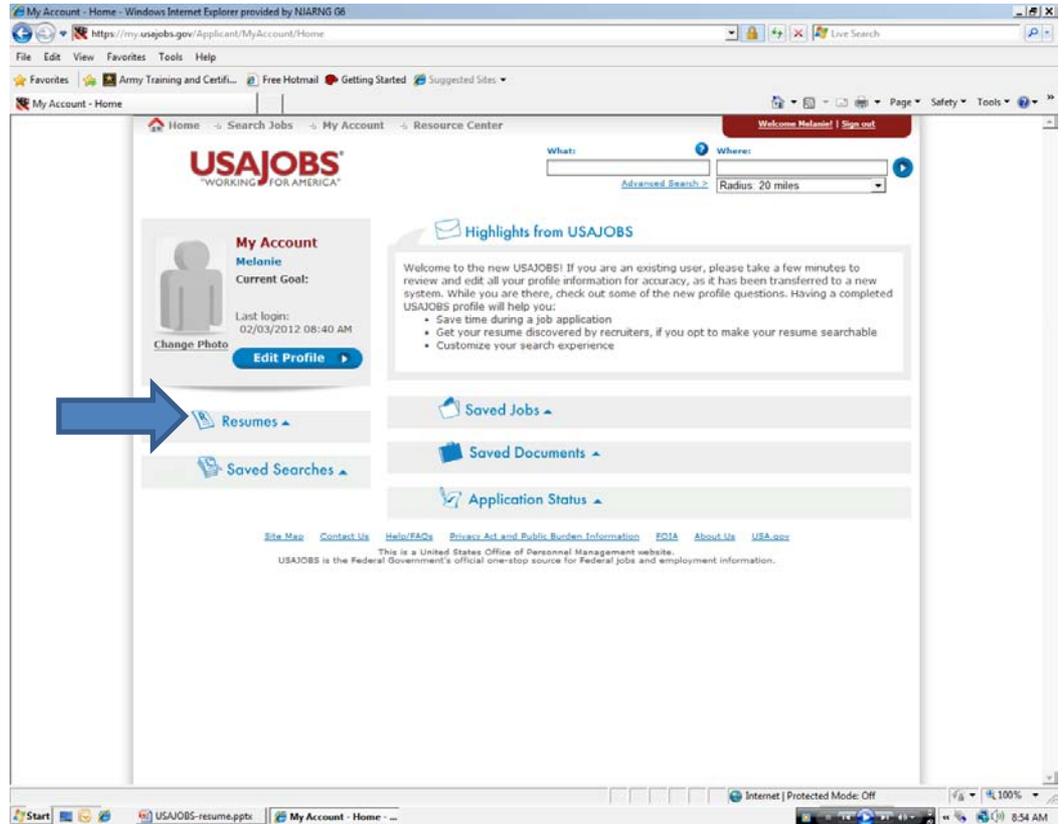


CREATE A RESUME IN USAJOBS

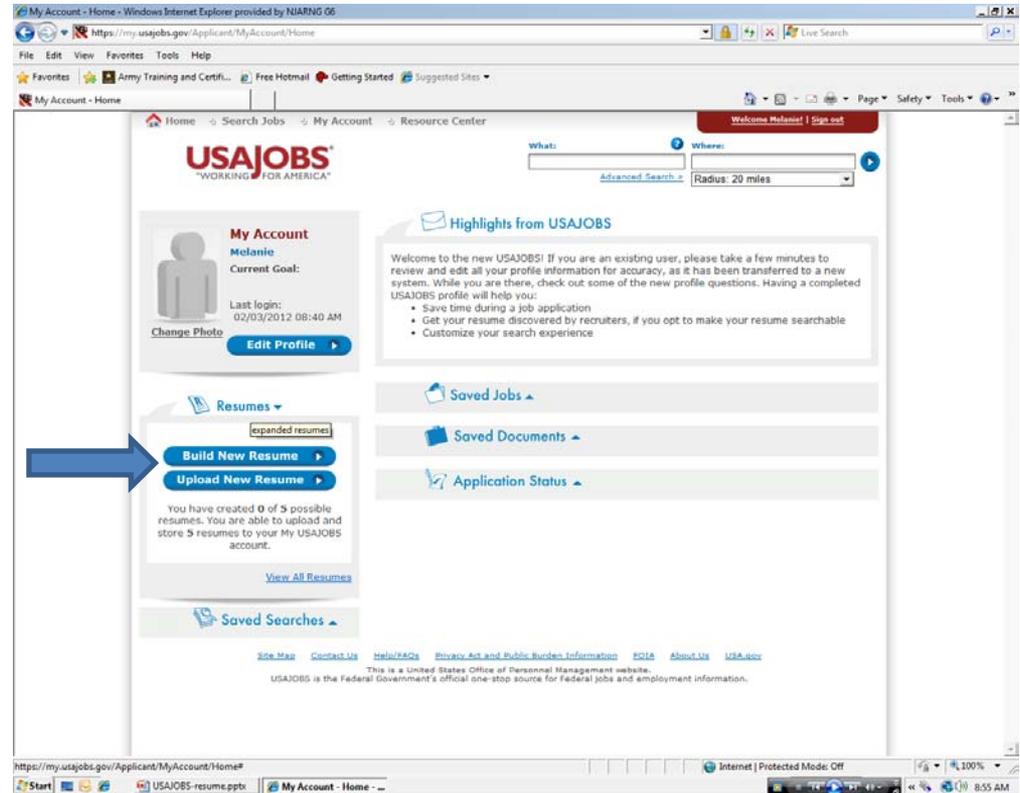
USAJOBS has a very good template to create a resume. To create a resume click on RESUMES.



CREATE A RESUME IN USAJOBS

TO create a resume click
on BUILD NEW RESUME.

To upload a Resume,
Click on Upload NEW
RESUME



The screenshot shows the USAJOBS website interface in a Windows Internet Explorer browser. The page is titled "My Account - Home" and displays the user's profile information for "Melanie". The "Resumes" section is expanded, showing two buttons: "Build New Resume" and "Upload New Resume". A blue arrow points to the "Build New Resume" button. Below the buttons, it states: "You have created 0 of 3 possible resumes. You are able to upload and store 3 resumes to your My USAJOBS account." The page also includes a "Highlights from USAJOBS" section with a welcome message and a list of tips for new users. The footer contains navigation links and a disclaimer: "This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information."

CREATE RESUME EXPERIENCE

As you move from section to section the section title will be in red. You can have no more than 5 resumes. You need to name each resume. Be aware one resume will not work for all vacancy announcements you are applying for. A resume for an Aircraft Mechanic will not work for an Airplane Pilot position. As stated in creating your USAJOBS account the profile with a red * is required.

The screenshot shows the USAJOBS Resume Builder interface in a Windows Internet Explorer browser. The page title is "USAJOBS - Resume Builder - Work Experience". The URL is "https://my.usajobs.gov/Applicant/Resume/WorkExperience". The page features the USAJOBS logo and a navigation menu with links for Home, Search Jobs, My Account, and Resource Center. A search bar is visible with a "Where:" dropdown and an "Advanced Search" link. The main content area is titled "Resume Builder" and includes a "Resume Name" input field. Below this is a progress indicator showing "Experience" as the current step, followed by "Education", "Other", "References", and "Preview and Finish". A "Preview your resume" link is also present. A "PLEASE NOTE" section states that fields with an asterisk (*) are required. The "Work Experience" section includes a note about searchability and a list of required fields: Employer Name, Employer Address 1, Employer Address 2, Country (set to United States), Postal Code, City/Town, State/Territory/Province (set to Alabama), Formal Job Title, and Start Date (set to February 2012). Two blue arrows point to the "Resume Name" field and the "Experience" section header.

