



Summer Employment

A SUMMER EXPERIENCE

Are you looking for a summer experience that allows you to work along side people who manage the day-to-day business of our Nation? The Federal Government may have the right opportunity for you. Summer job opportunities are available in Federal agencies throughout the United States and cover a wide variety of positions.

How to Find Summer Job Opportunities

Use the Office of Personnel Management's USAJOBS. **USAJOBS consists of:**

INTERNET - The official World Wide Web site for jobs and employment information, may be accessed at <http://www.usajobs.opm.gov>

On the web site, job seekers can access worldwide current job vacancies, employment information fact sheets, applications and forms, and in some instances, apply for jobs online. Complete job announcements can be retrieved from the web site. The USAJOBS web site also has an Online Resume Builder feature. Using the resume builder, job seekers can create online resumes specifically designed for applying for Federal jobs. Resumes created on the USAJOBS resume builder can be printed from the system for faxing or mailing to employers; and saved and edited for future use. For many of the vacancies listed on the site, job seekers can submit resumes created through USAJOBS directly to hiring agencies through an electronic submission process.

AUTOMATED TELEPHONE SYSTEM - An interactive voice response telephone system which can be reached at **703-724-1850** or TDD **978-461-8404**. Local telephone companies charge for long-distance calls.

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HOW TO FILE WITH FEDERAL AGENCIES

Once you have located the summer job and are sure that you meet the work experience and/or education requirements, complete the application form(s) requested in the agency's vacancy announcement. Be sure to specify the title of the job and the vacancy announcement number on your application. If additional information is needed, it will be included in the agency's vacancy announcement and should be submitted at the time you apply.

Incomplete applications will not be considered. If you have questions about your application after it has been submitted, you should contact the agency directly. You should provide the agency with enough information to easily locate your application (e.g., name, social security number, summer job vacancy announcement number, job title, and date submitted).





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APPLICATION FORMS AND DEADLINES

Contact any of the sources identified under "How to find summer job opportunities" listed above to obtain the required application forms. You should submit a separate application for each job for which you are interested and qualified.

It is important to start your job search early! Application filing dates vary with each agency. Be sure to check vacancy announcement deadlines.

EMPLOYMENT OUTLOOK

"Competitive" describes the outlook for summer jobs. The number of jobs available is relatively small in comparison to the large number of applicants for summer employment with the Federal Government. Only a small percentage of applicants who apply are hired. Therefore, you should not limit your efforts to obtain summer work solely to the Federal Government.

SALARY

As a summer employee, the pay you receive will depend on the education and/or work experience you already possess.

MILITARY DRAFT REGISTRATION

Male applicants between the ages of 18 and 25 are eligible for appointment only after registering with the Selective Service System.

WORK PERMITS

Some State laws require persons under the age of 18 to obtain a work permit before being employed. Applicants who are under 18 should check with State or local authorities for specific requirements.

REEMPLOYMENT

Under some circumstances persons who worked for a Federal agency during a previous summer may be reemployed by the same agency without having to compete with other applicants. To find out about reemployment possibilities, contact the agency where you previously worked.

POSTAL SERVICE JOBS

Questions about Postal Service employment should be directed to the Post Office where you desire employment.

Excerpt taken from <http://www.usajobs.gov/EI19.asp>

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