

## Basic Tips & Tricks

*These tips will help you as you apply for jobs with the Federal Government.*



► *Print out the Vacancy Announcement and highlight important items, e.g. deadlines for submission of supporting documents, closing date, contact information, etc.*

### **Be Prepared!**

► *Most announcements close at 12:00 Midnight (EST-*

*Eastern Standard Time), so remember to convert to your local time zone so that you submit your application prior to the 12:00 Midnight (EST) deadline.*

► *Preview the vacancy announcement questions at the bottom of the "Qualifications" tab before applying for the vacancy.*

- *Make sure your resume supports your answers to all multiple choice questions.*
- *Formulate your answers to 'essay' questions using a word processor so you can get a word count AND run spell-check.*
- *Don't copy and paste sections of your resume as your answer to any 'essay' question.*

*This will save you time and allow you to provide the best possible response to the questions.*

► *After preparing your answers, complete the application by answering the multiple choice questions and pasting your essay answers into essay questions of the application.*

► *Remember to have your answers e-mailed to you once you have finished answering all of the questions and you are ready to submit completed application for the position.*

## Emergency Contact

Don't hesitate to contact USA Jobs Support Service (Help Desk) via their e-mail address if you have any difficulties or questions.

Their e-mail address is:

**[mayday@fedjobs.gov](mailto:mayday@fedjobs.gov)**



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## Tips & Tricks for USA Jobs



## Your Resume



**Your Resume should reflect you!**

When creating your resume, decide if it will be 'searchable.' In the event an agency or department decides to search the resume database, if your resume is not 'searchable', then you may miss out on a job opportunity.

Remember the system allows up to five (5) different resumes, so don't be afraid to tailor resumes for specific positions.

### "Work Experience, Education & Job Training"

Make sure that under 'Duties, Accomplishments, and Related Skills' that you list your major duties of all of the jobs you've held, awards you've received, or skills you've learned. You have 3000 characters so use them well, and don't forget to spell-check. Remember: to add further work experience, use the "+Add Work Experience" button.

The Education section should list all educational institutions that you have attended. Make sure that you include any 'Relevant Coursework, Licensures, and Certifications' within the 2000 character limit.

Job Related Training should include all the different types of training that you have participated in — DOI Learn courses, USDA Graduate School, Universities, Colleges, etc.

### "References"

References should include both professional and personal references. Make sure that these are up-to-date prior to applying for any position

### "Languages, Affiliations & Publications"

Additional Language Skills can be referenced regard-

ing your proficiency in speaking, reading or writing a foreign language. Professional Affiliations should highlight community involvement, civic groups, etc. Professional Publications which you have authored should be included here.

### "Related Information on Your Resume"

Additional Information includes job-related honors, leadership activities, skills, etc. You can also specify what type of work and work schedule you are willing to accept; such as, part-time, term, etc. You can also specify the locations where you desire to work —by choosing the State, then the Locale and adding those States/Cities to your 'Desired Location List.'

## Your Job Search Agents



**Let USA Job Search Agents do the Work for**

You can create up to ten (10) different Search Agents that will search for job vacancies for you. Search Agents can be as generic or specific as you want. You can specify series, locations, grade levels, even Department or Agency specifics. Search Agents are active until you delete them.

Search Agents will send you 'e-mail' reminders as frequently you want so you don't need to 'log' onto USA Jobs on a daily basis and search for open vacancies.

**\*Special Note: Be aware of the 'Applicant Eligibility' Section. Selecting the 'wrong' answer here may unnecessarily limit the type of vacancy announcements you receive!**

- **The system defaults to 'No', which means you will ONLY receive 'DEU-Delegate Examining Unit' vacancies—which are open to any U.S. Citizen!**
- **If you can answer 'Yes' to any of the 'Applicant Eligibility' statements, you will receive both 'MP-Merit Promotion' AND 'DEU-Delegated Examining Unit' vacancy announcements.**

## Reviewing 'My Applications'



**Review!  
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This feature allows you to track the different vacancy announcements for which you have applied. If you need to review any submitted application, you can select its Job Title from within 'My Applications.' Once selected, you will be able to review the vacancy announcement for that position.

***\*It's always a good idea print out a hard copy of vacancy announcements so you have a permanent copy of contact information, etc., easily available to you even when you don't have access to the internet!***

## Uploading Supporting Documents to 'My Portfolio'



**Read the Vacancy Announcement**

Supporting documents such as Transcripts, DD-214, OF-306, SF-50, and SF-15, can be uploaded via 'My Portfolio'.

***\*Some Departments/Agencies do NOT have the ability to receive supporting documents via their USA Jobs account. Read the vacancy announcement to see if you must submit these supporting documents via e-mail, fax, and/or mail. This information, as well as deadlines, is usually contained within the vacancy announcement.***

## Review 'My Account Profile'



**Check & Change!**

**Keep your Account Profile up-to-date!**

**Maintain a current e-mail address!**