Marine Corps Logistics Command
Albany, Georgia

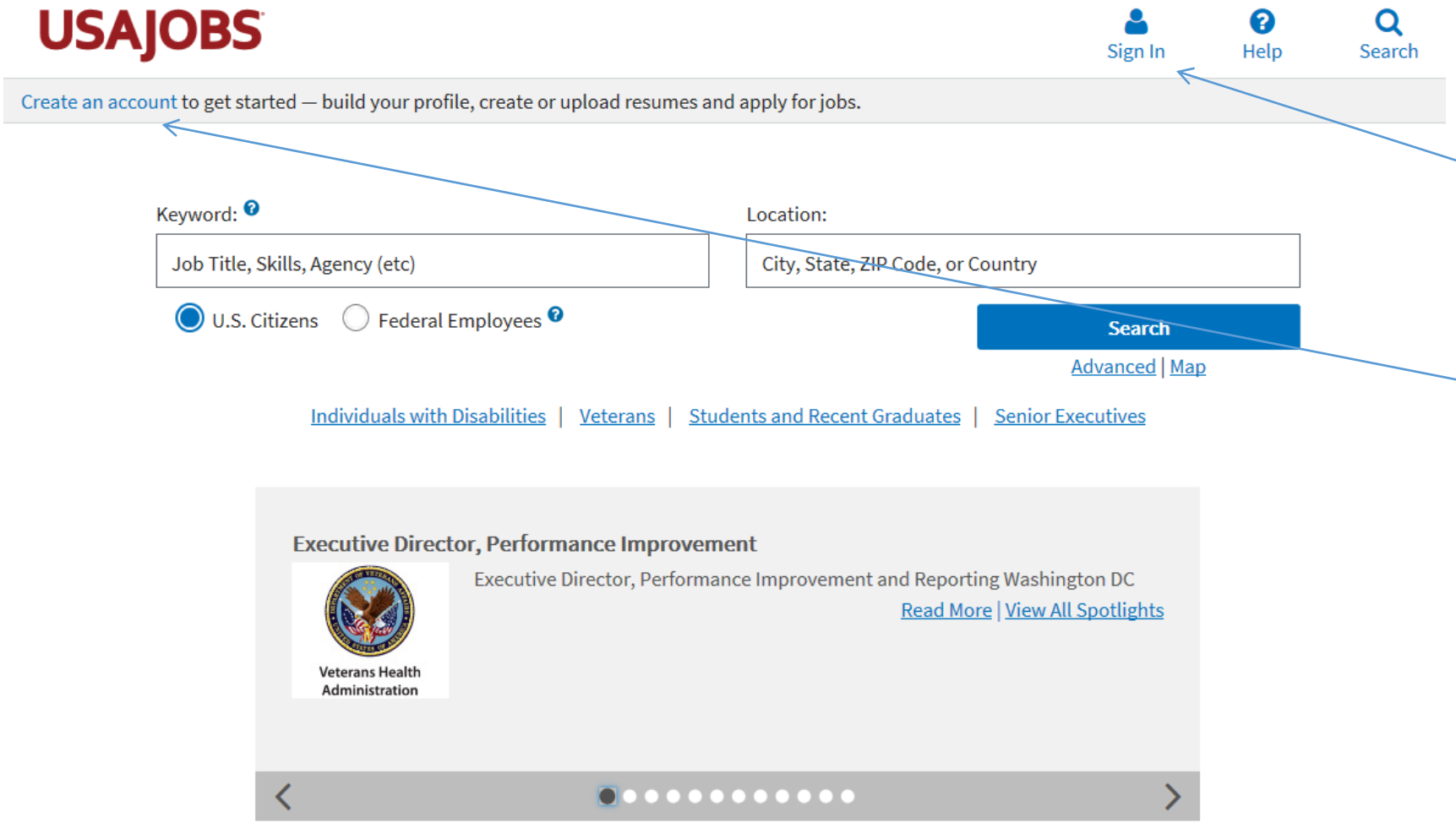
BUILDING A RESUME IN USAJOBS

Introduction to USAJOBS

USAJOBS is the official job site of the U.S. Federal Government. In USAJOBS you can:

Create an Account	Look for a Job	Be Informed
• Build and store up to five distinct resumes. • Create and save job searches to receive automatic notifications. • Apply for jobs or save them to review later.	• Search by Agency, Occupation, Grade, Location, etc. • View jobs available to the general public and those available to Federal employees. • Apply to Federal Agencies.	• Learn how to use USAJOBS by accessing their tutorials. • Learn about the federal hiring process. • Learn about special hiring programs.

