



Marine Corps Logistics Command  
Albany, Georgia



# BUILDING A RESUME IN USAJOBS





# Introduction to USAJOBS

USAJOBS is the official job site of the U.S. Federal Government. In USAJOBS you can:

## Create an Account

- Build and store up to five distinct resumes.
- Create and save job searches to receive automatic notifications.
- Apply for jobs or save them to review later.

## Look for a Job

- Search by Agency, Occupation, Grade, Location, etc.
- View jobs available to the general public and those available to Federal employees.
- Apply to Federal Agencies.

## Be Informed

- Learn how to use USAJOBS by accessing their tutorials.
- Learn about the federal hiring process.
- Learn about special hiring programs.



# Getting Started



## USAJOBS

Sign In

Help

Search

Create an account to get started — build your profile, create or upload resumes and apply for jobs.

Keyword:

Location:

U.S. Citizens  Federal Employees

**Search**

[Advanced](#) | [Map](#)

[Individuals with Disabilities](#) | [Veterans](#) | [Students and Recent Graduates](#) | [Senior Executives](#)

### Executive Director, Performance Improvement



Executive Director, Performance Improvement and Reporting Washington DC

[Read More](#) | [View All Spotlights](#)

Begin the process by signing into your USAJOBS account.

If you do not have an account, click “CREATE AN ACCOUNT.”

Go to <https://my.usajobs.gov/Help/get-started/> for more information on getting started.



# Create Your Account

## Welcome to USAJOBS!

USAJOBS is the official job site of the U.S. Federal Government. It's your one-stop source for Federal jobs and employment information.

With your new account you'll be able to:

- Build and store up to five distinct resumes
- Save and automate job searches
- Save and apply for jobs
- Search by Agency, Occupation, Location...
- Apply to Federal Agencies
- Learn how to use USAJOBS
- Learn about the Federal hiring process
- Discover special hiring programs
- See which jobs are in demand

**Be advised that only one account can be created for each email address.**

**Be sure the email account you use is only accessible by you and the email account is properly secured.**

Primary Email

*All fields are required unless otherwise noted*

Confirm Primary Email

Username

Username must be between **8** and **20** alphanumeric characters, must contain at least one letter (i.e. can't be all numbers), and may only contain the following special characters: underscore(\_), ampersand(&), and period(.).

What is your email format preference?

Text  HTML

Some email providers block HTML messages. Select "Text" to ensure your emails go through.

### Terms and Conditions

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 unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.

Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

[I agree. Create my account.](#)

Once your Email and User Name have been entered, click "I agree. Create my account." You will be guided through remainder of the account creation process.

Reminder: Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.



# Create a Resume



From your “My Account” page, click “Resumes.”

**USAJOBS**

John Help Search

**My Account**

- My Account
- Profile
- Resumes
- Saved Searches
- Inbox
- Saved Jobs
- Saved Documents
- Application Status

**My Account – John Doe**

**Last Login:**  
06/15/2016 08:43 AM ET

**Last Profile Update:**  
07/21/2015 01:31 PM ET

[Edit Profile](#)

**Did You Know?**

Welcome to your USAJOBS account!

Did you know about all the USAJOBS resources to help you find federal job opportunities easier, faster and smarter?

Here's just a few ways USAJOBS can help you:

- Visit the [Help Center](#) for all types of information including job search tips, federal job eligibility criteria, special hiring paths and how to use USAJOBS tools
- Join the conversation by visiting the USAJOBS [Facebook](#) page and following [Twitter](#) updates

[Return to top](#)



# Create a Resume



USAJOBS

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- My Account
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## Resumes

1 of 5 resumes

USAJOBS allows you to store resumes that can be used to apply online to government agencies. You may wish to update your resume(s) before you submit the resume to a specific job opportunity announcement. **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 be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

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

## List Resumes

Resume 1: First  
[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#)

Status: Not Searchable  
[Make Searchable](#)

Format: USAJOBS Resume  
 Source: Built with USAJOBS Resume Builder

[Build New Resume](#) [Upload New Resume](#)

## Tips

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

**Renew:** Selecting the Renew link resets the expiration of your searchable resume and allows your resume to be searchable for an additional 18 months.

