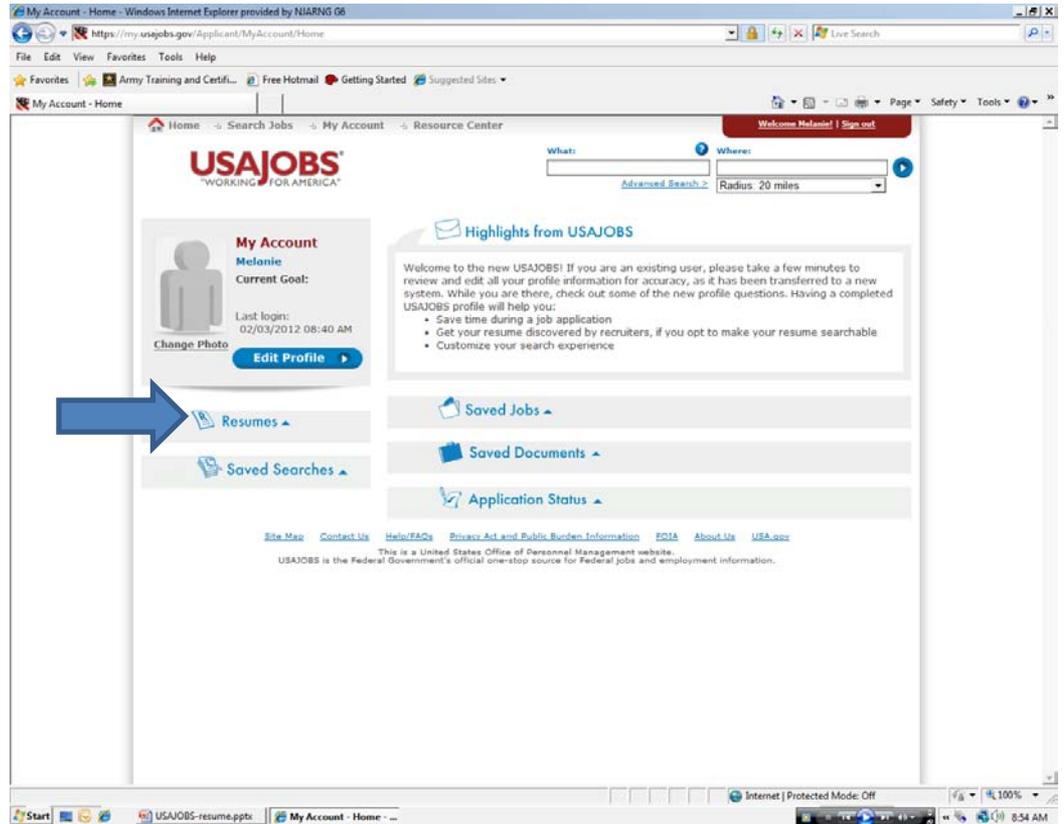


# CREATE A RESUME IN USAJOBS

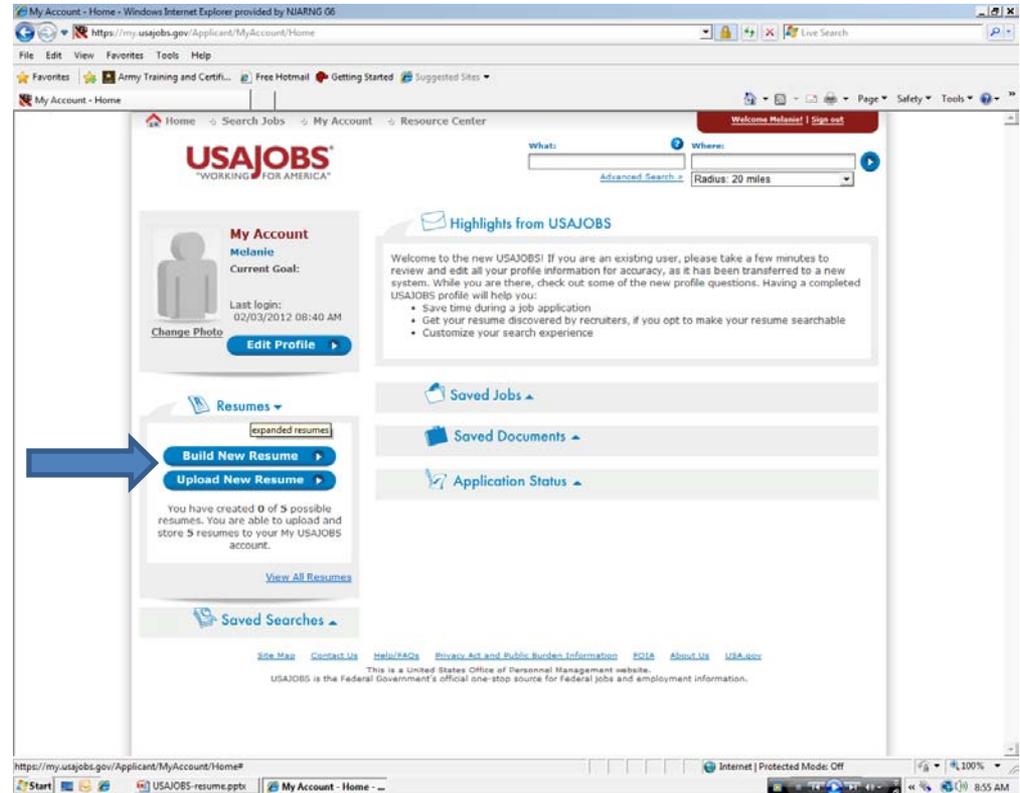
USAJOBS has a very good template to create a resume. To create a resume click on RESUMES.



