



So, you're interested in applying for a federal job using [USAJOBS.gov](https://www.usajobs.gov)? The following are a few tips that might help you during that process:

Finding Jobs

- [Create a profile](#)- Whether you're just browsing or know exactly what you're looking for, create a profile. It will allow you to save postings, and even create custom searches that will look for jobs and alert you when new ones that meet your criteria are posted.
- [Search early and often](#)- Positions are posted far in advance, sometimes six months or more, and are only open for a limited time. In order to limit the number of applicants, positions may only be open for a few days, so stay on top of it. Creating Saved Searches is a great way to make sure you don't miss what you're looking for.

Résumé

- *Be very detailed*- This is not the time to use your concise 1-page résumé. You should be very specific about what you have done. Everything you claim to have experience with during the assessment questionnaire should be reflected in your résumé.
- *Your résumé should be tailored to the specific job you are applying for*- Build your résumé to fit the job you are applying for. Build on your experiences that fit the requirements and duties of the position you are seeking. USAJOBS allows you to upload five different résumés in your profile.
- *Résumé Builder*- You can also use the Résumé Builder to simply input your information and have your résumé generated automatically.

Other Documents

- *Write a cover letter*- Be sure to write a cover letter specific to your desired position. You can upload up to ten documents by going to the My Account tab and selecting the Saved Documents page.
- *Transcript*- If you are using your education as qualifications for a position, it is imperative to upload your official transcripts as a saved document.

Assessment Questionnaire

- *Don't be modest*- Your score on the assessment questionnaire is crucial. For hiring managers to even see your application you must score in a certain percentile. If you're on the fence about your proficiency, go higher. But remember, your answers on the assessment must be supported by your résumé.

- *Back it up-* Beyond just mentioning you've done something in your résumé, attach supporting documentation such as certifications for desired skills.

Most importantly, stay positive! Our current federal financial state means it's not an easy time to find federal employment. There could be fewer entry-level and seasonal positions than years past so don't get discouraged. Don't hesitate to apply for something that might not be your dream job. Getting your "foot in the door" might make it much easier to move laterally into that ideal position.