Getting Started

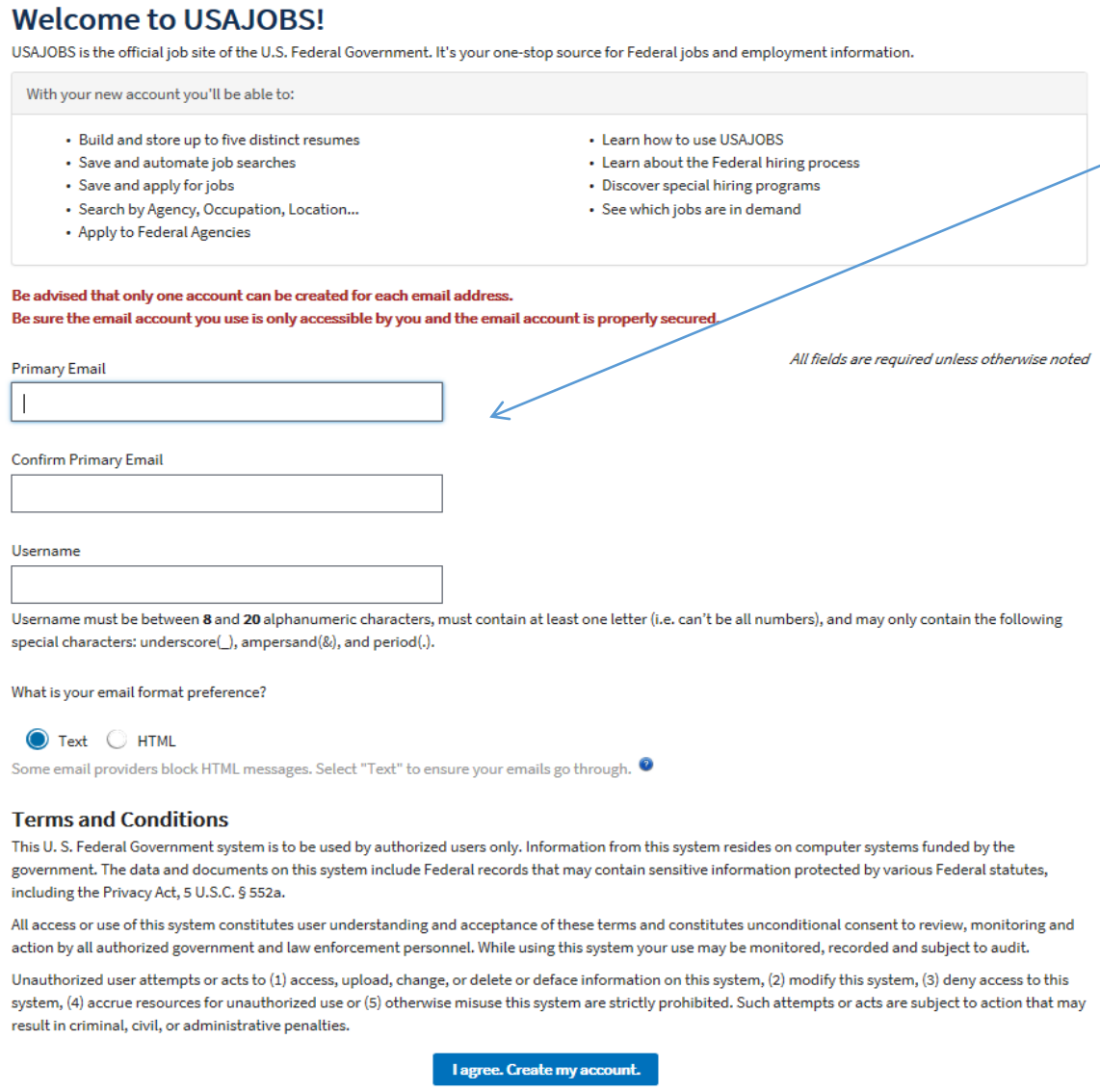


Begin the process by signing into your USAJOBS account.

If you do not have an account, click “CREATE AN ACCOUNT.”

Go to https://my.usajobs.gov/Help/get-started/ for more information on getting started.

