



US Army Corps  
of Engineers®  
St. Paul District

## *Employment Information*

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### **How to Apply**

This website provides information on job vacancies available in all **FEDERAL AGENCIES**.

- Search for current Federal vacancies at <http://www.usajobs.com/>
- Click on “**Search Jobs**” on the top left-hand side of page to search by specific Vacancy Announcement Number, job category, or geographical location.
- Specific instructions on submitting an application package can be found by clicking on “**How to Apply**”.
- Start the application process by clicking “**Apply Online**” from the job announcement.
- Login or create your USAJOBS account. Before you can apply for any open positions, you must have a current resume in the database.
- Click on “**Apply for this position now!**”
- You will be directed to “**Application Manager**” and click on “**Proceed with my Application**”

### **PLAN AHEAD**

- Take time to develop a strong resume. You may create and store multiple resumes and choose the best for each application you submit.
- Clearly describe your duties and level of experience
- Avoid jargon and acronyms
- Check grammar and spelling Include beginning and ending dates for each job
- Review and update to reflect current assignment
- Locate supporting documents such as DD214, transcripts and licenses and upload to USAJOBS account in appropriate sections.

**NOTE: It is important to read the job announcement carefully and provide all information and documentation requested. Failure to do so will cause you to lose consideration in the screening process.**