CREATING A RESUME EXPERIENCE

In this box type in your duties that reflect the Knowledge, Skills and Abilities (KSAs) listed on the vacancy announcement. This is the only box that has unlimited characters. The more information the better. This resume is going to be reviewed by Staffing to ensure you have addressed the KSAs.

To add another experience click SAVE EXPERIENCE and fill in the information.

If for some reason you cannot finish creating the resume click SAVE and when your return just start where you left off.

When this page is complete click NEXT.

The screenshot shows the 'Work Experience' section of the USAJOBS Resume Builder. The form contains the following fields and options:

- State/Territory/Province: Alabama
- Formal Job Title: (empty)
- Start Date: February 2012
- End Date: Present
- Salary: (empty) USD Per Year
- Average Hours per week: (empty)
- May we contact your supervisor?: Yes No Contact me first
- Is this a Federal position?: Yes No
- Duties, Accomplishments and Related Skills: (large text area with a blue arrow pointing to it)

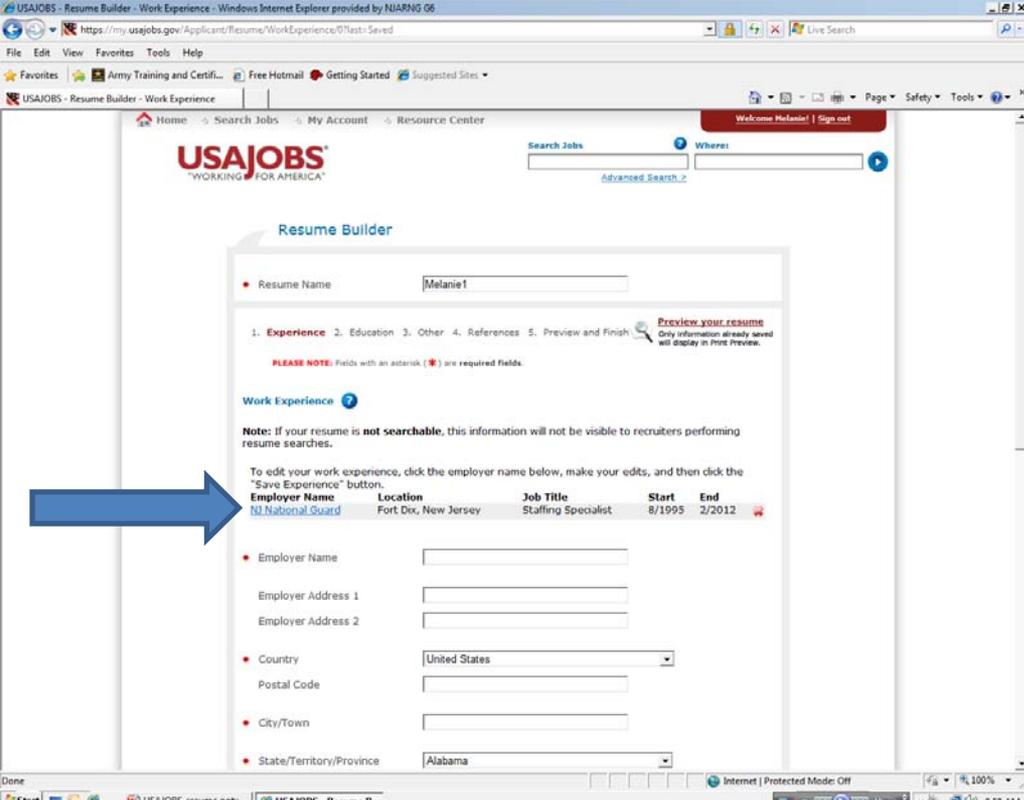
Below the text area, there is a red warning message: "Problems with formatting when pasting from Microsoft Word?".

Buttons at the bottom of the form include: Spell Check (checked), Save Experience, Save, and Next (with a blue arrow pointing to it).

At the bottom of the page, there are links for Site Map, Contact Us, Help/FAQs, Privacy Act and Public Burden Information, FOIA, About Us, and USA.gov. A footer note states: "This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information."

CREATING A RESUME EXPERIENCE

Fill in the information on your next position held. Notice at the ARROW it will list your first experience. Once you click SAVE EXPERIENCE and the page brings you to add information for another experience then you must add another experience.



The screenshot shows the USAJOBS Resume Builder interface. The 'Work Experience' section is active, displaying a table of job entries. A blue arrow points to the first entry, which is highlighted. Below the table are input fields for adding a new experience.

Employer Name	Location	Job Title	Start	End
NJ National Guard	Fort Dix, New Jersey	Staffing Specialist	8/1995	2/2012

Below the table, the following fields are visible for a new entry:

- Employer Name:
- Employer Address 1:
- Employer Address 2:
- Country:
- Postal Code:
- City/Town:
- State/Territory/Province:

CREATING A RESUME EXPERIENCE

In this box type in your duties that reflect the Knowledge, Skills and Abilities (KSAs) listed on the vacancy announcement. This is the only box that has unlimited characters. The more information the better. This resume is going to be reviewed by Staffing to ensure you have addressed the KSAs.

To add another experience click SAVE EXPERIENCE and fill in the information.

If for some reason you cannot finish creating the resume click SAVE and when your return just start where you left off.

When this page is complete click NEXT.

The screenshot shows the 'USAJOBS - Resume Builder - Work Experience' form in a Windows Internet Explorer browser. The form contains the following fields and options:

- State/Territory/Province: Alabama
- Formal Job Title: [Empty text box]
- Start Date: February 2012
- End Date: Present
- Salary: [Empty text box] USD Per Year
- Average Hours per week: [Empty text box]
- May we contact your supervisor?: Yes No Contact me first
- Is this a Federal position?: Yes No
- Duties, Accomplishments and Related Skills: [Expand this area](#) [Large text area]

Below the text area, there is a red warning message: "Problems with formatting when pasting from Microsoft Word?".

Buttons at the bottom of the form include: Spell Check (checked), Save Experience, Save, and Next (with a blue arrow pointing to it).

At the bottom of the page, there are links for Site Map, Contact Us, Help/FAQs, Privacy Act and Public Burden Information, FOIA, About Us, and USA.gov. A footer note states: "This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information."