# 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 search bar, a "Highlights from USAJOBS" section with a welcome message, and a footer with navigation links and a disclaimer.

# 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 navigation links like "Home", "Search Jobs", "My Account", and "Resource Center". A blue arrow points to the "Resume Builder" section, which is highlighted in red. Below it, the "Work Experience" section is also highlighted in red. The "Work Experience" section contains a "PLEASE NOTE" and a "Note" about searchability. The form fields include: "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). A blue arrow points to the "Experience" section title. The browser's taskbar shows the Start button and open files: "USAJOBS-resume.pptx" and "USAJOBS - Resume B...". The system tray shows the time as 8:55 AM.

# 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 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: [Large text area with a blue arrow pointing to it]

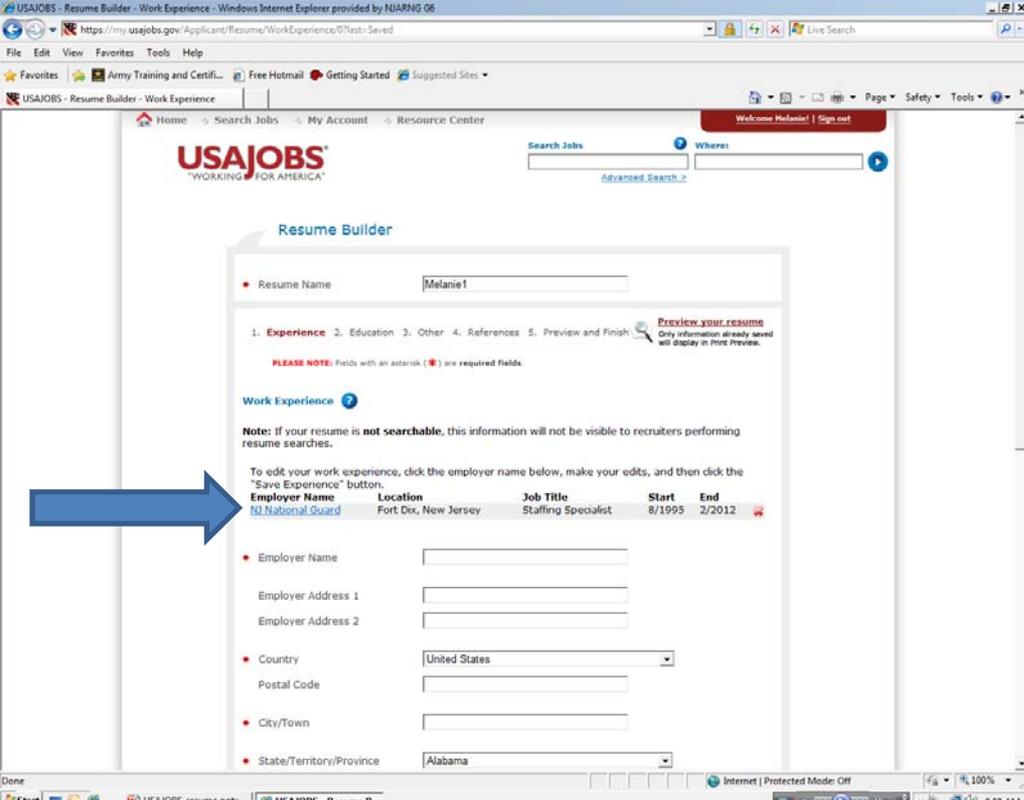
Below the text area, there is a red warning message: "Problems with formatting when pasting from Microsoft Word?".

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 browser window, 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 with one entry. A blue arrow points to the 'National Guard' entry. Below the table are input fields for adding more details for the selected experience.

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

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 'Work Experience' section of the USAJOBS Resume Builder. 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

