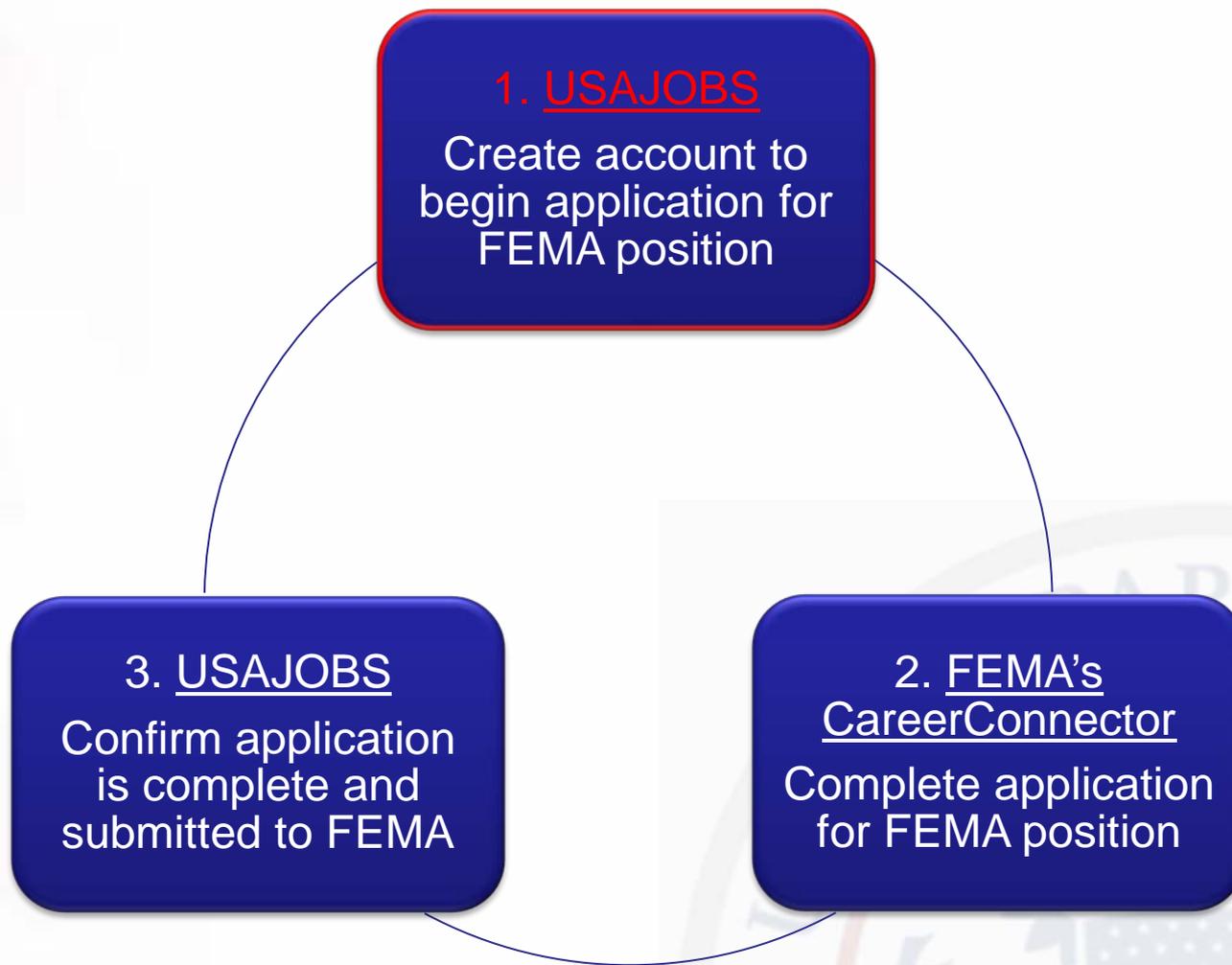


# Applying to the FEMA Reservist Program



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# USAJOBS Overview

- OPM's one-stop-website for applying for Federal employment
  - Applicants create a USAJOBS account to store basic profile information that can be reused when applying to Federal job postings
- Provides application status updates
- Excellent source of information to aid in navigating and completing the Federal application process
  
