Employment Information

How to Apply

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

- 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.