at th

Salary: \$10.57 - \$13.74 / Per Hour
Series & Grade: GS-1199-03/03
Location(s): Multiple Locations (76)
Open Period: 3/17/2014 to 5/30/2014
Announcement Number: DECA-14-1068208-DE

Department: Department of Defense
Agency: Defense Commissary Agency
Position Info: Part Time - Internships NTE September 30
Who May Apply: Student/Internship Program Eligibles (Student who are enrolled, or accepted for...

Western U.S. Student Trainee- Store Associate (Pathways Intern)
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Salary: \$22,058.00 - \$28,673.00 / Per Year
Series & Grade: GS-1199-03/03
Location(s): Multiple Locations (76)
Open Period: 3/17/2014 to 5/30/2014
Announcement Number: DECA-14-1071745-DE

Department: Department of Defense
Agency: Defense Commissary Agency
Position Info: Full Time - Temporary NTE September 30
Who May Apply: Student/Internship Program Eligibles (Student who are enrolled, or accepted for...

Business Manager
You can apply for this position using the following options (you must have a resume or use the NAF Optional Application http://armypubs.army.mil/reforms/pureEdge/A3433.XFDL to apply): 1. Preferred - Apply electronically via USAJOBS - https://usajobs.gov - This will ensure faster processing of your ap

Salary: \$45,000.00 - \$55,000.00 / Per Year
Series & Grade: NF-1101-04/04
Location(s): Fort Irwin, California
Open Period: 4/4/2014 to 4/13/2014

Department: Department of the Army
Agency: Miscellaneous Field Operating Agencies
Position Info: Full Time - Permanent
Who May Apply: US Citizens and Non Citizens

5. Click on the vacancy announcement of the position you would like to apply for.

EXAMPLE OF VACANCY ANNOUNCEMENT:

Search Jobs My Account Info Center SIGN IN OR CREATE AN ACCOUNT

USAJOBS
"WORKING FOR AMERICA"

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

< Back to Results OVERVIEW DUTIES QUALIFICATIONS & EVALUATIONS BENEFITS & OTHER INFO HOW TO APPLY

U.S. Army Medical Command

Job Title: Human Resources Assistant (Military/OA)
Department: Department Of The Army
Agency: Army Medical Command
Job Announcement Number: WTET11954023466972

SALARY RANGE: \$34,881.00 - \$45,341.00 /year
OPEN PERIOD: Thursday, April 28, 2011 to Wednesday, May 11, 2011
SERIES & GRADE: GS-0203-05
POSITION INFORMATION: Full Time Career/Career Conditional
PROMOTION POTENTIAL: 05
DUTY LOCATIONS: 2 vacancies - San Bernardino County, CA
WHO MAY BE CONSIDERED: Status Candidates (Merit Promotion Eligibles)

JOB SUMMARY:
Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

About the Position: This position is located in the Personnel Division, Weed Army Community Hospital, US Army Medical Command, National Training Center, Fort Irwin, CA 92310.

Fort Irwin is a world class training center for America's Soldiers, known for its excellent desert training and vast recreational opportunities. It is located approximately 37 miles NE of Barstow, California, in the High Mojave Desert midway between Las Vegas, Nevada, and Los Angeles, California. Fort Irwin has many fun activities such as Freedom Fest and Oktoberfest. Installation provides bus service to local communities. Nearest airports are located in Ontario, CA (120 miles), Los Angeles (175 miles) and Las Vegas (180 miles). www.irwin.army.mil; www.barstowca.org; www.losangeles.com. Fort Irwin has a mass transit bus system that travels to and from Barstow (37 miles) and Victorville (69 miles) as most of the civilians and soldiers live there. Victorville is the business hub of the area and draws consumers from well beyond its immediate area. It is the largest commercial center between San Bernardino and the Nevada border. Please use the use the websites http://www.barstowca.org/ and http://ci.victorville.ca.us/ for more information about these cities.

Who May Apply:

Go to section of this Job:
Apply Online
Print Preview
Save Job
Share Job

Agency Information:
W4FFAA Weed Army Community Hospital
Central Resume Processing Center, MD 21005
UNITED STATES OF AMERICA

Questions about this job:
Central Resume Processing Center
Phone: (314)354-7085
Email: APPLICANTHELP@CONUS.ARMY.MIL

Job Announcement Number: WTET11954023466972
Control Number: 2252753

6. Read the vacancy announcement and verify you have the required skills and qualifications. If you wish to apply click on APPLY ONLINE.
7. Select the resume you would like to apply with (NOTE: Do not submit more than one resume). Attach any required documents and check the required boxes. Click on APPLY FOR THIS JOB NOW.
8. You will be directed to complete a questionnaire. You will be asked information regarding your status/eligibility (see pages 9-10 to check what eligibilities you qualify for). The questionnaire will also consist of questions pertinent to the position you are applying for. These questions are developed by CPAC and the hiring authority for the vacancy announcement.
9. You have completed the application process. You may now log-in to the Application Manager to check on the status of your applications.