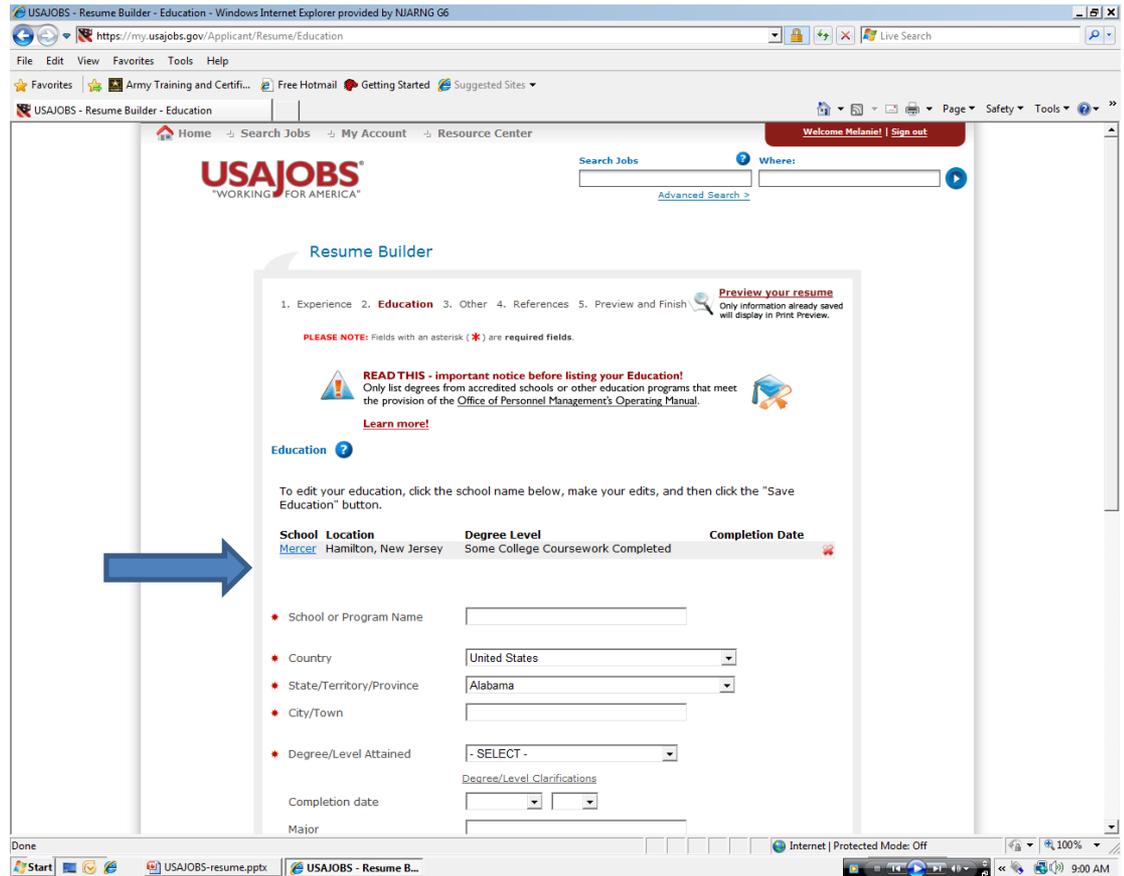
List any special license i.e. CPA, certifications relevant to the position you are applying for.

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', 'Degree/Level Attained' (a dropdown menu currently showing '- SELECT -'), 'Completion date' (two dropdown menus for month and year), 'Major', 'Minor', 'GPA' (with a 'of GPA Max.' field), 'Total Credits Earned', 'System for Awarded Credits' (radio buttons for 'Semester Hours', 'Quarter Hours', and 'Continuing Education Units'), 'Honors', and 'Relevant Coursework, Licensures and Certifications' (a large 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-pointing arrow), and 'Next' (with a right-pointing arrow). A large blue arrow points to the 'Save Education' button. At the bottom of the browser window, there are navigation buttons: 'Previous' (left arrow), 'Save', and 'Next' (right arrow). The footer of the page contains links for 'Site Map', 'Contact Us', 'Help/FAQs', 'Privacy Act and Public Burden Information', 'EEO', 'About Us', and 'USA.gov'. The footer text reads: '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.' The taskbar at the bottom shows the Start button, several application icons, and the system tray with the time '9:00 AM'.

# 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
<a href="#">Mercer</a>	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 navigation links for Home, Search Jobs, My Account, and Resource Center. A search bar is visible at the top right. The main content area is titled "Resume Builder" and includes a progress indicator with steps: 1. Experience, 2. Education, 3. Other (selected), 4. References, and 5. Preview and Finish. A "Preview your resume" link is present with a note: "Only information already saved will display in Print Preview." A "PLEASE NOTE" section states: "Fields with an asterisk (\*) are required fields." 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 field. A "Spell Check" button is located below the input field. The "Language Skills" section follows, with a "Language:" dropdown menu set to "- SELECT -". Below the dropdown are three rows of radio button options for "Spoken:", "Written:", and "Read:", each with options for "None", "Novice", "Intermediate", and "Advanced". An "Add Language" button is positioned below these options. The "Organizations/Affiliations" section is partially visible at the bottom. The browser's taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 9:01 AM.

# CREATE A RESUME OTHER

Continue to fill in information.  
When completed click NEXT

The screenshot shows the 'Other Qualifications' section of the USAJOBS Resume Builder. The browser window title is 'USAJOBS - Resume Builder - Other Qualifications - Windows Internet Explorer provided by NIARNG 06'. The address bar shows 'https://my.usajobs.gov/Applicants/Resume/OtherQualifications'. The page content includes:

- Organizations/Affiliations:** Two input fields for 'Organization Name' and 'Affiliation / Role', followed by an 'Add Affiliation' button. A note states 'You may have up to 4 affiliations.'
- Professional Publications:** A large text area for entering publications, with a '(5000 characters remaining)' indicator and a 'Spell Check' button.
- Additional Information:** A large text area for entering honors, awards, and skills, with a '(20000 characters remaining)' indicator and a 'Spell Check' button.
- Navigation:** 'Previous', 'Save', and 'Next' buttons at the bottom of the form.

A large blue arrow points to the 'Next' button, indicating the next step in the process.