- Visit USAJOBS at <http://www.usajobs.gov>
- Use USAJOBS to upload an existing resume or create a new resume using the resume builder
  - Resume Tips:  
<http://www.usajobs.gov/ResourceCenter/Index/Interactive/ResumeAndApplicationTips#icc>
- Use USAJOBS to upload supporting documentation (optional)



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# Reservist Program Application & USAJOBS

- USAJOBS is the website used to create and store a resume and supporting documentation for any type of Federal employment, including positions with the Reservist Program.
- All Reservist Program vacancies will be announced through USAJOBS.
- To apply for any Reservist Program vacancy a DAE must have a USAJOBS account.

**Slides 4 – 9 explain how to set up an account**

**Slides 10 – 24 explain how to build a resume within USAJOBS**

**Slide 25 explains how to upload a pre-existing resume**

**Slide 26 – 29 discusses other useful USAJOBS uploading options**



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# Creating an Account with USAJOBS

- Go to <http://www.usajobs.gov>

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" which is circled in black. Below the navigation bar, the USAJOBS logo is displayed in red, with the tagline "WORKING FOR AMERICA" in black. Below the logo, there are two search input fields labeled "What:" and "Where:". A blue question mark icon is positioned between the two fields. Below the "Where:" field, there is a link for "Advanced Search >". Below the search fields, there is a blue button labeled "Search Jobs" with a right-pointing arrow. At the bottom of the page, there is a grey bar with links for "Individuals with Disabilities", "Veterans", "Students and Recent Graduates", and "Senior Executives". A green callout box with a black border contains the text "New users must first register with USAJOBS" and has an arrow pointing to the "SIGN IN OR CREATE AN ACCOUNT" button.



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# Creating an Account – Personal Information

Search Jobs My Account Info Center SIGN IN OR CREATE AN ACCOUNT

**USAJOBS**  
"WORKING FOR AMERICA"

**Create New Account**

**Welcome to USAJOBS!**

USAJOBS is the official job site of the US 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
- Learn how to use USAJOBS
- Learn about the federal hiring process
- Discover special hiring programs
- Search by Agency, Occupation, Location...
- See which jobs are in demand
- Apply to Federal Agencies

**Form Sections:** [Personal Information](#) | [Account Information](#) | [Current Goal](#) | [Citizenship Status](#) | [Veterans' Preference](#)

\* Required information

**Personal Information**

* First Name	<input type="text" value="A"/>
Middle Name	<input type="text"/>
* Last Name	<input type="text" value="Test"/>
* Home Address	<input type="text" value="123 Main St"/>
Home Address 2	<input type="text"/>
* City/Town	<input type="text" value="Mayberry"/>
* State/Territory/Province	<input type="text" value="- SELECT -"/>
* Postal/Zip Code	<input type="text" value="20000"/>

\* Indicates a required field.



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# Creating an Account – Personal Information

### Account Information [Top](#)

\* Username  Use between **4** and **20** characters

\* Password  Your password must contain:  
- At least 8 characters (20 maximum)  
- At least one upper case letter  
- At least one lower case letter  
- At least one number  
- At least one symbol (! @ # \$ % ^ & \*)

\* Re-enter Password

 To help remember and protect your password, supply some personal "hints" by selecting three different Password Questions and answers. Knowing this information can help you quickly reset your "MY USAJOBS" account using our automated account resetting tool.

\* Password Question 1  ▾

\* Your Answer

\* Password Question 2  ▾

\* Your Answer

\* Password Question 3  ▾

\* Your Answer

---

### Current Goal [Top](#)

My current goal is:

Character Count: 0 (500 characters max)

Continue to complete the registration



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# Creating an Account – Personal Information

**Veteran's Preference does not apply for the Reservist Program selection process**

**Continue to complete the registration**

## Citizenship Status

\* Are you a U.S. Citizen?  Yes  No

If you answered no to the above question, please provide your country of citizenship.

