

USAJOBS is the official job site of the U.S. Federal Government where you can search and apply for jobs.

<https://www.usajobs.gov/>

With a USAJOBS account you can:

- Create a personal profile
- Create or upload up to five distinct resumes
- Search for jobs by agency, occupation, location and more
- Save job searches and receive automatic notifications
- Save jobs of interest
- Learn about the Federal hiring process and special hiring programs

Where do I start?

It's important you create an account and a profile. Your account and profile are used to help complete the job application, as well as improve job search results.

Create a USAJOBS account

Your account includes all the information needed to apply to a federal job. You'll be asked to create a profile, which includes information such as name, address and other important details that are submitted for each job application. Your profile allows you to manage these personal details in one place.

Learn how to create an account: <https://www.usajobs.gov/Help/how-to/account/>

Learn how to create a profile: <https://www.usajobs.gov/Help/how-to/account/profile/>

Create or upload a resume

You can either upload a resume or create one using the Resume Builder. You can store up to five unique resumes within your account—this will help you target your resume to different types of jobs.

Upload a resume

If you upload a resume, it must meet the following requirements: • The document size is less than 3 MB. • In an acceptable format such as: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

Important tip: If you save five resumes and want to add a new one, you'll have to delete one of the existing five.

Search for jobs

Take advantage of the USAJOBS search tool—the more details you provide, the more effective your results will be.