APPLICATION MANAGER

With Application Manager you can:

- Work on, submit, and track your application packages.
- Check the status of each application package (e.g., not submitted, complete, incomplete)
- Use the Application Package Checklist to keep track of an application's requirements.
- View and print your Assessment Questionnaire responses and any of the documents submitted with an application.
- Select and re-use documents submitted for previous applications in any new application
- Review any correspondence sent to you by hiring agencies.
- Review and update your personal information at any time.

If you have an Application Manager account, you can log in by entering your User Name and Password or if you don't already have an account, you can create one.

After you first access Application Manager from USAJOBS, your accounts will become linked and you will not be required to login to Application Manager when redirected from USAJOBS.

Application Manager Login Important Links Help

Welcome to USA Staffing® Application Manager

Existing Account? Log In Here:

User Name:

Password:

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

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

Create an Account:

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

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

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

How to find the Position Description (PD)

1. Log onto www.cpol.army.mil.
2. Click on the “References and Tools” link.
3. Toggle over “Position Classification” and click on “FASCLASS”.
4. On the top right hand corner, click on FASCLASS.
5. Click on “Search Position Data”.
6. Input the Position Title, Pay Plan, Series, and Grade. All are found on the Vacancy Announcement.

The screenshot shows the FASCLASS search interface. At the top, there is a navigation bar with 'FASCLASS', 'NAF', 'Lookup', 'What's New?', and 'CPOL'. Below this is a date '9 May 2011' and 'Restricted Access Help'. The main heading is 'Search by Position Data'. Below the heading, there is a search instruction: 'To search for a position description, fill in all applicable fields then click the Search button. Click the [icon] icon, to bring up a list of valid values.' The search form contains several fields: 'CCPO ID' and 'PD#' (both with dropdown icons), 'Position Title' (text input with a dropdown icon), 'LN Title' (dropdown with a dropdown icon), 'Pay Plan' (dropdown with a dropdown icon), 'Series' (dropdown with a dropdown icon), 'Grade' (dropdown with a dropdown icon), 'LN Pay Plan' (dropdown with a dropdown icon), 'LN Grade' (dropdown with a dropdown icon), 'Citation' (text input with a dropdown icon), 'Region' (dropdown with a dropdown icon), 'Servicing CPAC' (dropdown with a dropdown icon), 'Position Duties' (multiple text inputs with dropdown icons), 'Position Evaluation' (text input with a dropdown icon), and 'Sorted By' (three dropdowns with a dropdown icon). There are also radio buttons for 'Exact Match' and 'Wild Card' next to each 'AND' section. At the bottom, there are 'Search' and 'Reset' buttons. Yellow arrows point to the 'Position Title', 'Pay Plan', 'Series', 'Grade', 'Servicing CPAC', and 'Position Duties' fields.

7. Click “Search”. If multiple Position Descriptions come up, compare them to the vacancy announcement to find the appropriate one.

8. If you possess any of the skills or experience found in the PD, make sure to address it in your resume. This step is crucial in making sure that your skill sets match up to the skill sets that the supervisor is looking for. You must use their language in order to have your skills match.

Tips for a Winning Resume

1. Include current contact information. They cannot make you a job offer if they can't get in touch with you. If your information changes, update your profile.

2. To avoid loss of consideration for a job, know the status of your resume within the system. You can build up to 5 resumes, so make sure you apply with the correct one. Review the new resume carefully before it is submitted.

3. Save frequently while inputting. Some applicants get timed out by their internet service providers before they finish their resumes and the info is not saved. Save it on a word document for easy retrieval.

5. Best qualified candidates are identified based on key skills identified by the manager. Is it possible to be basically qualified for a position and not possess any of the key skills required to be the best qualified. Basic qualifications are reviewed only after identification of the applicants matching the key skills for the specific position being filled. To maximize your chances, don't include your life history or experience that has no relevance to the positions to which you are applying. Avoid crowding your resume with unnecessary details or descriptions of skills or training, which are not directly related to the positions for which you desire consideration. The best experience sections are those that are focused, concise, use specific rather than vague terms, and include only significant skills, knowledge, and abilities from your background.

