



How to Successfully Apply for Federal Jobs & Internships

USAJobs.com

Slides 2-14 – Basics

Slide 15-22 – Example of Job Announcement

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HOW to apply for a Federal Job

- **Time allocation**
- **Due diligence**
- **USAJobs website**
- **Resume preparation**

www.USAJobs.gov website Login


 An official website of the United States government

USAJOBS

You now need to create a login.gov account to sign in to USAJOBS

To maintain your existing profile: 1. Use your existing USAJOBS email address and 2. Create a new password.

Continue

to  LOGIN.GOV and select "Create account"

Already created a login.gov account?

Sign in

By clicking "Continue" or "Sign in" you agree to our [terms and conditions](#).

FAQs

What is login.gov?

Login.gov is a service that offers secure and private online access to government programs, such as federal benefits, services and applications. With a login.gov account, you can sign into multiple government websites with the same username and password.

Can I use my existing username and password?


No. You must create a new account with login.gov. This is a one-time step where you will use your existing USAJOBS email address but must create a new password.

www.usajobs.gov website

Login (cont.)

An official website of the United States government

LOGIN.GOV USAJOBS



USAJOBS is using login.gov to allow you to sign in to your account safely and securely.

! **First time here from USAJOBS?**
Your old USAJOBS username and password won't work. Please create a login.gov account using the same email address you use for USAJOBS.
[Learn more.](#)

Create an account

Sign in

[Back to USAJOBS](#)

www.usajobs.gov website

Login (cont.)

An official website of the United States government

LOGIN.GOV USAJOBS

Enter your security code

We sent a security code to ***.***-5093. This code will expire in 10 minutes.

One-time security code

Remember this browser for 30 days

Don't have access to your phone right now?
[Choose another security option](#)

[Cancel](#)

What to Submit with Your Application

- **Resume** – Ensure it reflects any relevant experience relating to the specialized experience in the announcement.
- **Transcripts** – Scan all transcripts as one PDF. Ensure Degree Conferred date, major, GPA and courses are reflected in copies, these do not need to be official transcripts.

Don't forget to double check & confirm that your documents have attached to your application!





Your Résumé

- Your résumé:
 - Your best marketing tool
 - Communicates your qualifications
 - Shows you can provide immediate results
 - Should be tailored for each job
 - Has no page limitations
 - Is your first and often only impression



Resume Format

- Reverse chronological order:
 - Lists your most recent experience first then work backwards listing previous jobs
 - Include job-relevant paid/unpaid experience
 - Recommended for Federal résumés



Language Matters

- **Before:**

Responsible for planning, executing and coordinating special operations mountain and desert training. Served as primary instructor for all new Soldiers in training.


- **After:**


Developed and executed numerous sensitive and realistic training courses for nearly 1,500 personnel annually. Rated as the number one instructor over 20 peers on last 3 annual performance reports.

Resumé Builder


searching our resume bank. Only one resume can be searchable at a time.

Add New Resume

 Build resume

 Upload resume

View	View	View
Human Resources <i>Built 02/01/11</i>	Recruiting <i>Built 02/20/11</i>	Security Analyst <i>Built 01/15/11</i>
Edit	Edit	Edit
Duplicate	Duplicate	Duplicate
Delete	Delete	Delete
<input type="checkbox"/> Searchable	<input type="checkbox"/> Searchable	<input type="checkbox"/> Searchable

 Upload or build resume

Do not include in Resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

Attachments

Workers' Compensation Claims Examiner

Vacancy Closes on **October 04, 2017**

14
Days

Vacancy Documents

The following documents are requested for this application. You do not need to submit documents that are not applicable to you. Documents from USAJOBS may automatically attach to your application however, they may be updated or modified prior continuing this application. Prior to the vacancy close date, documents may be added, updated or removed from this application.

Documents to Attach



Your Documents from USAJOBS

One or more of your USAJobs documents did not automatically attach.





S Prawl
SF50 - Sep
20 2017
07:04 AM
Attach →

Additional Document Actions

-  Upload from your computer
-  Fax a Document

Review Your Attached Documents

Requested Document Type	Attached Document Description	Source	Date Attached (MM/DD/YYYY)	Action
College Transcripts	No document Submitted			
✓ Cover Letter (Not Mandatory)	Prawl Cover Letter	UPLOAD	12/16/2014 06:09:11 AM	 Remove
DD-214 Certificate of Release or Discharge	No document Submitted			
ICTAP/CTAP Eligibility Proofs	No document Submitted			
Other Documentation	No document Submitted			
SF-15 Application for 10-pt Veterans Preference	No document Submitted			
✓ SF-50 Proof of Federal Status (incl Status & Grade)	Prawl SF50	USAJOBS	12/15/2014 07:08:45 AM	 Remove
US Mil	No document Submitted			
VA Letter for Compensable Disability	No document Submitted			
VEOA - Veterans Employment Opportunities Act	No document Submitted			

PREVIOUS

SAVE AND CONTINUE

A vertical strip of an American flag is visible on the left side of the slide, showing the stars and stripes.