Country of citizenship:

## Veterans' Preference:

[Top](#)

- \* Do you claim [Veterans' Preference](#)?  No
  - 5-point preference based on active duty in the U.S. Armed Forces
  - 10-point preference for non-compensable disability or a purple heart
  - 10-point preference based on a compensable service-connected disability of 10 percent or more, but less than 30 percent
  - 10-point preference based on wife, widow, or widower preference
  - 10-point preference based on a compensable service-connected disability of 30 percent or more

## Terms and Conditions

This U. S. 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. ▶**

**Click when finished.**

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

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.



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# Editing an Account – Access Profile

Home Search Jobs My Account Resource Center

- My Account - Main Page
- Profile**
- Resumes
- Saved Searches
- Saved Jobs
- Saved Documents
- Application Status

What: Where: [Advanced Search >](#)

[Search Jobs ▶](#)

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

Follow USAJOBS   

1. Float the cursor over My Account to see your profile options.

2. Click "Profile" to access and edit your account information.



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# Account Main Page – My Account Overview

Search Jobs My Account Info Center Welcome Al | Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs Keyword Tips ?  
What: (keywords) Where: (U.S. city, state or zip code)

[Browse Jobs >](#) [Advanced Search >](#) [International Search >](#)

**My Account**  
**A Test**  
**Current Goal:**  
Last login:

[Change Photo](#)

**Edit Profile** ▶

**Highlights from USAJOBS**

New to government postings jobs? Wonder what your "Pay Grade" means? To find the salary breakdown for General Schedule (GS) positions, please [click here](#) for a full overview.

**Saved Jobs** ▲

**Saved Documents** ▲

**Application Status** ▲

**Resumes** ▲

**Saved Searches** ▲

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Information Policy](#)

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

**From This Page You Can:**

- Edit Profile details
- Build a Resume
- Create Saved Searches & Search Jobs
- View previously Saved Jobs
- View Saved Documents
- Check Application Status of applied jobs and create email notifications



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# Resumes in USAJOBS

The screenshot shows the USAJOBS user account interface. At the top, there are navigation links for 'Search Jobs', 'My Account', and 'Info Center'. The 'My Account' section includes a profile picture placeholder, 'My Account A Test', 'Current Goal', and 'Last login'. Below this is a 'Change Photo' link and an 'Edit Profile' button. The 'Resumes' section is highlighted with a green callout box. It contains two buttons: 'Build New Resume' and 'Upload New Resume', both of which are circled in red. Below these buttons, text states: 'You currently do not have any resumes. You can have a maximum of 5 resumes. You are able to upload and store 2 uploaded resumes.' There is also a 'View All Resumes' link. Other sections include 'Highlights from USAJOBS', 'Saved Jobs', 'Saved Documents', and 'Saved Searches'. The footer contains links for 'Site Map', 'Contact Us', 'Help/FAQs', 'Employers', and 'Privacy Act and Public Burden Information', along with 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.'

**You have the choice to upload a resume or build one online using USAJOBS Resume Builder.**

**\*You may store up to 5 resumes and you may use the same resume to apply for multiple positions.**



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# Resume Builder – Step 1: Getting Started

Search Jobs My Account Info Center Welcome AI | Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs Keyword Tips  
What: (keywords) Where: (U.S. city, state or zip code)  
[Browse Jobs >](#) [Advanced Search >](#) [International Search >](#)

## Resume Builder

USAJOBS' Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

**1. Getting Started** 2. Experience 3. Related Information 4. Finishing Up [Preview your resume](#)  
Only information already saved will display in Print Preview.

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields. Click on the ? after each title for more information.

### Confidentiality

Select **confidential** to hide your contact information, current employer name, and references from recruiters performing resume searches.

Confidential  Non-Confidential

### Candidate Information

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

\* **Name Your Resume** Created with Resume Builder - #1 [What is this?](#)

\* **First Name** A

**Middle Name**

\* **Last Name** Test

\* **Social Security Number** \*\*\*-\*\*-6789 [Edit Social Security Number](#)

Name your resume, verify and complete personal information (SSN, phone number, etc.).