CREATE A RESUME EDUCATION

EDUCATION: Fill in the
information

The screenshot shows the USAJOBS Resume Builder interface in a Windows Internet Explorer browser. The page title is "USAJOBS - Resume Builder - Education". The browser address bar shows the URL "https://my.usajobs.gov/Apply/ent/Resume/Education". The page features the USAJOBS logo with the tagline "WORKING FOR AMERICA". A navigation menu includes "Home", "Search Jobs", "My Account", and "Resource Center". A search bar is located at the top right with the text "Search Jobs" and "Where?". Below the navigation is a "Resume Builder" section with a progress indicator showing "1. Experience 2. Education 3. Other 4. References 5. Preview and Finish". A "Preview your resume" link is also present. A "PLEASE NOTE" section states: "Fields with an asterisk (*) are required fields." Below this is a "READ THIS - important notice before listing your Education!" section, which includes a warning icon and text: "Only list degrees from accredited schools or other education programs that meet the provision of the Office of Personnel Management's Operating Manual." A "Learn more!" link is provided. The "Education" section contains the following form fields:

- School or Program Name:
- Country:
- State/Territory/Province:
- City/Town:
- Degree/Level Attained:
- Completion date:
- Major:
- Minor:
- GPA: of GPA Max.
- Total Credits Earned:

The browser's taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "8:59 AM".

CREATE A RESUME EDUCATION

List any special license i.e. CPA, certifications relevant to the position you are applying for.

You may have attended more than one college and have more than one degree. To add another education click on **SAVE EDUCATION**.

The screenshot shows the 'USAJOBS - Resume Builder - Education' form in a Windows Internet Explorer browser. The form is titled 'USAJOBS - Resume Builder - Education' and is located at 'https://my.usajobs.gov/Applicant/Resume/Education'. The form fields include:

- City/Town: [Text Field]
- Degree/Level Attained: [Dropdown Menu: -SELECT-]
- Completion date: [Month/Year Dropdowns]
- Major: [Text Field]
- Minor: [Text Field]
- GPA: [Text Field] of GPA Max. [Text Field]
- Total Credits Earned: [Text Field]
- System for Awarded Credits: [Radio Buttons: Semester Hours, Quarter Hours, Continuing Education Units]
- Honors: [Text Field]
- Relevant Coursework, Licensures and Certifications: [Text Area]

Below the text area, there is a message: "Problems with formatting when pasting from Microsoft Word? (2000 characters remaining)".

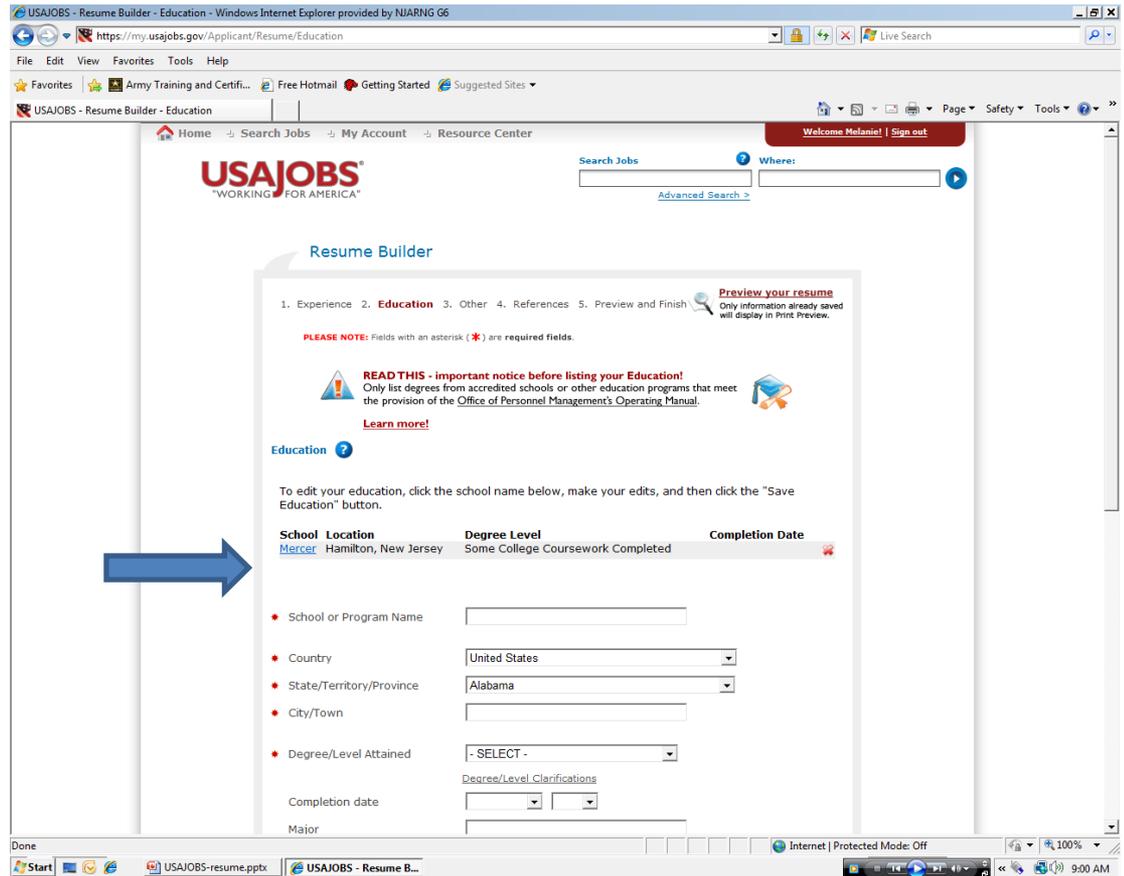
At the bottom of the form, there are three buttons: "Spell Check" (with a checkmark), "Save Education" (with a right arrow), and "Previous" (with a left arrow). A large blue arrow points to the "Save Education" button.

At the bottom of the browser window, there are navigation buttons: "Previous", "Save", and "Next".

At the bottom of the page, there is a footer: "Site Map Contact Us Help/FAQs Privacy Act and Public Burden Information EEO/AAE About Us USA.gov. This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information."

CREATE RESUME EDUCATION

As in experience notice your first education is listed. Fill out this for another education



The screenshot shows the USAJOBS Resume Builder interface. The page title is "USAJOBS - Resume Builder - Education". The main content area is titled "Resume Builder" and includes a progress indicator: "1. Experience 2. Education 3. Other 4. References 5. Preview and Finish". A "Preview your resume" link is also present. A "PLEASE NOTE" section states: "Fields with an asterisk (*) are required fields." Below this is a warning icon and 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. Learn more!".

The "Education" section contains instructions: "To edit your education, click the school name below, make your edits, and then click the 'Save Education' button." Below the instructions is a table with the following data:

School	Location	Degree Level	Completion Date
Mercer	Hamilton, New Jersey	Some College Coursework Completed	

Below the table are several form fields for editing the selected education entry:

- School or Program Name:
- Country:
- State/Territory/Province:
- City/Town:
- Degree/Level Attained:
- Completion date:
- Major:

A blue arrow points from the left side of the page to the "Mercer" link in the table.

CREATE A RESUME EDUCATION

When completed click
NEXT

USAJOBS - Resume Builder - Education - Windows Internet Explorer provided by NIARNG 06
https://my.usajobs.gov/Applicant/Resume/Education

File Edit View Favorites Tools Help

USAJOBS - Resume Builder - Education

City/Town

Degree/Level Attained -SELECT-
[Degree/Level Clarifications](#)

Completion date

Major

Minor

GPA of GPA Max.