**Acceptable files:** Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.

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

The “Build New Resume” option allows you to create or build a resume using the USAJOBS Resume Builder.

The “Upload New Resume” option allows you to upload your own resume(s) from your computer.

NOTE: You may store a total of 5 resumes.



# Create a Resume – Work Experience

### Add/Edit Work Experience

**Work Experience** All fields are required unless otherwise noted

Employer Name	Formal Job Title
<input type="text"/>	<input type="text"/>
Employer Address 1	Start Date
<input type="text"/>	--Select--
Employer Address 2	--Select--
<input type="text"/>	End Date
Country	--Select--
United States	--Select--
Postal Code	Salary <small>Optional</small>
<input type="text"/>	<input type="text"/> USD <input type="text"/> Per Year
City/Town	Average Hours per week
<input type="text"/>	<input type="text"/>
State/Territory/Province	May we contact your supervisor? <small>Optional</small>
--Select--	<input type="radio"/> Yes
	<input checked="" type="radio"/> No
	<input type="radio"/> Contact me first
	Is this a Federal Civilian position? <small>Optional</small>
	<input type="radio"/> Yes
	<input checked="" type="radio"/> No

Duties, Accomplishments and Related Skills (5000 characters remaining)

[Problems with formatting when pasting from Microsoft Word?](#)

After selecting “Build New Resume,” enter a name for your new resume and select “Save” then select “Add Work Experience.” To build your work experience, you should complete all required fields and then select “Save Experience.”



# Create a Resume – Education Experience

## Add/Edit Education Experience

**i** 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](#).

**Education** ? *All fields are required unless otherwise noted*

School or Program Name  Major  *Optional*

Country   Minor  *Optional*

Postal Code  GPA  *Optional* of GPA Max.  *Optional*

City/Town  Total Credits Earned  *Optional*

State/Territory/Province   System for Awarded Credits  *Optional*

Semester Hours  
 Quarter Hours  
 Continuing Education Units

Degree/Level Attained

Completion date   *Optional* Honors   *Optional*

Relevant Coursework, Licensures and Certifications (2000 characters remaining)  *Optional*

[Problems with formatting when pasting from Microsoft Word?](#)

Cancel Save Education

After adding your work experience select “Education” and then select “Add Education.” To build your education experience, you should complete all required fields and then select “Save Education.”



## Create a Resume - References

### Add/Edit References

Name *Required*

Employer

Title

Phone

Email

Reference Type  
 Professional  
 Personal

Cancel

Save Reference

After adding your education select “References” and then select “Add Reference.” To build your references, you should complete all required fields and then select “Save Reference.”



# Create a Resume – Other Qualifications

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John Help Search

USAJOBS is designed to time out after 30 minutes of inactivity. Please save your work often. [More details.](#)

- My Account
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- Saved Jobs
- Saved Documents
- Application Status

## Resumes - Edit

Resume name  
NEW

Experience Education References **Other** Preview and Finish

### Other Qualifications

#### Job Related Training

#### Language Skills

#### Organizations/Affiliations

#### Professional Publications

#### Additional Information

After adding references select “Other.”

There are no required fields in this section.

You have the opportunity to provide information associated with:

Any job related training you have completed .

Language skills you may have.

Any specific organizations or affiliations that you are a member of.

Professional publications.

Additional information that you want potential employers to be aware of.

When you have completed the Other section, click “Save & Continue” to move to the next section.



# Preview and Finish



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## Resumes - Edit

Experience Education References Other **Preview and Finish**

### Preview and Finish

Print Resume

**John Doe**  
 Albany GA 31707  
 Mobile 123-456-7891  
 Evening Phone 123-456-7892  
 Day Phone 123-456-7893  
 John.doe@usmc.mil

**Availability:** **Job Type:** Permanent, Temporary, Term, Detail, Internships  
**Work Schedule:** Full-Time, Shift Work

**Desired locations:** United States - GA - Albany United States - GA - Albany Marine Corps Logistics Base United States - IN - Crane United States - KY - Louisville United States - TN United States - GA United States - KY

**Work Experience:** **Marine Corps, Logistics Command, Organizational Development Office, Learning and Analysis Branch**  
 814 Radford Blvd  
 Bldg 3700  
 Albany, GA 31704 United States

**05/2016 - Present**  
**Salary:** 34.07 USD Per Year  
**Hours per week:** 40  
**Series:** 0343 **Pay Plan:** GS **Grade:** 11  
**Management / Program Analyst** (This is a federal job)  
**Duties, Accomplishments and Related Skills:**  
 My main task as a Management / Program Analyst is to Collect, review, evaluate and interpret data in order to influence managers or other officials to

After selecting “Save and Continue” in the “Other” section the “Preview and Finish” screen appears.