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# Resume Builder – Step 1: Getting Started

\* City/Town

\* State/Territory/Province

\* Home Postal/ZIP Code

\* Country

\* Email

\* Phone Numbers

Day Phone

\* Are you a U.S. Citizen?  Yes  No

\* Do you claim veterans' preference?  Yes  No [Does this apply to me?](#)

Selective Service  Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25.

**Highest Career Level Achieved** ?

Note: This will change the Career Level on all your resumes.

**Federal Employee Information** ?

\* Are you or were you ever a Federal civilian employee?  Yes  No

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

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.

Click here to go to Step 2: Experience



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# Resume Builder – Step 2: Experience

Enter your most recent work experience

Search Jobs My Account Info Center Welcome A! | Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs Keyword Tips  
What: (keywords) Where: (U.S. city, state or zip code)  
Browse Jobs > Advanced Search > International Search >

### Resume Builder

1. Getting Started **2. Experience** 3. Related Information 4. Finishing Up

**Preview your resume**  
Only information already saved will display in Print Preview.

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields. Click on the ? after each title for more information.

#### Work Experience ?

**Note:** If your resume is **confidential**, the name of your current employer (indicated by an end date of "present") will not be visible to recruiters performing resume searches.

\* **Employer Name** [text input]  
\* **City/Town** [text input]  
\* **State/Territory/Province** [text input: DC]  
\* **Country** [dropdown: US]  
\* **Formal Title** [text input]  
\* **Start Date** [dropdown: March] [dropdown: 2011]  
\* **End Date:** [dropdown: - SELECT -] [dropdown: Present]  
**Salary** [text input: \$00.000] [dropdown: USD] [dropdown: Per Year]  
\* **Average Hours per week** [text input: 40]  
May we contact your supervisor?  Yes  No  Contact me first  
Is this a Federal position?  Yes  No  
\* **Duties, Accomplishments and Related Skills**  
[text area]

Resume Builder allows for multiple jobs within same start/end date period (e.g. two part-time jobs, etc.)



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# Resume Builder – Step 2: Experience

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs Keyword Tips  
What: (keywords) Where: (U.S. city, state or zip code)  
Browse Jobs > Advanced Search > International Search >

### Resume Builder

1. Getting Started 2. Experience 3. Related Information 4. Finishing Up [Preview your resume](#)  
Only information already saved will display in Print Preview.

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields. Click on the ? after each title for more information.

#### Work Experience

**Note:** If your resume is **confidential**, the name of your current employer (indicated by an end date of "present") will not be visible to recruiters performing resume searches.

- \* Employer Name
- \* City/Town
- \* State/Territory/Province
- \* Country
- \* Formal Title
- \* Start Date
- \* End Date:
- Salary
- \* Average Hours per week
- May we contact your supervisor?
- Is this a Federal position?
- \* Duties, Accomplishments and Related Skills

Character Count: 32 (3,000 character limit)

Spell Check ✓

Save and Add Experience ▶

To edit your work experience, click the employer name below, make your edits, and then click "Save and Update" button.

Employer Name	City, State	Job Title	Start Mo./Yr.	End Mo./Yr.
<a href="#">MadeUp</a>	Mayberry, DC		3/2011	Present

For each position include duties, accomplishments, & related skills.

The Resume Builder allows for up to 5,000 characters.

Notice how the experience you first entered is listed below

Click here to go to Add additional experience



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# Resume Builder – Step 2: Education

OR

I don't have any relevant work experience.

To edit your work experience, click the employer name below, make your edits, and then click the "Save and Update" button.



### READ THIS - important notice before listing your Education!

Only list degrees from schools that have been accredited by accrediting institutions recognized by the U.S. Department of Education or other education that meet the provisions of the Office of Personnel Management's Operating Manual. [Learn more!](#)



## Education ?

\* School or Program Name

\* City/Town

\* State/Territory/Province

\* Country

\* Degree/Level Attained

Degree/Level Clarifications

Completion Date

Major

Minor

GPA  of GPA Max.