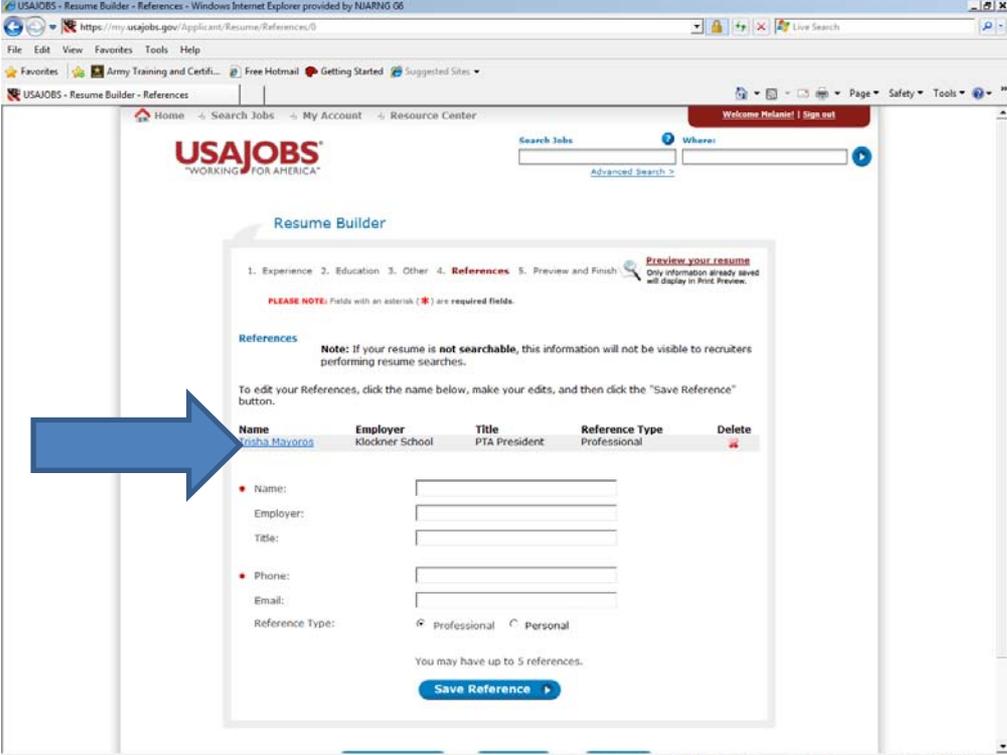
# CREATE A RESUME REFERENCE

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 for Home, Search Jobs, My Account, and Resource Center. A search bar is visible at 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 'References' section is active, displaying a table with one reference entry. A blue arrow points to the 'Name' column of this entry.

Name	Employer	Title	Reference Type	Delete
<a href="#">Yosha Mayoras</a>	Klockner School	PTA President	Professional	

Below the table, there are input fields for the selected reference:

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

At the bottom, there is a 'Save Reference' button and a note: 'You may have up to 5 references.'

# 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

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](#)

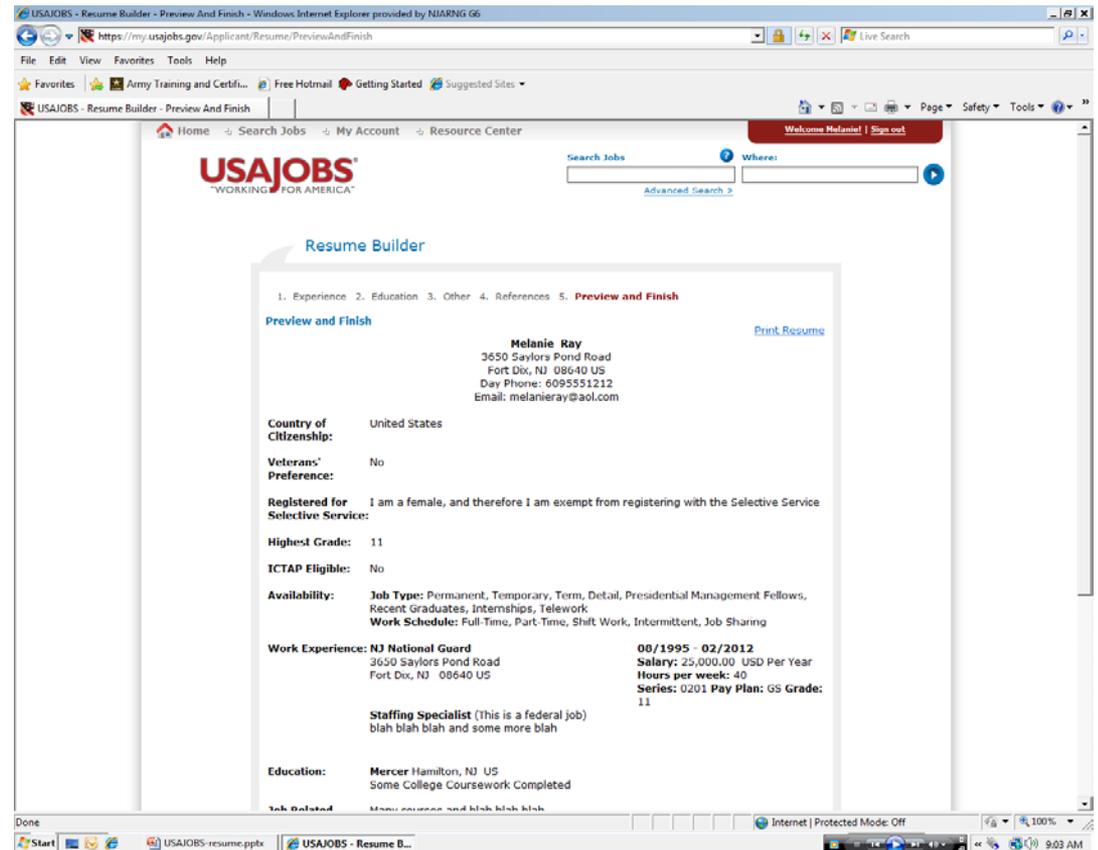
This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

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" section is active, displaying a resume for "Melanie Ray". The resume includes contact information, citizenship, veterans' preference, selective service status, highest grade, ICTAP eligibility, availability, work experience, and education details.