This final section allows you to Preview, Print, and Finish your resume.

Review all information for correctness.

Click “Previous” to edit information.

Click “Finish” to complete your resume.



# Upload a Resume



Once you have finished building your resume, you will be redirected to the Resumes page and can view, edit, duplicate, or delete previously built resumes.

You can also change the status of your built resume from Not searchable to Searchable by clicking on the “Make Searchable” link. You can change your resume status back to Not searchable at any time by clicking the “Make Non-Searchable” link.

To upload a saved resume, click “Upload New Resume.”

## USAJOBS

John   Help   Search

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### Resumes

1 of 5 resumes

USAJOBS allows you to store resumes that can be used to apply online to government agencies. You may wish to update your resume(s) before you submit the resume to a specific job opportunity announcement. **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 be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

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

### List Resumes

**Resume 1: First**      Status: Not Searchable

[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#)      [Make Searchable](#)

**Format:** USAJOBS Resume  
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[Build New Resume](#)   [Upload New Resume](#)

### Tips

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

**Renew:** Selecting the Renew link resets the expiration of your searchable resume and allows your resume to be searchable for an additional 18 months.

**Acceptable files:** Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX). Only text-based RTF, PDF, and Word documents will be



# Upload a Resume



USAJOBS

John

Help

Search

## Resume Uploader

*All fields are required unless otherwise noted*

You are able to upload and store five resumes to your My USAJOBS account. If the job accepts uploaded resumes, then your uploaded resume(s) will appear in the list of resumes you can use to apply for a job. It is suggested resumes be no longer than five pages.

### Upload a Resume

Uploaded resumes must be less than 3mb and can be in one of the following formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.

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 be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

[Sample Resume](#)

[What to Include](#)

Upload your existing resume by selecting a file below.

Please enter a unique name for this resume (100 characters max)

Select Document

Browse

Upload

[Back to Resume List](#)

Once on the Resume Uploader page, you will see the different document formats that are acceptable for uploading (e.g. doc, docx, rtf, pdf, png, gif, jpg, jpeg). You are also able to view a “Sample Resume” and tips on “What to Include” in your resume.

To upload your resume, you are required to enter a name (e.g., Resume-October2011) for each resume that you upload.

- Use “Browse” to select the resume that you wish to upload.
- Click “Upload.”



# 5 Resume Limit



After a successful upload, you will return to the “Resumes” page where you can view or delete your uploaded resume(s). You can also change the status of your uploaded resume(s) from Not searchable to Searchable by clicking on the “Make Searchable” link. You can change your resume status back to Not searchable at any time by clicking the “Make Non-Searchable” link.

**Note: You can only make one resume searchable at a time.**

The number of resumes you have created or uploaded will display. To build or upload additional resumes, simply repeat the steps described in this tutorial. **Remember, you can only have 5 resumes on file at any time.**

**USAJOBS**

John Help Search

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**Format:** USAJOBS Resume  
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[Build New Resume](#) [Upload New Resume](#)



# Making Your Resume Searchable

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Making your resume searchable will add it to the USAJOBS Resume Mining collection. Resume Mining allows HR specialists and hiring managers from federal agencies to search resumes of jobseekers who have USAJOBS accounts in order to seek applicants for their announcements

## To make your resume searchable

- Navigate to your Resumes in your account.
- Select the “Make Searchable” link next to the resume of your choice.

## Important Details

- Only one of your resumes can be made searchable at a time.
- If you wish to remove your resume from the Resume Mining collection select the “Make Non-Searchable” link.
- Your resume will only remain searchable for 16 months unless it is renewed.