Total Credits Earned

System for Awarded Credits  Semester Hours  
 Quarter Hours  
 Other

Honors

### Relevant Coursework, Licensures and Certifications

Add any education or select that you do not have education



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# Resume Builder – Step 2: Education Error Catch



Search Jobs

[Keyword Tips](#)

What: (keywords)

Where: (U.S. city, state or zip code)

[Browse Jobs >](#)

[Advanced Search >](#)

[International Search >](#)

Errors/omissions will be clearly displayed.

• [Degree/Level Attained Is Required](#)

## Education

\* School or Program Name

F

\* City/Town

\* State/Territory/Province

District of Columbia

\* Country

US

**X** Degree/Level Attained

- SELECT -

[Degree/Level Clarifications](#)

Errors/omissions will be clearly displayed.



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# Resume Builder – Step 2: Job Related Training

Honors Select

**Relevant Coursework, Licensures and Certifications**

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

Character Count: 0 (2,000 character limit)

**Spell Check** ✓

**Save and Add Education** ▶

**OR**

I don't have any relevant education.

**Job Related Training** ?

List the titles and completion date of training courses that are relevant to the position you are seeking.

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

Character Count: 0 (max. 5,000 characters)

**Spell Check** ✓

**Save & Previous** **Save for Later** **Save & Continue** ▶

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

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.

Add any job related training prior to moving to the next step

Click here to go to Step 3: Related Information



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# Resume Builder – Step 3: Related Information

Search Jobs My Account Info Center Welcome AI | Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs Keyword Tips ?  
What: (keywords) Where: (U.S. city, state or zip code) ▶  
[Browse Jobs >](#) [Advanced Search >](#) [International Search >](#)

### Resume Builder

1. Getting Started 2. Experience **3. Related Information** 4. Finishing Up  **Preview your resume**  
Only information already saved will display in Print Preview.

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields. Click on the ? after each title for more information.

#### References ?

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

Name:

Employer:

Title:

Phone:

Email:

Reference Type:  Professional  Personal

**Add Reference ▶**

#### Additional Language Skills ?

Language:

Spoken:  None  Novice  Intermediate  Advanced

Written:  None  Novice  Intermediate  Advanced

In Step 3, you can add references, language skills, affiliations, professional publications, and additional information



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# Resume Builder – Step 3: Related Information

**Affiliations** ⓘ

Organization Name:

Affiliation/Role:

**Professional Publications** ⓘ

Enter any professional publication information.

[Problems with formatting when pasting](#)

Character Count: 0 (5,000)

**Additional Information** ⓘ

Enter job-related honors, awards, or other information (such as computer software proficiency or typing speed) or any other information.

Need more space? [Expand this field](#)

**Add Affiliation**

USAJOBS -

<https://my.usajobs.gov/help/help.aspx?k=/resume/resumebuilderwizard3.aspx#affili...>

**Affiliations**

Use this optional section to include relevant affiliations. To complete the section, enter the organization name, followed by your role/title/affiliation. Volunteer work and other memberships may also be included in this section.

**Professional Publications**

Use this optional section to include any professional publications to which you have contributed. To complete the section, enter the publication name and any other relevant information in the space provided.

**Additional Information**

Use this optional section to supply additional information about honors, awards, leadership activities, public speaking engagements, skills (such as computer software proficiency or typing speed) or any other information requested in a specific job announcement. For additional space, click the link above the text field.

**Please note:** Information provided in this section may be considered as part of an on-line application, but likely will not constitute a complete application. If you are applying on-line, you must complete all parts of the application process as directed by the job announcement and on screen instructions.

**Availability**

**What type of work are you willing to consider?**

Use this optional section to provide recruiters with more information on the type of position you are seeking. Check all that apply.

See below for work type definitions:

**Permanent:** Appointments with no time limitation. If the permanent appointment is on a full time or part time work schedule, you are eligible for all benefits and entitlements. You are



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# Resume Builder – Step 3: Related Information

In Step 3, you can also select your availability and specific work environment

## Availability

**Note:** Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration.

### What type of work will you be willing to accept?

- Permanent
- Temporary
- Term
- Intermittent
- Detail
- Temporary Promotion
- Summer
- Seasonal
- Federal Career Intern
- Student Career Experience

### What type of work schedule will you be willing to accept?

- Full Time
- Part Time
- Shift Work
- Intermittent
- Job Share

The Reservist Program will continue to be intermittent work.