Total Credits Earned

System for Awarded Credits
 Semester Hours
 Quarter Hours
 Continuing Education Units

Honors

Relevant Coursework, Licensures and Certifications

Problems with formatting when pasting from Microsoft Word?
(2000 characters remaining)

Spell Check ✓

Save Education ▶

◀ Previous Save Next ▶

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Privacy Act and Public Burden Information](#) [EOIA](#) [About Us](#) [USA.gov](#)

This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Start USAJOBS-resume.pptx USAJOBS - Resume B... Internet | Protected Mode: Off 100% 9:00 AM

CREATE A RESUME OTHER

Continue to fill out what information relevant to the position you are applying for.

JOB RELATED TRAINING: List your training courses again relevant to the position you are applying for.

The screenshot shows the USAJOBS Resume Builder interface in a Windows Internet Explorer browser. The page title is "USAJOBS - Resume Builder - Other Qualifications". The URL is "https://my.usajobs.gov/Applicant/Resume/OtherQualifications". The page features the USAJOBS logo and a navigation menu with "Home", "Search Jobs", "My Account", and "Resource Center". A search bar is visible with "Search Jobs" and "Where:" fields. The main content area is titled "Resume Builder" and includes a progress indicator: "1. Experience 2. Education 3. Other 4. References 5. Preview and Finish". A "Preview your resume" link is present with the note "Only information already saved will display in Print Preview." A "PLEASE NOTE: Fields with an asterisk (*) are required fields." is displayed. The "Job Related Training" section is active, with a heading and a sub-heading: "List the titles and completion dates of training courses that are relevant to the position you are seeking." Below this is a large text input area. A "Spell Check" button is located below the input area. The "Language Skills" section follows, with a "Language:" dropdown menu set to "- SELECT -". Below this are three rows of radio button options for "Spoken:", "Written:", and "Read:", each with "None", "Novice", "Intermediate", and "Advanced" choices. An "Add Language" button is at the bottom of this section. The "Organizations/Affiliations" section is partially visible at the bottom. The browser's taskbar at the bottom shows the Start button, several open applications including "USAJOBS-resume.pptx" and "USAJOBS - Resume B...", and the system tray with the time "9:01 AM".

CREATE A RESUME OTHER

Continue to fill in information.
When completed click NEXT

USAJOBS - Resume Builder - Other Qualifications - Windows Internet Explorer provided by NIARNG 06

https://my.usajobs.gov/Applicants/Resume/OtherQualifications

File Edit View Favorites Tools Help

USAJOBS - Resume Builder - Other Qualifications

Organizations/Affiliations

Organization Name:

Affiliation / Role:

Add Affiliation ▶

You may have up to 4 affiliations.

Professional Publications

Enter any professional publications in the space provided

(5000 characters remaining)

Spell Check ✓

Additional Information

Enter job-related honors, awards, leadership activities, skills (such as computer software proficiency or typing speed) or any other information requested by a specific job announcement.

[Expand this area](#)

(20000 characters remaining)

Spell Check ✓

◀ Previous Save Next ▶

Internet Detected Mode: Off 100% 9:01 AM

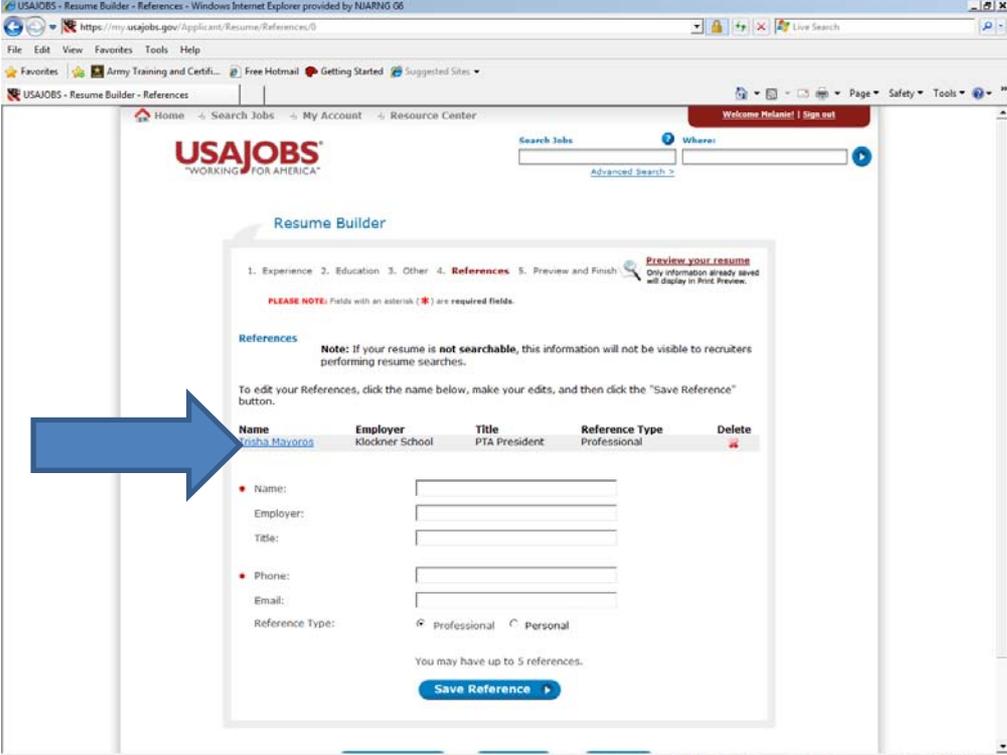
CREATE A RESUME REFERENCE

Fill in your references. You can have five references. To add another reference click **SAVE REFERENCE**.

The screenshot shows the USAJOBS Resume Builder interface in a Windows Internet Explorer browser. The page title is "USAJOBS - Resume Builder - References". The URL is "https://my.usajobs.gov/Applicant/Resume/References". The page features the USAJOBS logo and navigation links like "Home", "Search Jobs", "My Account", and "Resource Center". A "Welcome Melanie! | Sign out" message is visible in the top right. The main content area is titled "Resume Builder" and includes a progress indicator with steps: 1. Experience, 2. Education, 3. Other, 4. References (current step), and 5. Preview and Finish. A "Preview your resume" link is also present. A "PLEASE NOTE" section states that fields with an asterisk (*) are required. The "References" section includes a note: "Note: If your resume is not searchable, this information will not be visible to recruiters performing resume searches." The form fields are: Name (*), Employer, Title, Phone (*), Email, and Reference Type (Professional selected, Personal unselected). Below the form, it says "You may have up to 5 references." and a "Save Reference" button. At the bottom of the form area, there are "Previous", "Save", and "Next" buttons. A large blue arrow points to the "Save Reference" button. The footer contains links for Site Map, Contact Us, Help/FAQs, Privacy Act and Public Burden Information, FOIA, About Us, and USA.gov. The system tray at the bottom shows the Start button, taskbar with "USAJOBS-resume.pptx" and "USAJOBS - Resume B...", and system clock showing 9:02 AM.

CREATE A RESUME REFERENCE

Again notice your first reference is listed. Fill in the information.