Create Your Account

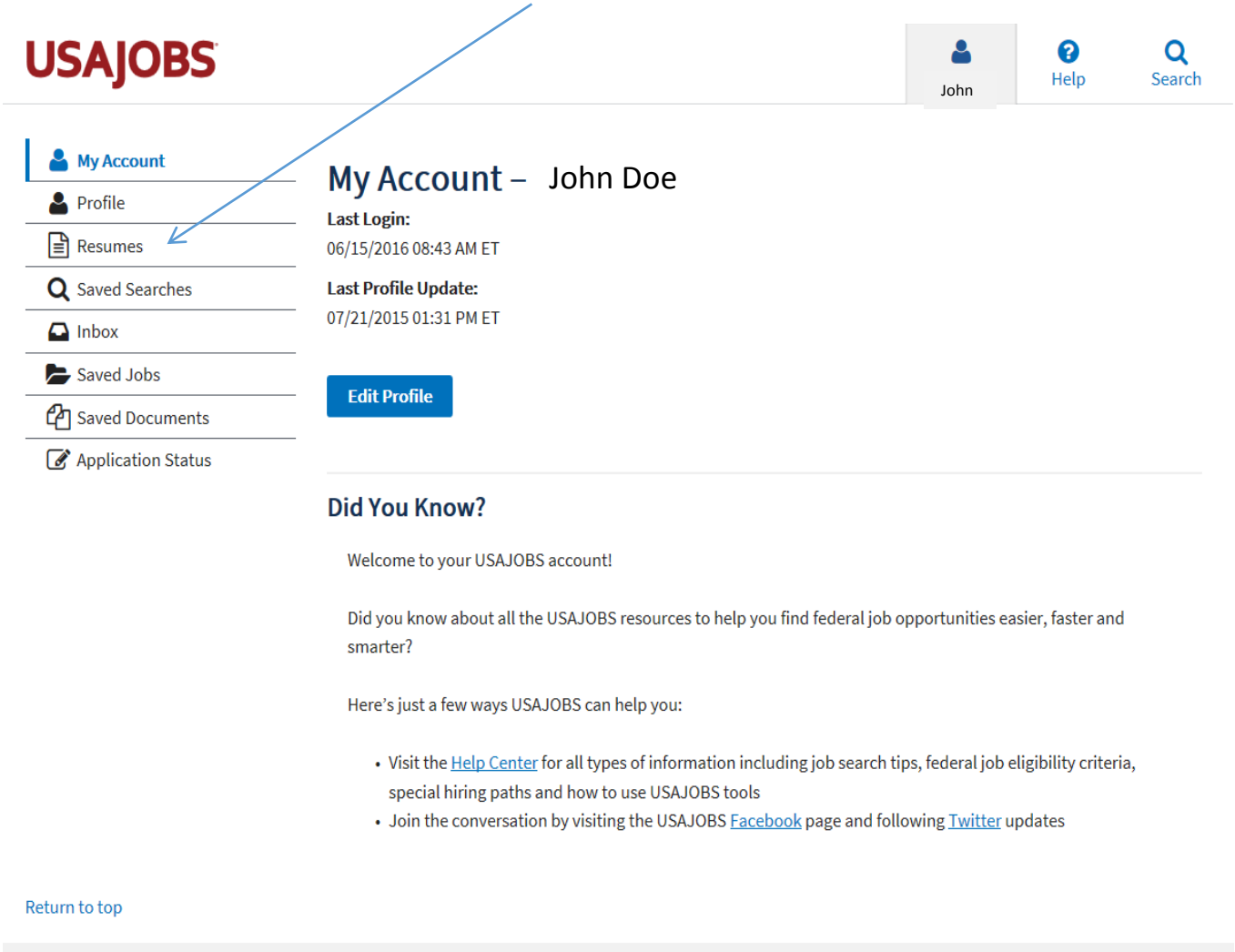


Once your Email and User Name have been entered, click "I agree. Create my account." You will be guided through remainder of the account creation process.

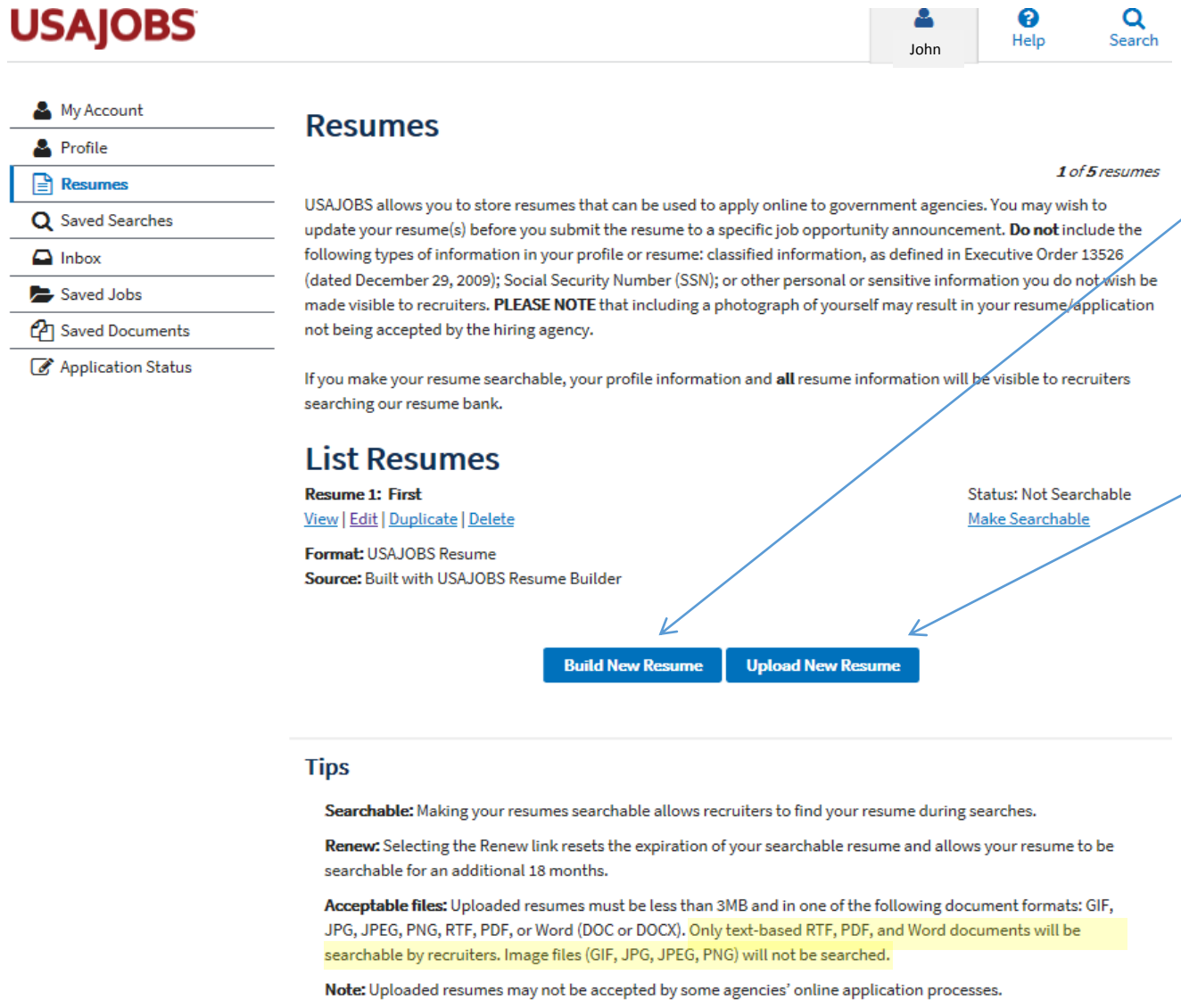
Reminder: Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.

Create a Resume

From your “My Account” page, click “Resumes.”



