

Using USA JOBS to Customize Your Resume

1. Go to <http://www.usajobs.com>
2. Enter information into the following fields to search for a job.

Basic: provide general keywords for the job you are looking for
Agency: the organization you wish to work for (i.e. NIH, NCI, DOF, etc.)
Series: the number of the job series you are looking for (i.e.GS-2030)
Advanced: the specifics of the job you wish to apply for (i.e. title, location, grade)
3. Once you have located a job to apply for, click on it to view the vacancy announcement
4. Click on the following tabs and print out a hard copy of each section:

Duties
Qualifications and Evaluation
How to apply
5. Highlight key requirements, roles, responsibilities, and competencies required for the job.
6. Assess whether you have the qualifications and experience necessary to apply for the job. If “yes” go to # 7.
7. Use the information you highlighted to tailor your resume. The highlighted information should be re-worded and included in the “work experience” section of your resume (if it is applicable to your job experience).

A Helpful Hint: Use bullet points to explain your work experience. If possible, group together similar job tasks. See the example below:

EMPLOYMENT HISTORY:

HOUSE OF HAIR
Bethesda, MD 20852
800-555-HAIR
2003-Present

Beautician, part time-20 hours per week
Supervisor: John Hairyman, contact may be made

Hair Services:

Cut men and women’s hair using x 12 scissors
Wash hair with organic collagen shampoo
Style hair with various products, including: mouse, gel, and spray