The screenshot shows the USAJOBS Resume Builder interface. The page title is "USAJOBS - Resume Builder - References". The main content area is titled "Resume Builder" and includes a progress indicator: "1. Experience 2. Education 3. Other 4. **References** 5. Preview and Finish". A "Preview your resume" button is visible, with a note: "Only information already saved will display in Print Preview." A red note states: "PLEASE NOTE: Fields with an asterisk (*) are required fields." The "References" section contains a note: "Note: If your resume is not searchable, this information will not be visible to recruiters performing resume searches." Below this is a text instruction: "To edit your References, click the name below, make your edits, and then click the 'Save Reference' button." A table lists one reference:

Name	Employer	Title	Reference Type	Delete
Yosha Mayoras	Klockner School	PTA President	Professional	

Below the table are input fields for editing the reference:

- Name:
- Employer:
- Title:
- Phone:
- Email:
- Reference Type: Professional Personal

At the bottom, it says "You may have up to 5 references." and a "Save Reference" button.

CREATE A RESUME REFERENCE

When complete click NEXT

USAJOBS - Resume Builder - References - Windows Internet Explorer provided by NIARNG 06

https://my.usajobs.gov/Applicant/Resume/References

File Edit View Favorites Tools Help

USAJOBS - Resume Builder - References

Home Search Jobs My Account Resource Center

Welcome Melanie! | Sign out

USAJOBS
WORKING FOR AMERICA

Search Jobs Where: Advanced Search >

Resume Builder

1. Experience 2. Education 3. Other 4. **References** 5. Preview and Finish [Preview your resume](#)
Only information already saved will display in Print Preview.

PLEASE NOTE: Fields with an asterisk (*) are required fields.

References

Note: If your resume is **not searchable**, this information will not be visible to recruiters performing resume searches.

* Name:
Employer:
Title:
* Phone:
Email:
Reference Type: Professional Personal

You may have up to 5 references.

[Save Reference](#)

[Previous](#) [Save](#) [Next](#)

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Privacy Act and Public Burden Information](#) [FOIA](#) [About Us](#) [USA.gov](#)

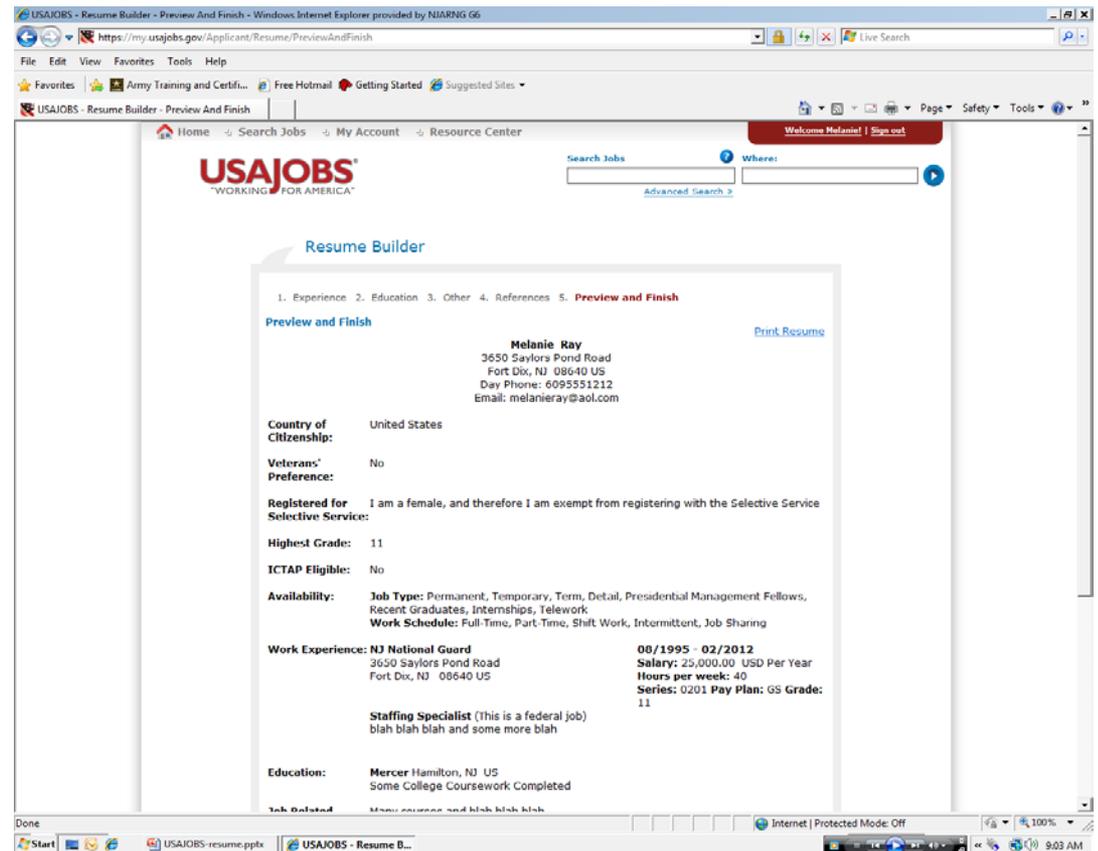
This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Internet | Protected Mode: Off

9:02 AM

CREATE A RESUME

Here is your resume. At anytime you can edit, or delete your resume. Review your resume to ensure it is correct. Notice the some of your information you provided in USAJOBS Account and Profile are in your resume.



The screenshot displays the USAJOBS Resume Builder interface in a Windows Internet Explorer browser. The page title is "USAJOBS - Resume Builder - Preview And Finish". The URL is "https://my.usajobs.gov/Applicant/Resume/PreviewAndFinish". The browser's address bar shows "Live Search". The page features a navigation menu with "Home", "Search Jobs", "My Account", and "Resource Center". A search bar is visible with the text "Search Jobs" and "Where:". The main content area is titled "Resume Builder" and shows a progress indicator with steps: "1. Experience", "2. Education", "3. Other", "4. References", and "5. Preview and Finish". The "Preview and Finish" step is selected, and a "Print Resume" link is present. The resume content includes the following information:

Melanie Ray
3650 Saylor's Pond Road
Fort Dix, NJ 08640 US
Day Phone: 6095551212
Email: melanieray@aol.com

Country of Citizenship: United States

Veterans' Preference: No

Registered for Selective Service: I am a female, and therefore I am exempt from registering with the Selective Service

Highest Grade: 11

ICTAP Eligible: No

Availability: Job Type: Permanent, Temporary, Term, Detail, Presidential Management Fellows, Recent Graduates, Internships, Telework
Work Schedule: Full-Time, Part-Time, Shift Work, Intermittent, Job Sharing

Work Experience: **NJ National Guard** **08/1995 - 02/2012**
3650 Saylor's Pond Road **Salary: 25,000.00 USD Per Year**
Fort Dix, NJ 08640 US **Hours per week: 40**
Series: 0201 Pay Plan: GS Grade: 11

Staffing Specialist (This is a federal job)
blah blah blah and some more blah

Education: Mercer Hamilton, NJ US
Some College Coursework Completed

Job Related: blah blah blah

The browser's taskbar shows the Start button, several open applications including "USAJOBS - resume.pptx" and "USAJOBS - Resume B...", and the system tray with the time "9:03 AM".