Create a Resume

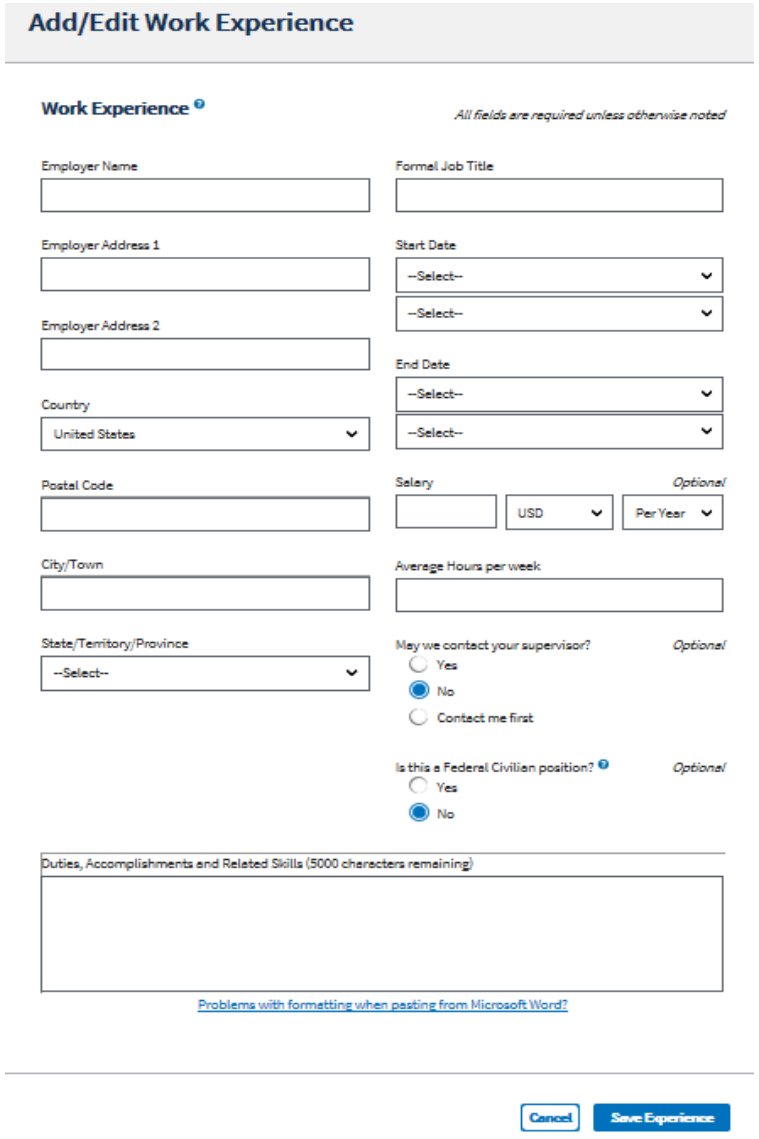


The "Build New Resume" option allows you to create or build a resume using the USAJOBS Resume Builder.

The "Upload New Resume" option allows you to upload your own resume(s) from your computer.

NOTE: You may store a total of 5 resumes.

Create a Resume – Work Experience

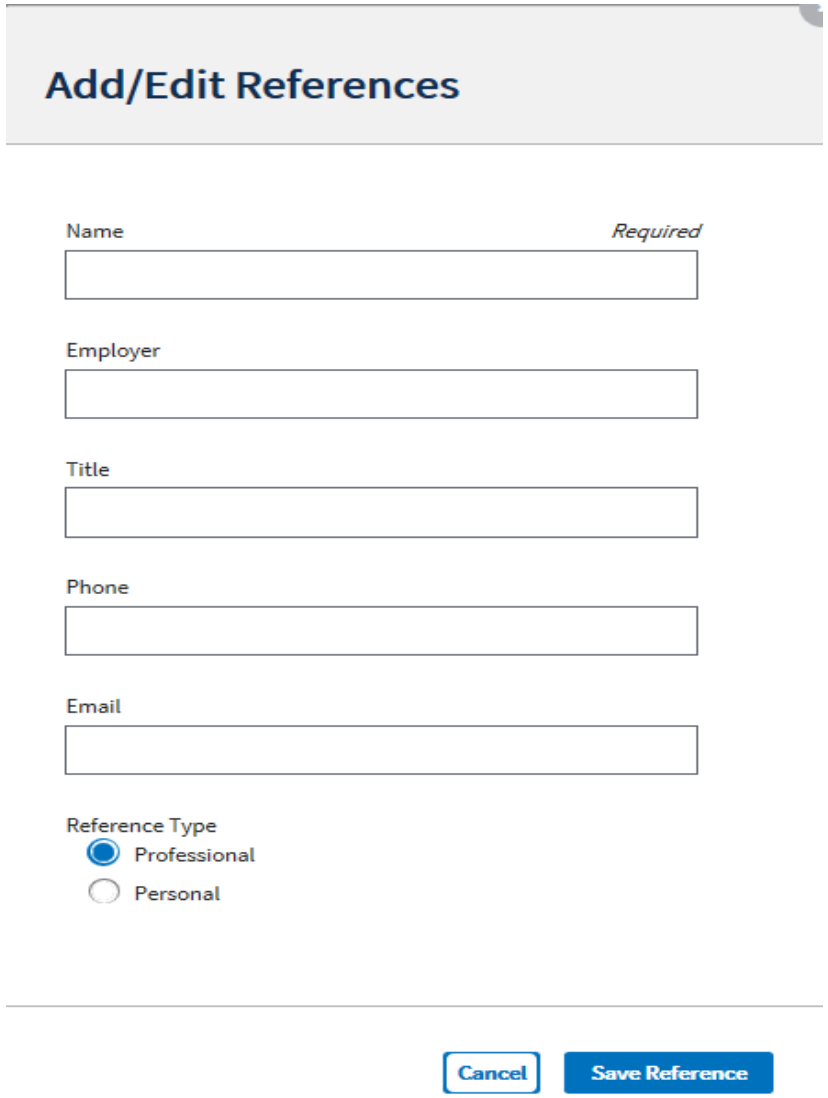


After selecting “Build New Resume,” enter a name for your new resume and select “Save” then select “Add Work Experience.” To build your work experience, you should complete all required fields and then select “Save Experience.”