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs Where:

Advanced Search >

Resume Builder

1. Experience 2. Education 3. Other 4. References 5. **Preview and Finish**

**Preview and Finish** [Print Resume](#)

**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 and blah blah blah

Done

Internet | Protected Mode: Off

Start | USAJOBS-resume.pptx | USAJOBS - Resume B... | 9:03 AM

# CREATE A RESUME

Click FINISH

USAJOBS - Resume Builder - Preview And Finish - Windows Internet Explorer provided by NJARNG G6  
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

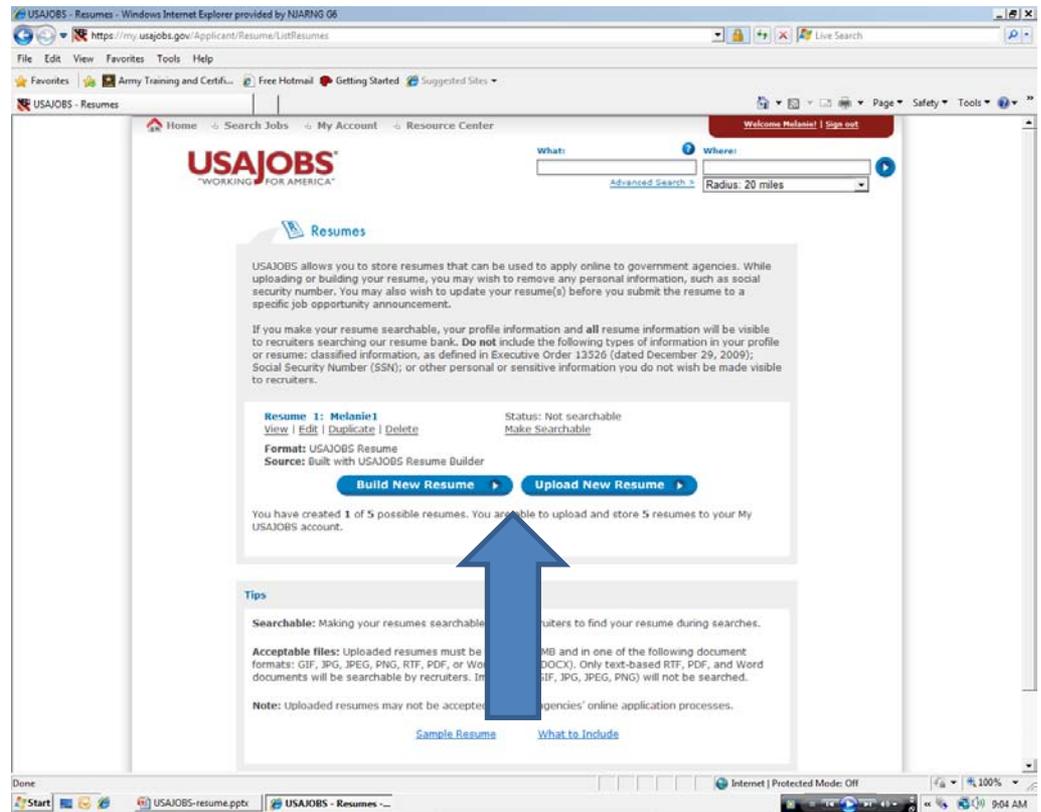
Internet | Protected Mode: Off

100%

9:04 AM

# CREATING A RESUME

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



# 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 area 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 these fields is a blue "Search" button. Below the search area 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 at the bottom left of 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

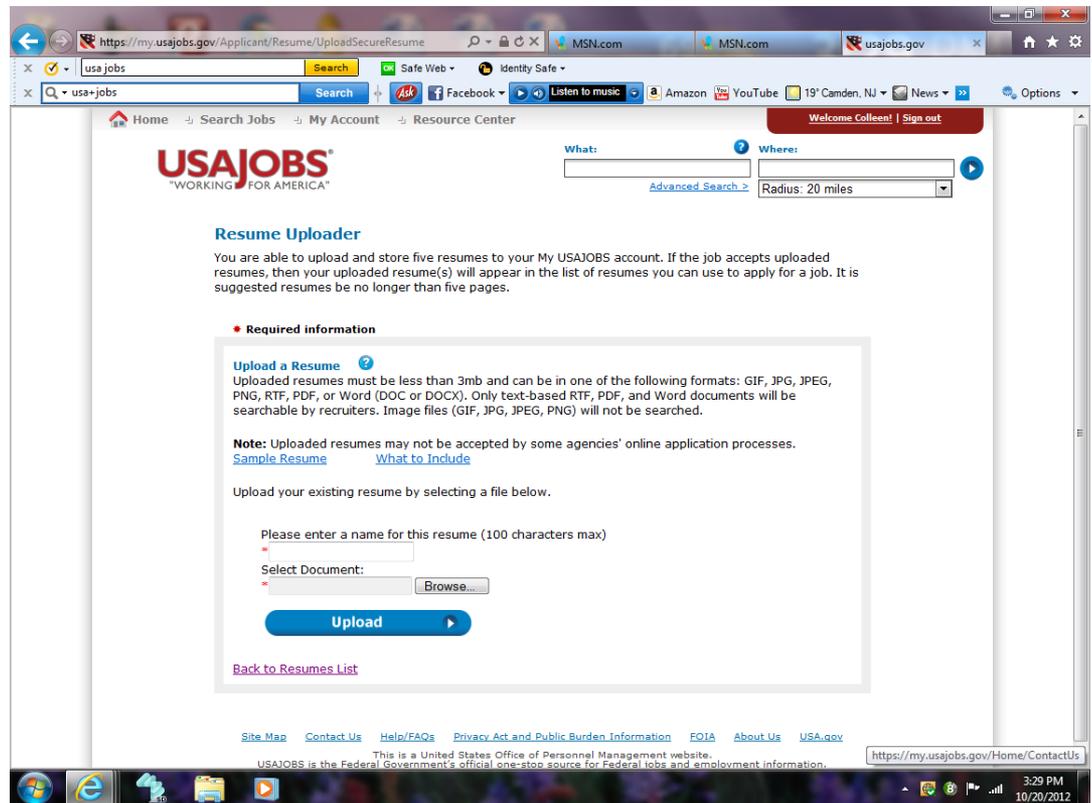
The screenshot shows a web browser window displaying the USAJOBS My Account page. The page header includes the USAJOBS logo and navigation links. The main content area is divided into several sections:

- My Account:** Displays the user's name (Melanie), current goal, last login time (02/03/2012 08:40 AM), and options to change the photo or edit the profile.
- Resumes:** A section with a dropdown arrow, containing a sub-section for "expanded resumes" with two buttons: "Build New Resume" and "Upload New Resume". A large blue arrow points to the "Upload New Resume" button. Below these buttons, it states: "You have created 0 of 5 possible resumes. You are able to upload and store 5 resumes to your My USAJOBS account." and includes a "View All Resumes" link.
- Highlights from USAJOBS:** A welcome message for existing 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".
- Other Sections:** "Saved Jobs", "Saved Documents", and "Application Status", each with a dropdown arrow.
- Footer:** Includes links for Site Map, Contact Us, Help/FAQs, Privacy Act and Public Burden Information, FOIA, About Us, and USA.gov. It also 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."

The browser's address bar shows the URL: <https://my.usajobs.gov/Applicant/MyAccount/Home>. The taskbar at the bottom shows the Start button, several open applications, and the system tray with the time 8:55 AM.

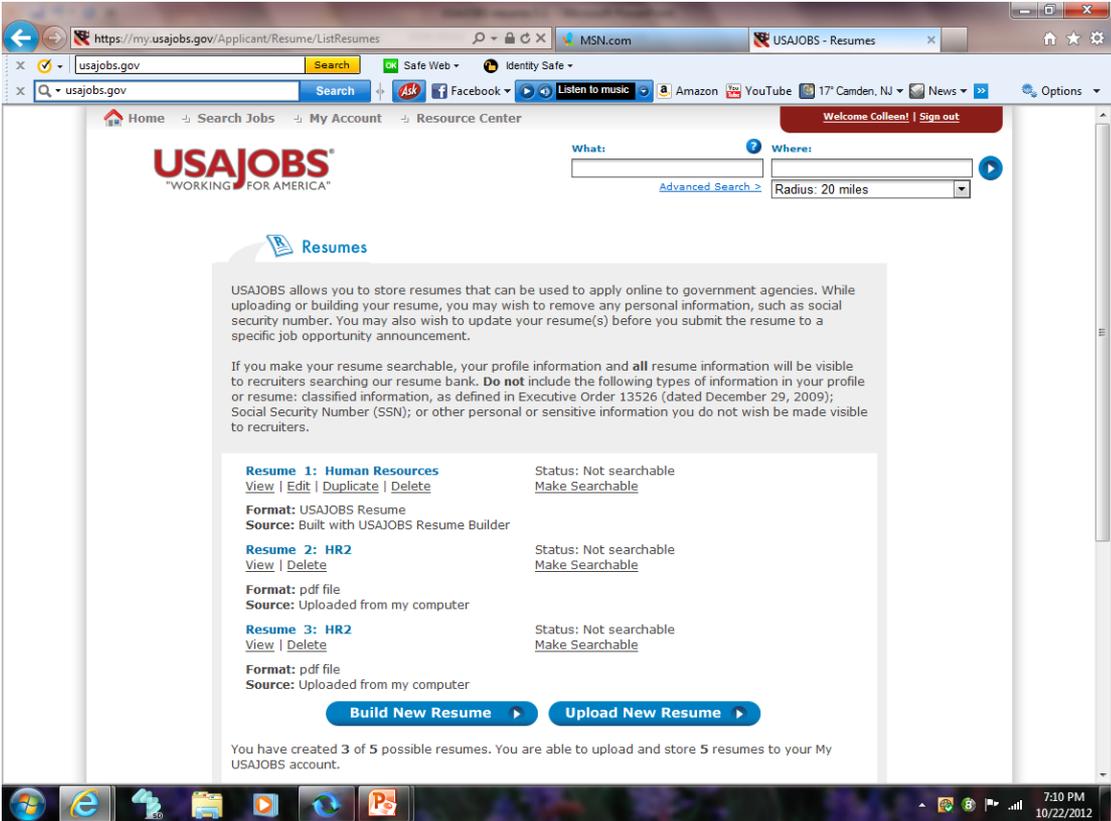
# UPLOADING A RESUME

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 a 'Change Photo' link and an 'Edit Profile' button. Below this are links for 'Resumes' and 'Saved Searches'. The right-hand side features a 'Highlights from USAJOBS' section with a welcome message and a list of tips. Below that are 'Saved Jobs' and 'Saved Documents' sections. A large blue arrow points to the 'Saved Documents' section, which 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.