6. When describing your Experience...

- Start with your most recent experience
- Emphasize experience that is most relevant to the type of position for which you are applying
- Pay attention to the description of duties in the vacancy announcement.
- Spell out acronyms
- Ask yourself... "Have I omitted any unique, but relevant special experience or skills I possess that might distinguish me from other candidates if my resume reaches the desk of a selecting official?" "Have I adequately described the major characteristics of my occupation or background and skills that are most common to my occupation?"

7. Include all Volunteer Experience & Awards

- Volunteer experience, especially when it relates to the job you're applying to, is crucial.

Many managers create a matrix for candidates and tally up the number of awards for each applicant. If you're tied with another candidate for skills and it comes down to the number of awards, you want to be sure you've included EVERYTHING.

NEVER COPY AND PASTE A JOB DESCRIPTION!!

Determining Eligibility Status

Status	Eligibility
Civilian Army Eligible	A permanent Department of the Army civilian.
30 percent Disabled Veteran	You must have prior military service with a disability rating of 30% or more. Applicants must have a Notice of Rating from the Office of Personnel Management dated within the last six months. You may also contact your local Office of Personnel Management for information on when and where tests are administered. If selected, you will be required to submit a DA Form 214, Certificate of Discharge. When claiming 10-point Veteran's Preference and supporting documents (i.e. Veterans Administration letter dated within the last 12 months) as outlined on the reverse side of the SF 15.
VRA eligible	Public Law 107-288 effected substantive changes to the Veterans Readjustment Act. Under the new law the following veterans are eligible for a non-competitive VRA appointment: Disabled Veterans; or Veterans who have been awarded a Campaign Badge, Armed Forces Expeditionary Medal (AFEM), or recently separated veterans. Recently separated veterans are defined as those who have separated from active service within the last three years. There are no time restrictions on appointment of the first two categories of veterans. There are no length of service requirements for all three categories of veterans. Veterans who are serving under the old Veterans Readjustment Appointment who do not meet new eligibility requirements for new VRA appointment may still be converted to career-conditional appointments upon completion of the current appointment. The maximum grade level at which appointments may be made is GS-11. Veterans must meet all qualification requirements. Veterans with less than fifteen years of education must receive training or education.
VEOA eligible	Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after substantially completing an initial three years active service may apply. If selected, applicant will be required to submit a DD214, Certificate of Discharge.
EO 12721 eligible	Worked as an Appropriated Fund Federal employee overseas while a family member of a Uniformed Service Member, civilian employee, or Non-Appropriated Fund (NAF) employee serving overseas. In the overseas assignment, employee must have accumulated 52 weeks of creditable service , received a fully successful or better performance rating, and must have returned to the US from the overseas tour of duty and met time requirements.
Transfer eligible	Currently a permanent, career or career conditional, non-Department of Army federal civilian employee.
Reinstatement eligible	Former Federal employees who attained Career status on a permanent, competitive Federal appointment. If the person was a career conditional, reinstatement eligibility generally applies three years after separation unless exception in 5 CFR 315.201 (b)(3) apply.

ICTAP eligible	Interagency Career Transition Assistance Plan (ICTAP) eligible. Current or former employees displaced from non-DOD agencies. Individuals seeking ICTAP eligibility will be required to submit a copy of their Reduction of Force (RIF) separation notice (Notification Letter of SF 50) and a copy of their most recent performance rating. ICTAP eligible must be rated well qualified for the position to receive consideration. A well-qualified employee is defined as meeting all of the minimum qualification standards and eligibility requirements as well as possessing skills that clearly exceed the minimum qualification requirements for the position.
Persons with Disabilities eligible	Have a physical or mental impairment that limits one or more major life activities and has been certified by the State Department of Vocational Services.
DCIPS/CIPMS Interchange eligible	Currently serving on a CIPMS appointment without time limitation or has been involuntarily separated from such appointment without personal cause within the preceding year. Must be or have been serving continuously for at least one year in a CIPMS position. May be appointed only to permanent positions based on this authority.
NAF Interchange eligible	Currently serving on a NAFI position without time limitation or have involuntarily separated from such appointment without personal cause within the preceding year. Must be or have been serving continuously for at least one year in a NAFI position. May be appointed only to permanent positions based on this authority.
Outstanding Scholar eligible	Resumes submitted under the Outstanding Scholar Program will be considered for this position. The Outstanding Scholar Program is used as one of several methods for recruiting some entry-level positions throughout the Army. This special hiring authority is restricted to grade levels GS-5 and GS-7 or equivalent. To be eligible you must be a college graduate and have maintained a grade point average (GPA) of 3.45 or better on a 4.0 scale for all undergraduate course work , or have graduated in the upper 10 percent of your graduating class or major university subdivision. For this program, the GPA is rounded to one decimal place. For example, a GPA of 3.45 rounds up to the required 3.5 while a 3.44 rounds down to a 3.4 GPA. A college degree in any major is qualifying for most of the career fields covered by the Outstanding Scholar Program. However, some positions may require specific courses in subjects related to the job as indicated in the job announcement. Applicants who wish to apply for the Outstanding Scholar Program may apply nine months before completing all the requirements of the Program, including GPA or class standing. However, the applicants must produce appropriate documentation (e.g. a copy of their college transcript) at the time of appointment. To apply as an Outstanding Scholar send a resume as explained in the How to Apply instructions for this position. You may be required to submit a copy of your college transcripts containing sufficient information on compute GPA and/or a letter from the Registrar's office as proof of your 10% class standing.
Non Status Eligible, including overseas	All applicants without personal competitive status, employees on temporary or term positions, employees on excepted service positions who do not meet eligibility requirements for an interchange