Create a Resume – Education Experience

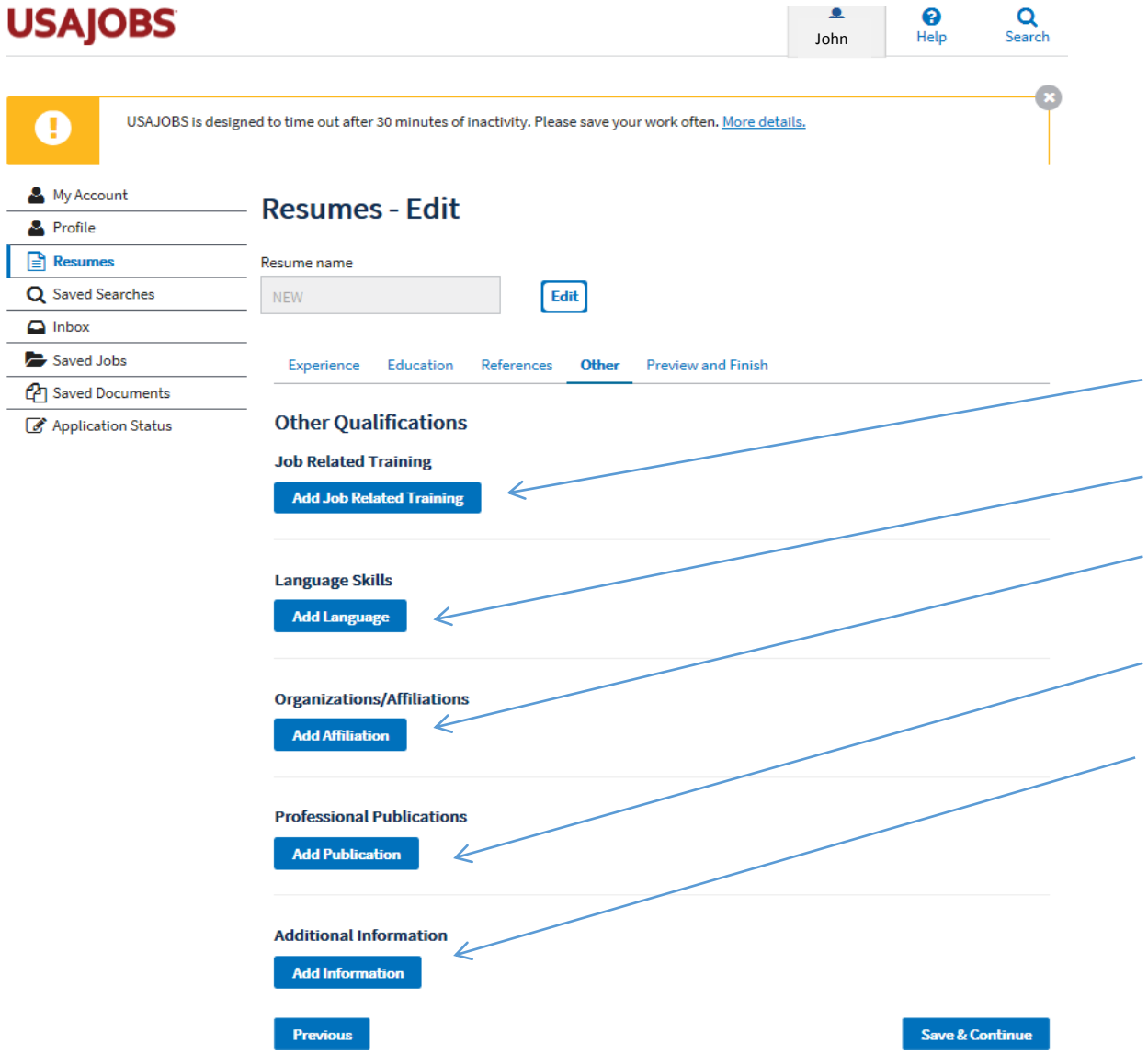
After adding your work experience select "Education" and then select "Add Education." To build your education experience, you should complete all required fields and then select "Save Education."

Create a Resume - References



After adding your education select "References" and then select "Add Reference." To build your references, you should complete all required fields and then select "Save Reference."

Create a Resume – Other Qualifications



After adding references select “Other.”

There are no required fields in this section.

You have the opportunity to provide information associated with:

Any job related training you have completed .

Language skills you may have.