CREATE A RESUME

Click FINISH

USAJOBS - Resume Builder - Preview And Finish - Windows Internet Explorer provided by NJARNG 66
https://my.usajobs.gov/Applicant/Resume/PreviewAndFinish

File Edit View Favorites Tools Help

USAJOBS - Resume Builder - Preview And Finish

Country or Citizenship: United States

Veterans' Preference: No

Registered for Selective Service: I am a female, and therefore I am exempt from registering with the Selective Service

Highest Grade: 11

ICTAP Eligible: No

Availability: **Job Type:** Permanent, Temporary, Term, Detail, Presidential Management Fellows, Recent Graduates, Internships, Telework
Work Schedule: Full-Time, Part-Time, Shift Work, Intermittent, Job Sharing

Work Experience: **NJ National Guard** **08/1995 - 02/2012**
3650 Saylor's Pond Road **Salary:** 25,000.00 USD Per Year
Fort Dix, NJ 08640 US **Hours per week:** 40
Series: 0201 **Pay Plan:** GS **Grade:** 11

Staffing Specialist (This is a federal job)
blah blah blah and some more blah

Education: **Mercer Hamilton, NJ US**
Some College Coursework Completed

Job Related Training: Many courses and blah blah blah

Language Skills:

Language	Spoken	Written	Read
English	None	None	None

References:

Name	Employer	Title	Phone	Email
Trisha Mayoros (*)	Klockner School	PTA President	609-585-4154	

(*) Indicates professional reference

[Previous](#) [Finish](#)

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Privacy Act and Public Burden Information](#) [FOIA](#) [About Us](#) [Feedback](#)

This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Done

Internet | Protected Mode: Off

100%

9:04 AM

CREATING A RESUME

Here you can create a new resume or upload one you created

The screenshot shows the USAJOBS Resumes page in Internet Explorer. The browser address bar shows the URL <https://my.usajobs.gov/Applicant/Resume/ListResumes>. The page header includes the USAJOBS logo and navigation links like Home, Search Jobs, My Account, and Resource Center. A search bar is visible with a 'Where:' dropdown set to 'Radius: 20 miles'. The main content area is titled 'Resumes' and contains the following text:

USAJOBS allows you to store resumes that can be used to apply online to government agencies. While uploading or building your resume, you may wish to remove any personal information, such as social security number. You may also wish to update your resume(s) before you submit the resume to a specific job opportunity announcement.

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

Resume 1: **Melanie1** 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.

Tips

Searchable: Making your resumes searchable allows recruiters to find your resume during searches.

Acceptable files: Uploaded resumes must be less than 2 MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word Document (DOCX). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Images, GIF, JPG, JPEG, PNG will not be searched.

Note: Uploaded resumes may not be accepted by agencies' online application processes.

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

The browser's taskbar at the bottom shows the Start button, taskbar icons for USAJOBS-resume.pptx and USAJOBS - Resumes, and the system tray with the time 9:04 AM.

UPLOADING A RESUME

Type
<https://www.usajobs.gov/>
in the address bar.

Click SIGN IN



The screenshot shows the USAJOBS website homepage. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. On the right side of the navigation bar, there is a red button labeled "SIGN IN OR CREATE AN ACCOUNT". A large blue arrow points upwards from the search area towards this button. Below the navigation bar is the USAJOBS logo, which includes the text "USAJOBS" in red and "WORKING FOR AMERICA" in black. Below the logo is a search form with two input fields: "What:" (with placeholder text "Keywords, Job Title, Control #, Agency, Skills") and "Where:" (with placeholder text "City, State, ZIP Code, or Country"). To the right of the "Where:" field is a blue "Search" button. Below the search form is a link for "Advanced Search >". At the bottom of the page, there is a grey banner with the text "Civilian Talent is Mission-Critical to NAVAIR" and "Civilian Talent is Mission Critical - Let's Get to Work!". The NAVAIR logo is also present in the banner.

UPLOADING A RESUME

Type in your USER NAME OR
EMAIL and your PASSWORD

[Home](#) [Search Jobs](#) [My Account](#) [Resource Center](#)

[SIGN IN OR CREATE AN ACCOUNT](#)



[Sign in to my account or create a new account...](#)

Username or Email:

Password:

[Forgot your Username and/or Password?](#)

This U. S. Federal Government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes

UPLOADING A RESUME

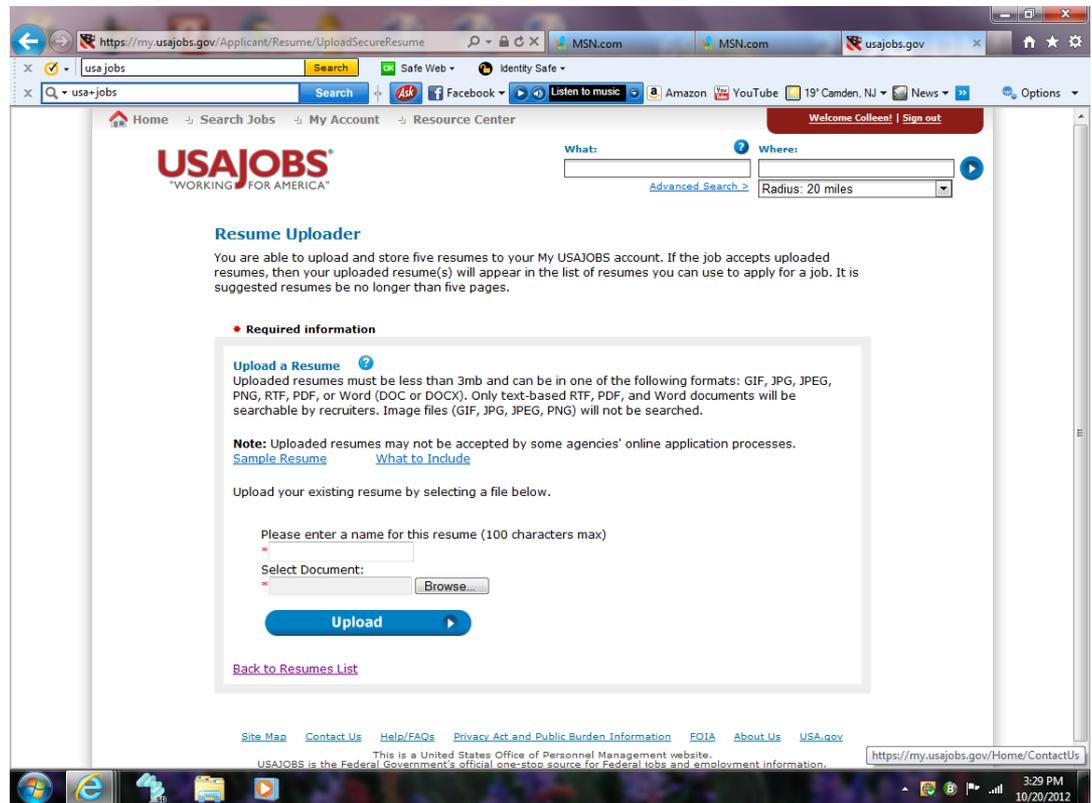
Click UPLOAD NEW RESUME

The screenshot shows a web browser window displaying the USAJOBS My Account page. The page header includes the USAJOBS logo and navigation links. A user profile for Melanie is shown with options to 'Change Photo' and 'Edit Profile'. A 'Resumes' section is highlighted with a blue arrow pointing to the 'Upload New Resume' button. Below this, it states 'You have created 0 of 5 possible resumes. You are able to upload and store 5 resumes to your My USAJOBS account.' Other sections include 'Highlights from USAJOBS', 'Saved Jobs', 'Saved Documents', and 'Application Status'. The footer contains site information and a copyright notice.