## Looking for a Specific Work Environment

**Note:** Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration.

### Please select your desired work environment

- Student
- Undergraduate
- Graduate
- Post-graduate
- New Professional
- Mid-Career Professional
- Retiree
- Federal Retiree
- Highly Mobile
- Revolving
- Term
- Mission-Focused
- Experienced Professionals
- Requires Flexibilities
- Telework
- Part-Time
- Alternative Work Schedule



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# Resume Builder - Step 3: Related Information

## Looking for a Specific Work Environment

**Note:** Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration.

### Please select your desired work environment

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Student                   | <input checked="" type="checkbox"/> Undergraduate  | <input type="checkbox"/> Graduate                |
| <input type="checkbox"/> Post-graduate             | <input type="checkbox"/> New Professional          | <input type="checkbox"/> Mid-Career Professional |
| <input type="checkbox"/> Retiree                   | <input type="checkbox"/> Federal Retiree           | <input type="checkbox"/> Highly Mobile           |
| <input type="checkbox"/> Revolving                 | <input type="checkbox"/> Term                      | <input type="checkbox"/> Mission-Focused         |
| <input type="checkbox"/> Experienced Professionals | <input type="checkbox"/> Requires Flexibilities    | <input type="checkbox"/> Telework                |
| <input type="checkbox"/> Part-Time                 | <input type="checkbox"/> Alternative Work Schedule |  |

## Desired Locations

**Note:** Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration. Please select the Desired Location(s) you are willing to work in.

(For multiple locations, hold down the <Ctrl> key (PC) or <Command> key (Mac) as you select.)

Choose State then Locale(s)

<ul style="list-style-type: none"><li>Connecticut</li><li>Delaware</li><li>District of Columbia</li><li>Florida</li><li>Georgia</li><li>Guam</li><li>Hawaii</li></ul>	<ul style="list-style-type: none"><li>All District of Columbia</li><li>Washington/Metro</li></ul>	<p>Click arrow to add ('X' to delete)</p> <ul style="list-style-type: none"><li>Maryland - All Maryland</li><li>Virginia - All Virginia</li></ul>
---	---	---

**ADD** **DELETE**

Show locations for this region:

[United States](#) | [Africa](#) | [Asia](#) | [Europe](#) | [North America](#) | [South America](#) | [Australia](#) | [Caribbean and Central America](#) | [Middle East](#)

[Save & Previous](#)

[Save for Later](#)

[Save & Continue](#)

Click here to go to Step 4: Finishing Up

[Site Map](#) | [Contact Us](#) | [Help/FAQs](#) | [Employers](#) | [Privacy Act and Public Burden Information](#)

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USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.



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# Resume Builder – Step 4: Finishing Up

Search Jobs My Account Info Center Welcome A! Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs Keyword Tips  
What: (keywords) Where: (U.S. city, state or zip code)  
[Browse Jobs >](#) [Advanced Search >](#) [International Search >](#)

### Resume Builder

I. Getting Started 2. Experience 3. Related Information **4. Finishing Up** [Preview your resume](#)  
Only information already saved will display in Print Preview.

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields. Click on the ? after each title for more information.

#### Make Searchable

Activating your resume will allow recruiters to find your resume during resume searches.

OR  **Activate Resume**

Save your resume. Before you Save for Later, please [preview your resume](#) the information displays correctly. To make future changes to your resume, click Resumes on your My Account home page.

**Save for Later** **Save & Previous**

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

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.



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# Resume Status

The screenshot displays the USAJOBS Resume Builder interface. At the top, there are navigation links for Search Jobs, My Account, and Info Center. The USAJOBS logo is prominently displayed. Search filters include 'What: (keywords)' and 'Where: (U.S. city, state or zip code)'. A 'Resumes' section contains a list of resumes, with the first one, 'Resume 1: Created with Resume Builder - #1', circled in red. This resume is in 'Searchable' status and was created using the 'USAJOBS Resume Builder'. Below the resume list are buttons for 'Build New Resume' and 'Upload New Resume'. A summary indicates that 1 of 5 possible resumes have been created, and 0 of 2 possible uploaded resumes have been created. A 'Tips' section provides information on making resumes searchable, acceptable file formats, and warnings about acceptance by agencies.