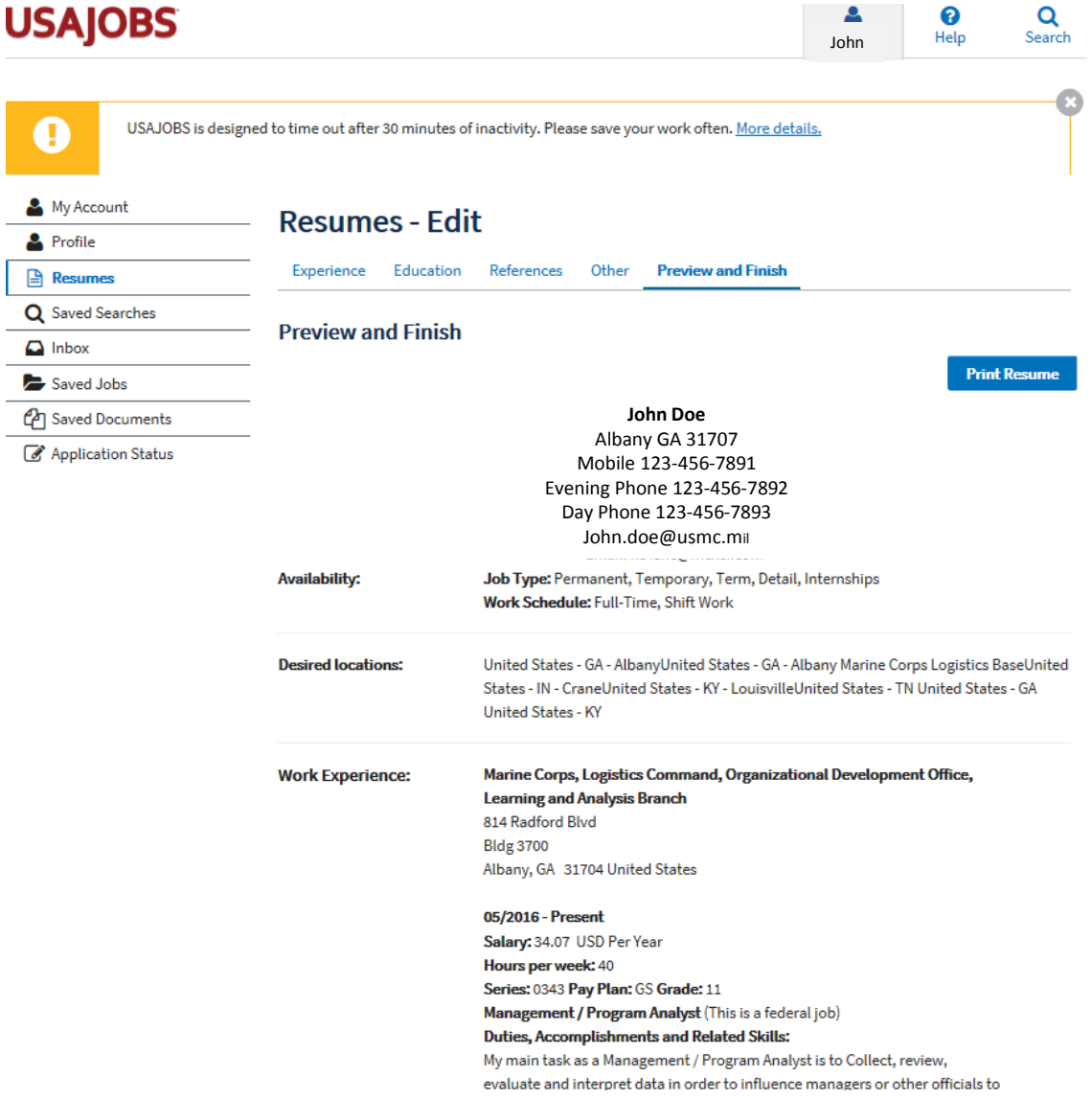
Any specific organizations or affiliations that you are a member of.

Professional publications.

Additional information that you want potential employers to be aware of.

When you have completed the Other section, click “Save & Continue” to move to the next section.

Preview and Finish



After selecting “Save and Continue” in the “Other” section the “Preview and Finish” screen appears.

This final section allows you to Preview, Print, and Finish your resume.

Review all information for correctness.

Click “Previous” to edit information.