My Account - Home - Windows Internet Explorer provided by NIARNG G6
https://my.usajobs.gov/Applicant/MyAccount/Home
File Edit View Favorites Tools Help
Army Training and Certifi... Free Hotmail Getting Started Suggested Sites
My Account - Home
Home Search Jobs My Account Resource Center
Welcome Melanie! Sign out
What: Where: Radius: 20 miles
Advanced Search >
My Account
Melanie
Current Goal:
Last login: 02/03/2012 08:40 AM
Change Photo Edit Profile >
Resumes >
expanded resumes
Build New Resume >
Upload New Resume >
You have created 0 of 5 possible resumes. You are able to upload and store 5 resumes to your My USAJOBS account.
View All Resumes
Saved Searches >
Highlights from USAJOBS
Welcome to the new USAJOBS! If you are an existing user, please take a few minutes to review and edit all your profile information for accuracy, as it has been transferred to a new system. While you are there, check out some of the new profile questions. Having a completed USAJOBS profile will help you:
• Save time during a job application
• Get your resume discovered by recruiters, if you opt to make your resume searchable
• Customize your search experience
Saved Jobs >
Saved Documents >
Application Status >
Site Map Contact Us Help/FAQs Privacy Act and Public Burden Information FOIA About Us USA.gov
This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.
https://my.usajobs.gov/Applicant/MyAccount/Home#
Internet | Protected Mode: Off
100%
Start USAJOBS-resume.pptx My Account - Home - ... 8:55 AM

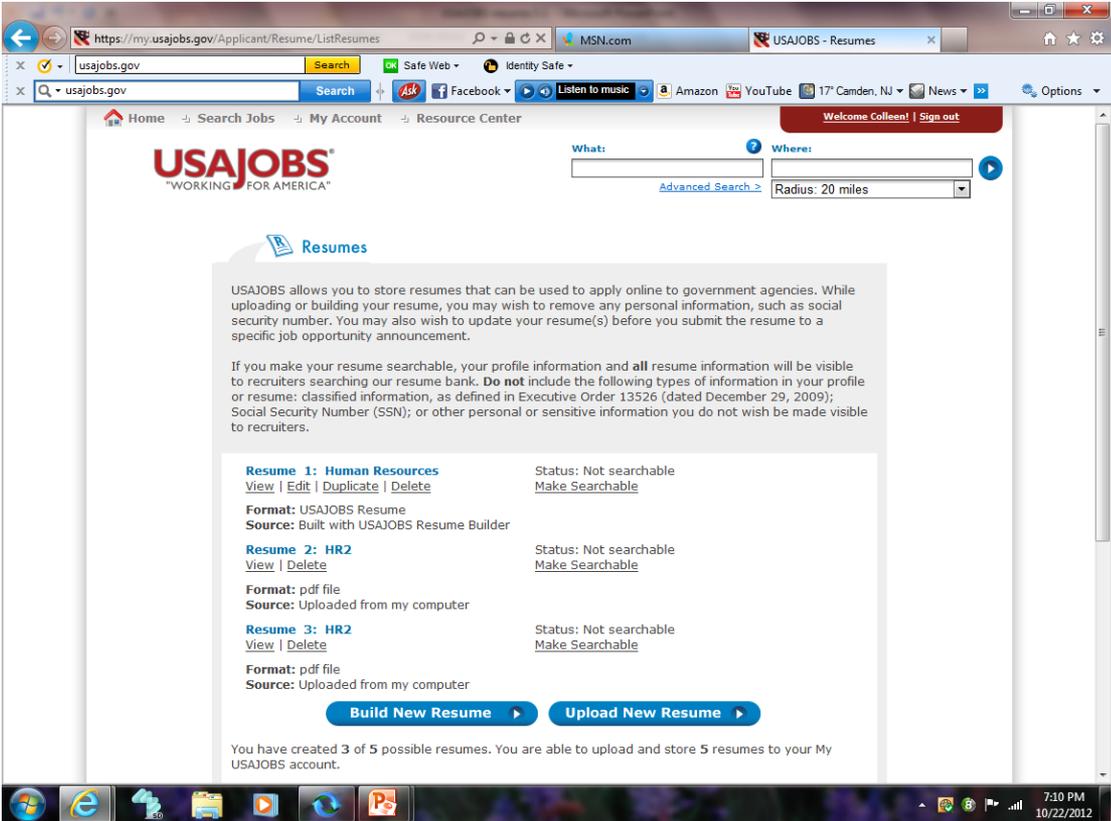
UPLOADING A RESUME

Scan the resume to your desk top, name the document. **UPLOAD DOCUMENTS** : Choose a name for your resume. **BROWSE**: Choose Desktop; Find your document choose the document. Click **UPLOAD**



UPLOADING A RESUME

Here is your resume.



UPLOADING A DOCUMENT

Here is where you can upload the any documents. Transcripts, RIP, PQR, Drivers' License etc. Click on **SAVED DOCUMENTS**.

The screenshot shows a user profile for 'Colleen' with a 'My Account' section containing 'Change Photo' and 'Edit Profile' buttons. Below are 'Resumes' and 'Saved Searches' tabs. The right sidebar has 'Highlights from USAJOBS', 'Saved Jobs', and 'Saved Documents' tabs. A large blue arrow points to the 'Saved Documents' tab. The 'Saved Documents' section lists two documents: 'Document 1: Other - appraisal' (uploaded 10/4/2012) and 'Document 2: Other - Resume' (uploaded 10/18/2012). At the bottom, there is an 'Upload Documents' section with a text input field.

My Account
Colleen
Current Goal:
Last login: 10/18/2012 08:32 AM
[Change Photo](#) [Edit Profile](#)

[Resumes](#) ▲

[Saved Searches](#) ▲

[Highlights from USAJOBS](#)

Welcome to the new USAJOBS! If you are an existing user, please take a few minutes to review and edit all your profile information for accuracy, as it has been transferred to a new system. While you are there, check out some of the new profile questions. Having a completed USAJOBS profile will help you:

- Save time during a job application
- Get your resume discovered by recruiters, if you opt to make your resume searchable
- Customize your search experience

[Saved Jobs](#) ▲

[Saved Documents](#) ▼

USAJOBS allows your application for employment maximum flexibility by giving you the ability to have up to 10 attachments along with your resume such as: DD-214, SF-15, SF-50, OF-306, Transcripts or other types of documents.