limited and temporary employee	agreement, and applicants who have not worked for the Federal Government.
DCIPS employee applying for DCIPS	A current DCIPS civilian employee serving on a permanent appointment and applying for a DCIPS position.
Student Employment	A US student enrolled or accepted for enrollment as a degree seeking student, taking at least a half time academic or vocational/technical course load in an accredited high, technical, vocational school, or a 2 or 4 year college or university, graduate/professional school, and meet your stated minimum employment age for minors and are either a US citizen or permanent resident of the United States or otherwise authorized to be employed.
Summer Employment	US citizen interested in summer employment only, other than temporary employment described in non-status above.
Military Spouse preference eligible (overseas only)	The spouse of an active duty military member (sponsor) of the US Armed Forces who accompanies their military sponsor on a permanent change of station (PCS) move. To receive preference, the spouse must be married to the military sponsor before reporting to the new duty assignment. MSP applies when the spouse arrives in the overseas area and to a position in the commuting area of the military sponsor's permanent duty station. MSP applies if you are ranked among the "best qualified" for the vacancy for which you are applying. MSP is retained until the military spouse accepts or declines the offer of a permanent appointment to a full-time or part-time position. Military spouses will not lose MSP eligibility when accepting a temporary or term position or a permanent position with a flex or intermittent on call work schedule (non-continuing position). NOTE: MSP applies to initial employment at the overseas location. Once the spouse accepts or declines a continuing position, eligibility terminates whether or not the position was obtained through MSP. MSP is lost when the spouse accepts or declines an offer of a continuing position or declines a job interview for a continuing position. A continuing position is a permanent full-time or part-time position. This includes positions with non-appropriated funds (NAF) organizations or AAFES. MSP can be used only once during a sponsor's tour. Once used, the spouses competes as a family member without preference.
Family member preference eligible (overseas)	The spouse or unmarried children (including stepchildren, adopted children, and foster children) not more than 23 years of age residing with a member (sponsor) of the US Armed Forces or a US citizen civilian employee (sponsor) of a US Government Agency (including NAF activities) whose duty station is in a foreign area. This category does not apply to family members of contractors. FMP applies when the Family Member (FM) arrives in the overseas area of the sponsor's duty station. FMP also applies when an active duty member of a dual military couple exits the service overseas and applies for civilian employment as a family member. NOT FMP applies to initial employment at the overseas location. Once the FM accepts or declines a continuing position, eligibility terminates whether or not the position was obtained through FMP. A continuing position for FMP purposes is a position expected to last one year or longer regardless of work schedule. This includes positions with NAF

	organizations or AAFES. FMP can be used only once during the sponsor's tour. Once used, the FM competes as a family member without preference (FMNP). FMP does not apply to contractors. FMP is lost when the FM accepts or declines an offer of a continuing position to include a temporary position that is expected to last one year or more, or that is extended to last one year or more, or declines a job interview.
Family member no preference eligible (overseas)	Family members of locally hired DoD or NAF civilian employees, or a family member or spouse preference eligible who has lost military spouse or family member preference due to accepting or declining an offer of continuing employment. A continuing position for FMNP purposes is a position expected to last one year or longer regardless of work schedule. This includes positions with NAF organizations or AAFES.
Reemployment Annuitant	A former Federal employee who has retired under either the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS).
Other Interchange Agreement	A person currently employed in another US Federal Service position covered by an existing interchange agreement with the Officer of Personnel Management, such as TVA.
EO 13473 eligible	A spouse who is married to a service member that receives Permanent Change of Station (PCS) orders that authorize the spouse to accompany him or her to the new duty station is eligible for this appointing authority, provided the spouse moves with the service member to the new duty location. A spouse of a service member that is released or discharged with a 100% service-connected disability is eligible for this authority. A spouse of a service member that is killed while on active duty is eligible for this authority.