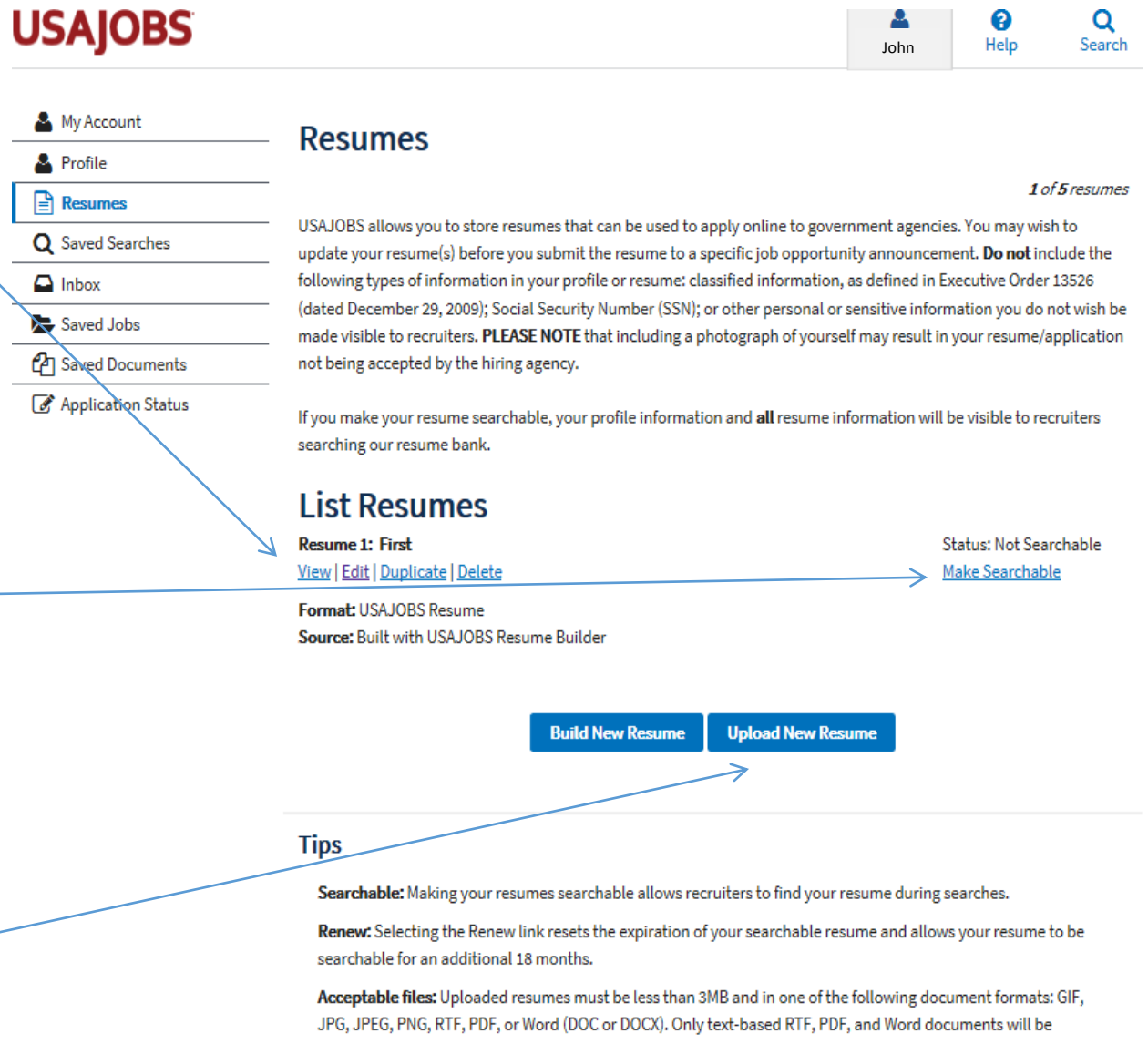
Click “Finish” to complete your resume.

Upload a Resume

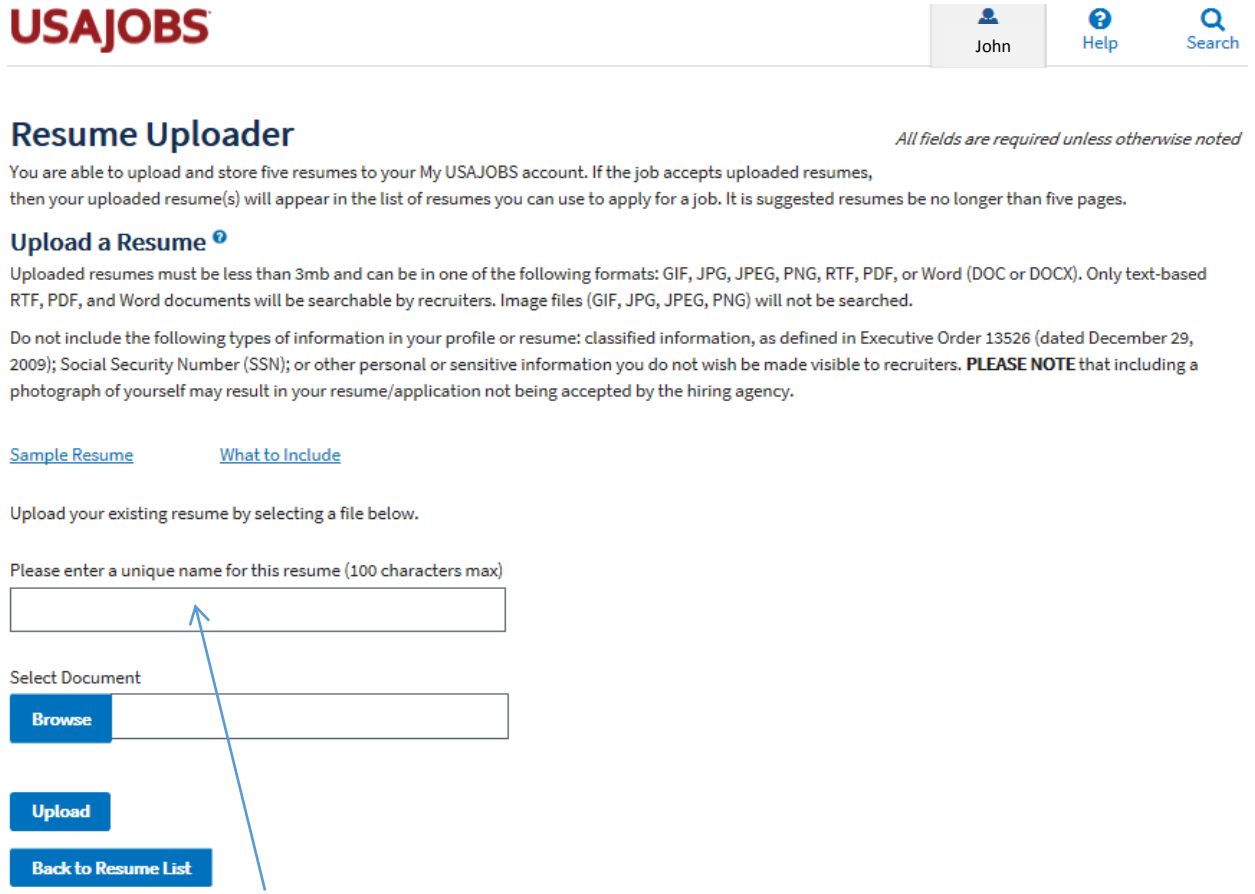
Once you have finished building your resume, you will be redirected to the Resumes page and can view, edit, duplicate, or delete previously built resumes.