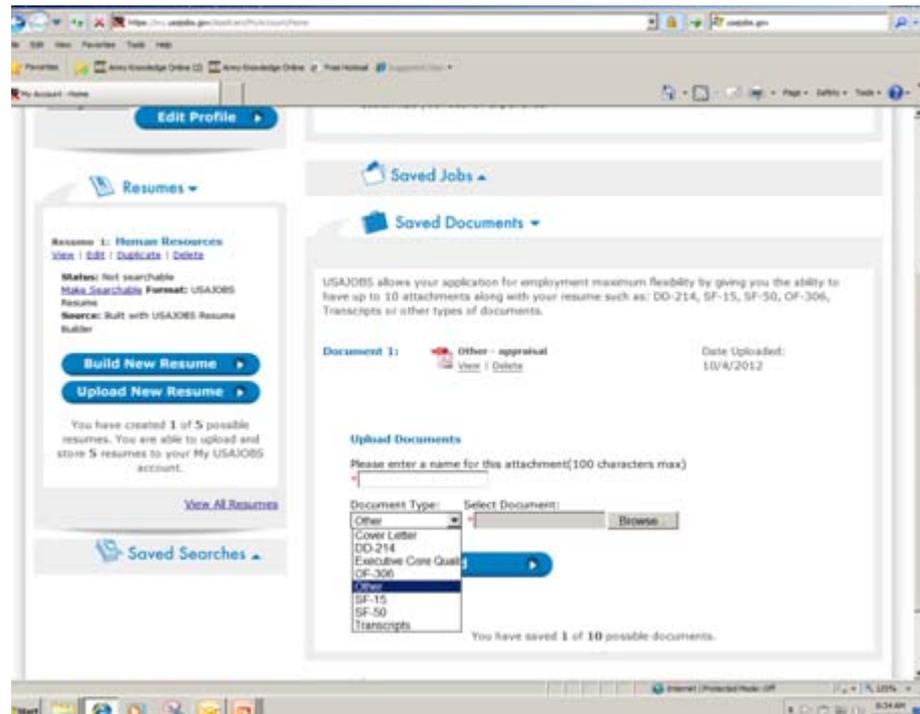
Document 1:	Other - appraisal View Delete	Date Uploaded: 10/4/2012
Document 2:	Other - Resume View Delete	Date Uploaded: 10/18/2012

Upload Documents

Please enter a name for this attachment (100 characters max)

UPLOADING A DOCUMENTS

Scan the document to your desk top, name the document. **UPLOAD DOCUMENTS** : PLEASE ENTER A NAME OF THIS ATTACHMENT. **DOCUMENT TYPE** Drop Down choose one. **BROWSE**: Choose Desktop; Find your document choose the document



UPLOADING DOCUMENTS ON USA JOBS

Click UPLOAD

[Edit Profile](#)

[Resumes](#)

[Saved Searches](#)

[Saved Jobs](#)

[Saved Documents](#)

USAJOBS allows your application for employment maximum flexibility by giving you the ability to have up to 10 attachments along with your resume such as: DD-214, SF-15, SF-50, OF-306, Transcripts or other types of documents.

Document 1:  **Other - appraisal** Date Uploaded: 10/4/2012
[View](#) | [Delete](#)

Upload Documents

Please enter a name for this attachment(100 characters max)

*

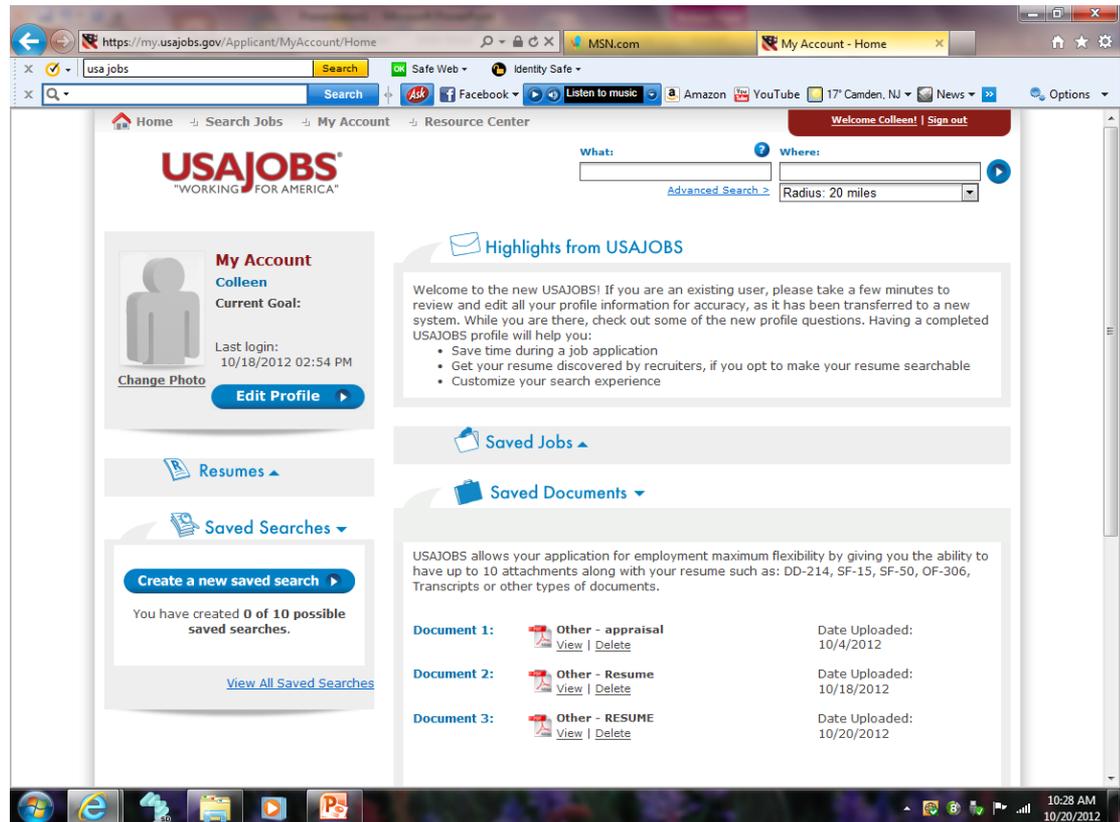
Document Type:

You have saved 1 of 10 possible documents.

UPLOADING DOCUMENTS ON USA JOBS

Once upload is complete the document will be listed as seen here. You can have up to 10 documents.

Go to USAJOBS to USA



The screenshot shows the USAJOBS 'My Account' page for a user named Colleen. The page features a navigation bar with 'Home', 'Search Jobs', 'My Account', and 'Resource Center'. The main content area is divided into several sections:

- My Account:** Displays the user's name 'Colleen', 'Current Goal', and 'Last login: 10/18/2012 02:54 PM'. There are buttons for 'Change Photo' and 'Edit Profile'.
- Resumes:** A section with a dropdown arrow.
- Saved Searches:** A section with a dropdown arrow and a button to 'Create a new saved search'. Below it, it states 'You have created 0 of 10 possible saved searches.' and a link to 'View All Saved Searches'.
- Highlights from USAJOBS:** A welcome message for new users and a list of benefits: 'Save time during a job application', 'Get your resume discovered by recruiters, if you opt to make your resume searchable', and 'Customize your search experience'.
- Saved Jobs:** A section with a dropdown arrow.
- Saved Documents:** A section with a dropdown arrow and a list of uploaded documents:

Document ID	Document Name	Date Uploaded
Document 1:	Other - appraisal View Delete	10/4/2012
Document 2:	Other - Resume View Delete	10/18/2012
Document 3:	Other - RESUME View Delete	10/20/2012

The bottom of the screenshot shows the Windows taskbar with various application icons and the system clock displaying '10:28 AM 10/20/2012'.

CREATING A RESUME IN USAJOBS

At the arrow type in the Position Title or VIN number. If you do not remember the Position Title or VIN number type in the NATIONAL GUARD in What and NEW JERSEY in Where. Go to USA JOBS to USA STAFFING Slides

