



Aid for Applying for Positions on USAjobs.gov

HOW TO CREATE A USAJOBS 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 Complete profile.
3. Complete your required information—Contact Information, Citizenship and Selective Service information, Federal Service and Military Service.
4. Click **Create my profile**.

HOW TO BUILD A USAJOBS 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.

To upload a resume in USAJOBS:

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**.

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.

HOW TO EDIT AN APPLICATION

1. Sign into USAJOBS.
2. Go to your **Applications**, located on your **Home** page—your active applications display automatically.
3. Find the application you would like to update.
4. Click the + icon to see all of the application details.
5. Review the **Closing date**—you can no longer edit the application if the job has closed.
6. Click **Edit My Application**.
7. You will be sent to the **Review** of the USAJOBS application process.
8. Click **Add/Remove Resume** if you want to change or update your resume.
9. Click **Add/Remove Documents** if you want to change or update your documents.
10. Complete the remaining steps in the USAJOBS application process.
11. Click **Continue to Agency Site**—this is the final step in the USAJOBS application process and you'll be sent to the specific agency application system.



12. Complete the remaining steps of your application in the agency application system.
13. Click **Submit** in the agency application system—your application will not be updated until you submit.

HOW TO VIEW AN APPLICATION STATUS

1. Sign into your USAJOBS profile.
2. Go to your **Applications** located on your **Home** page—your active applications display automatically by the date they were last updated.
3. Review your list of applications. The job status is highlighted for each application.
4. Click **Track this application** to view your application status. The link will take you to the hiring agency application system, which has the most up-to-date status of your application.
5. Click the **+** to see more application details.