Benefits of Federal Government Service

- Public Service
- Work/Life Balance
- Excellent Advancement Opportunities
- Training and Professional Development
- Competitive Compensation Package
- Diverse career field opportunities with a wide spectrum of Federal missions to choose from



Contact Information

Office of Career Services

careerservices@uncfsu.edu

910-672-1205 – Main (*Ms. Connie McGill*)

Dr. Yasmine Farley

Director

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*Dr. Marsha McLean*

Employer Outreach Coordinator

*Ms. Rachel Townsend*

Internship Coordinator



**Example**  
**How to Review Job**  
**Announcements**  
**(See Remaining Slides)**

# Current JOA- Safety and Occupational Health Specialist

<https://www.usajobs.gov/GetJob/ViewDetails/577185000>

**USAJOBS** Sign In Help Search

**Safety and Occupational Health Specialist**  
DEPARTMENT OF LABOR  
Occupational Safety and Health Administration

Overview Locations Duties Requirements Required Documents Benefits How to apply

### Overview

**Open & closing dates**  
09/04/2020 to 09/21/2020

**Pay scale & grade**  
GS 07 - 09

**Appointment type**  
Recent Graduates - Graduates from a recognized college or university with the last 2 years of the date of this vacancy posting.

**Service**  
Excepted

**Salary**  
\$43,251 to \$68,777 per year

**Work schedule**  
Full-Time

### Location

1 vacancy in the following location:

**Toledo, OH**  
1 vacancy

**Relocation expenses reimbursed**  
No

**Telework eligible**  
Yes as determined by agency policy

**This job is open to**

**Federal employees - Excepted service**  
Current excepted service federal employees.

**Recent graduates**  
Individuals who have graduated from an accredited educational institute or certificate program within the last 2 years or 6 years for Veterans.

**Clarification from the agency**  
Eligible Recent Graduates from qualifying educational institutions. Refer to "Qualifications, Education, Requirements and Evaluations" sections for more information. Note: Students who are expected to graduate within 30 days of the closing date of this announcement may apply.

**Apply**

Print Share Save

**Announcement number**  
PW-20-BOS-OSHA-503



A vertical strip of an American flag is visible on the left side of the slide, showing the stars and stripes.

# Major Duties for this Position

<https://www.usajobs.gov/GetJob/ViewDetails/577185000>

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**At the GS-07 level, you will participate as a member of an inspection team led by a higher-graded specialist and assist in the planning of and/or conducting a limited segment of a major investigation or a small investigation at a variety of worksites, with focus on commercial, residential, industrial, and heavy and civil construction sites, where the exposure and type of hazard and unsafe working conditions is predictable in advance...**

**At the GS-09 level, you will assist in planning and conducting portions or limited inspections or compliance reviews in establishments and worksites. Identifies areas in need of immediate corrective action or conditions which are of imminent danger to life or limb. Serves as the focal point for conducting and leading construction inspections at a variety of sites, including commercial, residential, industrial, and heavy and civil construction...**

# Major Duties for this Position (cont.)

<https://www.usajobs.gov/GetJob/ViewDetails/577185000>

**Travel Required** – Occasional travel. Travel is required to examine worksites.

**Supervisory status** - No

**Promotion Potential** -12

There is no obligation to provide future promotions to you if you are selected. Promotions are dependent on your ability to perform the duties at a higher level, the need for an employee to be promoted to the higher level and supervisory approval.

# Requirements

<https://www.usajobs.gov/GetJob/ViewDetails/577185000>

- **Appointment to this position may require a background investigation.**
- **Requires a valid drivers license.**
- **Requires a medical examination.**
- **U.S. Citizenship and must be at least 16 years old.**
- **Requires a probationary period if the requirement has not been met.**
- **Must sign a DOL Pathways Recent Graduate Program Participant Agreement.**



# **Appointments under the DOL Recent Graduates Program**

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- **The program duration is one year. Upon successful completion of the program and at the agency's discretion, the appointee may be converted to a term or permanent position in the competitive service.**
- **Appointee must sign a DOL Pathways Recent Graduate Program Participant Agreement.**
- **The entire duration of the Recent Graduate Appointment constitutes a trial period.**
- **Appointee must be a U.S. citizen in order to be eligible for conversion to a permanent position in the competitive service upon completion of the program.**
- **Applicants must meet all legal and regulatory requirements. Reference the "Required Documents" section for additional requirements.**

# Qualifications

<https://www.usajobs.gov/GetJob/ViewDetails/577185000>

- **Education:** Undergraduate and Graduate Education: **Major study** - safety or occupational health fields (safety, occupational health, industrial hygiene), **OR degree in other related fields that included or was supplemented by at least 24 semester hours of study from among the following (or closely related) disciplines:** safety, occupational health, industrial hygiene, occupational medicine, toxicology, public health, mathematics, physics, chemistry, biological sciences, engineering, and industrial psychology.
- **OR**
- **Experience:** (see full description on USAjobs website)



# Education “ELIGIBILITY”

<https://www.usajobs.gov/GetJob/ViewDetails/577185000>

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To be eligible for appointment, **you must meet requirement a or b:**

**a.** Completed all requirements for an associates, bachelors, masters, professional, doctorate, vocational, or technical degree or certificate from a [qualifying educational institution](#) within the previous two years; or

**b.** Was released or discharged from active duty within the previous two years, where the applicant is a veteran who, due to a military service obligation, was precluded from applying for a recent graduate position during any portion of the two-year eligibility period following completion of his/her degree or certificate requirements, provided that not more than six years have transpired since the applicant completed the requirements for a degree or certificate.