You can also change the status of your built resume from Not searchable to Searchable by clicking on the “Make Searchable” link. You can change your resume status back to Not searchable at any time by clicking the “Make Non-Searchable” link.

To upload a saved resume, click “Upload New Resume.”



Upload a Resume



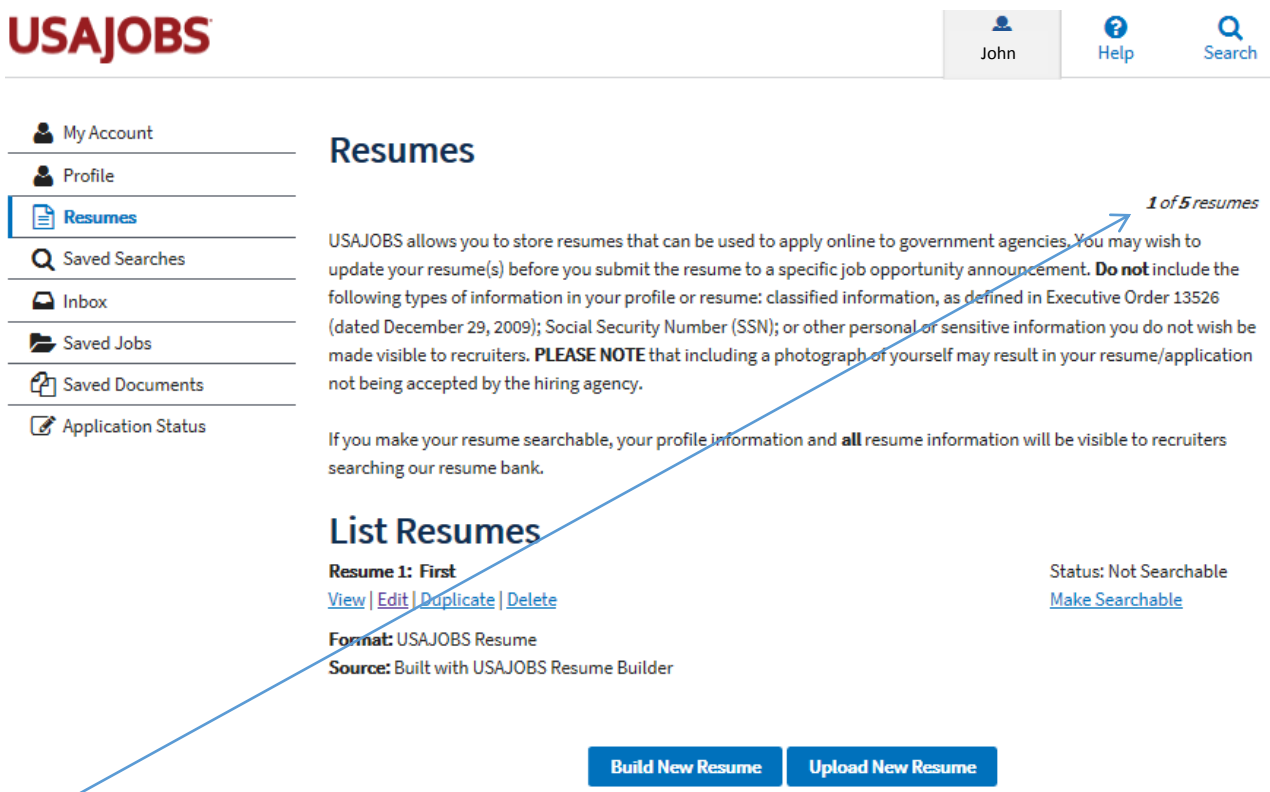
Once on the Resume Uploader page, you will see the different document formats that are acceptable for uploading (e.g. doc, docx, rtf, pdf, png, gif, jpg, jpeg). You are also able to view a “Sample Resume” and tips on “What to Include” in your resume.

To upload your resume, you are required to enter a name (e.g., Resume-October2011) for each resume that you upload.

- Use “Browse” to select the resume that you wish to upload.
- Click “Upload.”

5 Resume Limit

After a successful upload, you will return to the “Resumes” page where you can view or delete your uploaded resume(s). You can also change the status of your uploaded resume(s) from Not searchable to Searchable by clicking on the “Make Searchable” link. You can change your resume status back to Not searchable at any time by clicking the “Make Non-Searchable” link.



Note: *You can only make one resume searchable at a time.*

The number of resumes you have created or uploaded will display. To build or upload additional resumes, simply repeat the steps described in this tutorial. **Remember, you can only have 5 resumes on file at any time**.

Making Your Resume Searchable

Making your resume searchable will add it to the USAJOBS Resume Mining collection. Resume Mining allows HR specialists and hiring managers from federal agencies to search resumes of jobseekers who have USAJOBS accounts in order to seek applicants for their announcements

To make your resume searchable

- Navigate to your Resumes in your account.
- Select the “Make Searchable” link next to the resume of your choice.

Important Details

- Only one of your resumes can be made searchable at a time.
- If you wish to remove your resume from the Resume Mining collection select the “Make Non-Searchable” link.
- Your resume will only remain searchable for 16 months unless it is renewed.