Search Jobs   My Account   Info Center   Welcome AI | Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs   Keyword Tips ?

What: (keywords)   Where: (U.S. city, state or zip code)

[Browse Jobs >](#)   [Advanced Search >](#)   [International Search >](#)

### Resumes

USAJOBS' Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

**Resume 1: Created with Resume Builder - #1**  
[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#) | [Renew](#)

**Status:** Searchable  
[Make Not Searchable](#)  
**Expiration Date:** 9/8/2012

**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 2 uploaded resumes; you have created 0 of 2 possible uploaded resumes.

### Tips

**Searchable:** Making your resumes searchable allows recruiters to find your resume during searches.  
**Note:** Uploaded resumes can not be searched.

**Acceptable files:** Uploaded resumes must be less than 3MB and in one of the following document formats: .doc, .docx, .jpg, .pdf, or .rtf

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

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

Note the resume has been saved and can be viewed and edited



# Resume Options

Search Jobs My Account Info Center Welcome AI | Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs Keyword Tips ?  
What: (keywords) Where: (U.S. city, state or zip code) ▶  
[Browse Jobs >](#) [Advanced Search >](#) [International Search >](#)

### Resumes

USAJOBS' Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

<b>Resume 1: Created with Resume Builder - #1</b> <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Delete</a>   <a href="#">Renew</a>	<b>Status:</b> Searchable <a href="#">Make Not Searchable</a> <b>Expiration Date:</b> 9/8/2012
<b>Format:</b> USAJOBS Resume <b>Source:</b> 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 2 uploaded resumes; you have created 0 of 2 possible uploaded resumes.

### Tips

**Searchable:** Making your resumes searchable allows recruiters to find your resume during searches.  
**Note:** Uploaded resumes can not be searched.

**Acceptable files:** Uploaded resumes must be less than 3MB and in one of the following document formats: .doc, .docx, .jpg, .pdf, or .rtf

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

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You can build a new resume with Resume Builder or you can upload a new resume directly from your computer



# Uploading a Pre-Created Resume

Search Jobs My Account Info Center Welcome AI | Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs Keyword Tips  
What: (keywords) Where: (U.S. city, state or zip code)  
[Browse Jobs >](#) [Advanced Search >](#) [International Search >](#)

### Resume Uploader

You are able to upload and store two 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. Uploaded resumes can not be converted to SES resumes.

**Required information**

#### Resume Basics

**Resume Title:**   
(e.g., Senior Marketing Director, Experienced Sales Manager)

#### 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).  
Upload your existing resume by selecting a file below.

**Resume File:**

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

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#)  
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.

You can upload a pre-created resume that resides on a computer

Name the resume (to display on USAJOBS) and choose which file to upload onto USAJOBS



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# My Account – Created Resumes List

The screenshot shows the USAJOBS 'My Account' page. At the top, there are navigation links for 'Search Jobs', 'My Account', and 'Info Center'. The USAJOBS logo is prominently displayed. On the right, there is a search bar with 'What: (keywords)' and 'Where: (U.S. city, state or zip code)' fields, along with links for 'Browse Jobs', 'Advanced Search', and 'International Search'. The 'My Account' section on the left includes a profile picture placeholder, 'My Account A Test', 'Current Goal', and 'Last login: 3/8/2011'. Below this are buttons for 'Change Photo' and 'Edit Profile'. A 'Highlights from USAJOBS' section contains a message about government postings and a link for salary breakdown. Below the highlights are sections for 'Saved Jobs', 'Saved Documents', and 'Application Status'. The 'Resumes' section is circled and contains two resume entries. The first entry is titled 'Created with Resume Builder - #1' and includes links for 'View', 'Edit', 'Duplicate', and 'Delete'. It lists 'Status: Not Searchable', 'Format: USAJOBS Resume', and 'Source: Built with USAJOBS Resume Builder'. The second entry is titled 'Resume created on my computer and Uploaded' and lists 'Status: Not Searchable', 'Uploaded resumes can not be searched.', and 'Source: Uploaded from my computer'. Below the list are buttons for 'Build New Resume' and 'Upload New Resume'. A summary states: 'You have created 2 of 5 possible resumes. You are able to upload and store 2 uploaded resumes; you have created 1 of 2 possible uploaded resumes.' At the bottom of the resumes section is a 'View All Resumes' link. The footer contains links for 'Site Map', 'Contact Us', 'Help/FAQs', 'Employers', and 'Privacy Act and Public Burden Information', along with 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.'