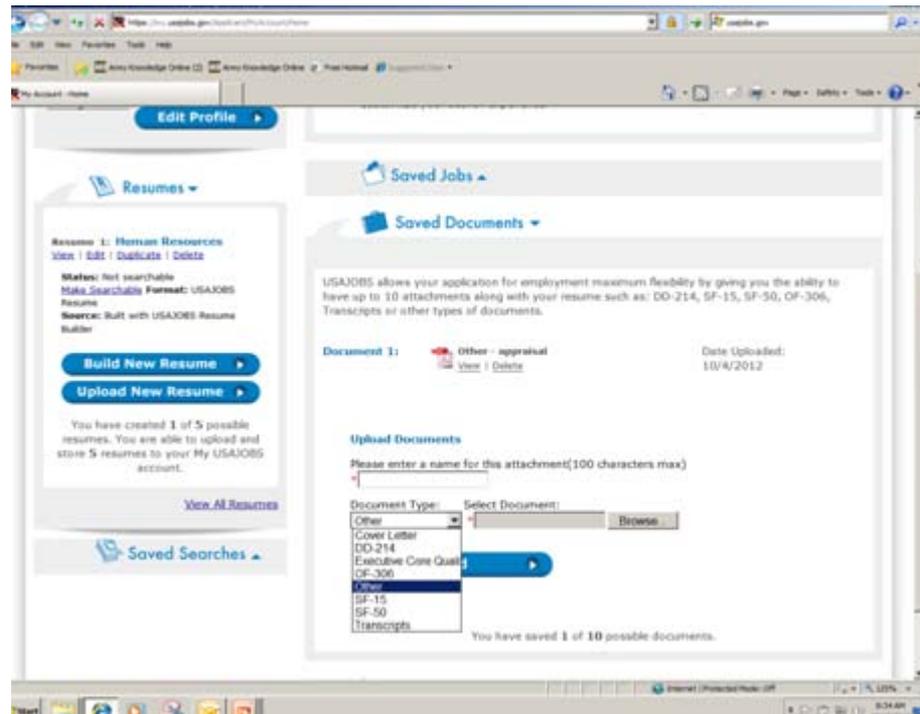
<b>Document 1:</b>	<b>Other - appraisal</b> <a href="#">View</a>   <a href="#">Delete</a>	Date Uploaded: 10/4/2012
<b>Document 2:</b>	<b>Other - Resume</b> <a href="#">View</a>   <a href="#">Delete</a>	Date Uploaded: 10/18/2012

**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)

\*

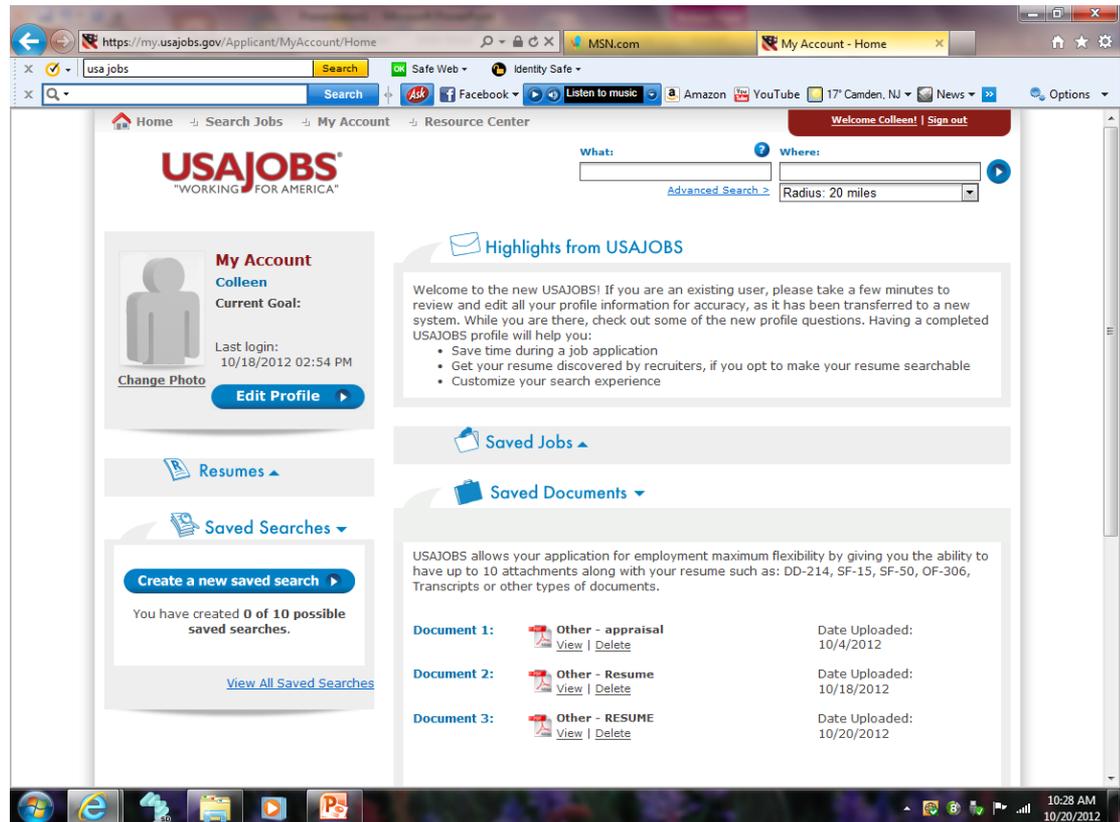
Document Type:

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'. A search bar is visible with 'What:' and 'Where:' fields, and a 'Radius: 20 miles' dropdown. The main content area is divided into several sections:

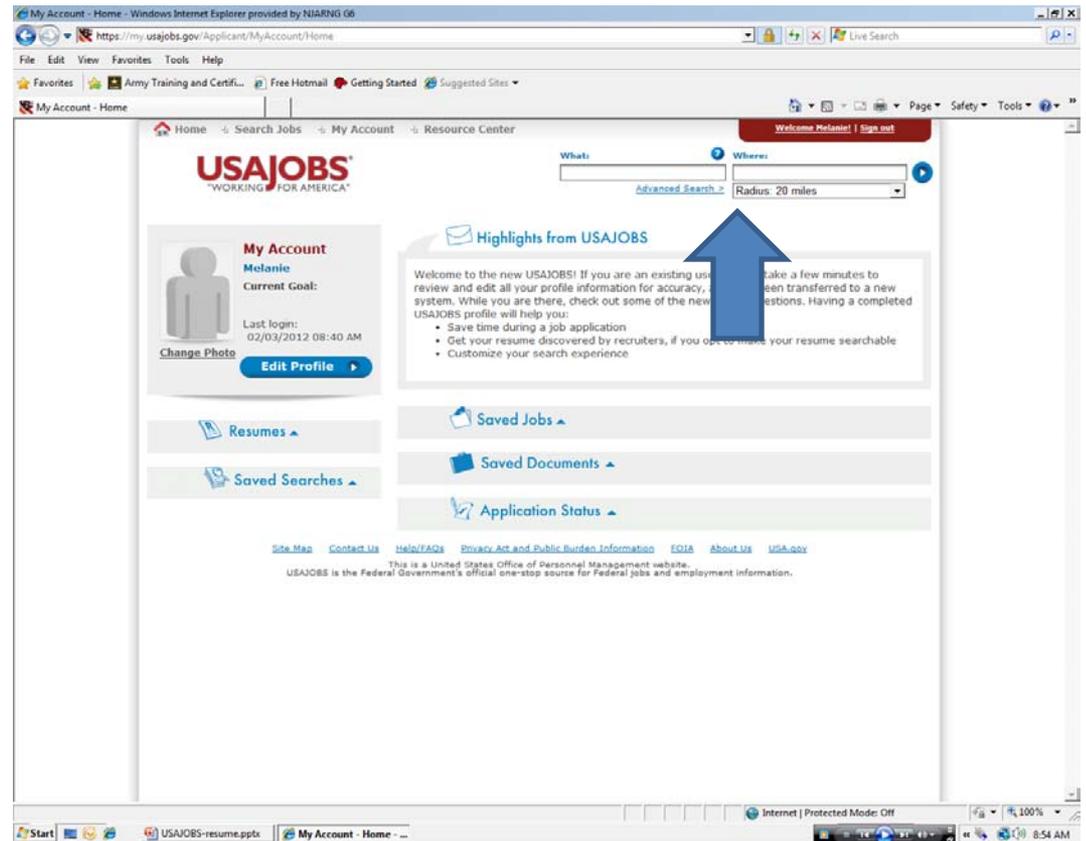
- My Account:** Displays the user's name 'Colleen', 'Current Goal', and 'Last login: 10/18/2012 02:54 PM'. There are buttons for 'Change Photo' and 'Edit Profile'.
- Highlights from USAJOBS:** A welcome message for new users, stating: 'Welcome to the new USAJOBS! If you are an existing user, please take 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:' followed by a bulleted list: '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'.
- Resumes:** A section with a dropdown arrow.
- Saved Searches:** A section with a dropdown arrow and a button 'Create a new saved search'. Below it, it says 'You have created 0 of 10 possible saved searches.' and a link 'View All Saved Searches'.
- Saved Jobs:** A section with a dropdown arrow.
- Saved Documents:** A section with a dropdown arrow. Below it, a message states: '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.' Below this message is a list of three documents:

Document ID	Document Name	Date Uploaded
Document 1:	Other - appraisal <a href="#">View</a>   <a href="#">Delete</a>	10/4/2012
Document 2:	Other - Resume <a href="#">View</a>   <a href="#">Delete</a>	10/18/2012
Document 3:	Other - RESUME <a href="#">View</a>   <a href="#">Delete</a>	10/20/2012

The Windows taskbar at the bottom shows the system clock as 10:28 AM on 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



The screenshot shows the USAJOBS website interface. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. A search bar is located at the top right, with fields for 'What:' and 'Where:', and a 'Radius: 20 miles' dropdown. A blue arrow points to the search bar. Below the search bar, there is a 'Highlights from USAJOBS' section with a welcome message 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'. On the left side, there is a 'My Account' section for user 'Melanie', showing 'Current Goal', 'Last login: 02/03/2012 08:40 AM', and buttons for 'Change Photo' and 'Edit Profile'. Below this are sections for 'Resumes', 'Saved Searches', 'Saved Jobs', 'Saved Documents', and 'Application Status'. At the bottom, there are links for 'Site Map', 'Contact Us', 'Help/FAQs', 'Privacy Act and Public Burden Information', 'EEO', 'About Us', and 'USA.gov'. The footer contains the text: '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.'