**Note that all resumes (created with Resume Builder or uploaded from your computer) will be listed here**



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# Uploading Documents on USAJOBS (Optional)

The screenshot shows the USAJOBS website interface. At the top, there are navigation links for 'Search Jobs', 'My Account', and 'Info Center'. The 'My Account' section is highlighted, showing a user profile with a 'Change Photo' link and an 'Edit Profile' button. Below this are links for 'Resumes' and 'Saved Searches'. The 'Saved Documents' link is circled in black, and a green callout box with an arrow points to it, containing the text: 'To upload supporting documentation on USAJOBS, click on "Saved Documents" under My Account'. The 'Upload a New Document' section is also visible, with a 'Cover Letter' dropdown, a 'Choose File' button, and a text input field for the attachment name. At the bottom, there are links for 'Site Map', 'Contact Us', 'Help/FAQs', 'Employers', and 'Privacy Act and Public Burden Information'.

Search Jobs   My Account   Info Center   Welcome At | Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs   Keyword Tips ?  
What: (keywords)   Where: (U.S. city, state or zip code)  

[Browse Jobs >](#)   [Advanced Search >](#)   [International Search >](#)

**My Account**  
**A Test**  
Current Goal:  
Last login: 3/6/2011

[Change Photo](#)   [Edit Profile](#)

[Resumes](#)   [Saved Searches](#)

[Highlights from USAJOBS](#)  
New to government postings jobs? Wonder what your "Pay Grade" means? Find out here: [Pay Grade Salary Breakdown](#)

[Saved Jobs](#)   [Saved Documents](#)

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

**Upload a New Document** ?  
Cover Letter   Choose File   No file chosen

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

[Upload](#)

You have saved 0 of 5 possible documents.

[Application Status](#)

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

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.



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# Uploading Documents on USAJOBS (Optional)

The screenshot shows the USAJOBS website interface. At the top, there are navigation links for Search Jobs, My Account, and Info Center. The main header includes the USAJOBS logo and search filters for keywords and location. The 'My Account' section displays a user profile with a 'Change Photo' link and an 'Edit Profile' button. Below this are links for Resumes and Saved Searches. The 'Upload a New Document' section features a dropdown menu for document type (currently set to 'Cover Letter'), a 'Choose File' button, a text input field for the attachment name, and an 'Upload' button. A green callout box on the right provides the following instructions:

- Use the dropdown menu to select the document type
- Click "Browse" to locate the file
- Enter a name for the attached file
- Click "Upload"

At the bottom of the page, there are links for Site Map, Contact Us, Help/FAQs, Employers, and Privacy Act and Public Burden Information. 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."



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# Uploading Documents on USAJOBS (Optional)

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 ▼

The list of uploaded supporting documentation will be displayed

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 - Performance Appraisal</b> <a href="#">View</a>   <a href="#">Delete</a>	Date Uploaded: 3/2/2010
<b>Document 2:</b>	 <b>Other - KSAs</b> <a href="#">View</a>   <a href="#">Delete</a>	Date Uploaded: 3/2/2010
<b>Document 3:</b>	 <b>SF-50 - SF-50</b> <a href="#">View</a>   <a href="#">Delete</a>	Date Uploaded: 3/2/2010
<b>Document 4:</b>	 <b>Other - Qualifications Letter</b> <a href="#">View</a>   <a href="#">Delete</a>	Date Uploaded: 5/25/2012



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