

**USAJOBS**  
"WORKING FOR AMERICA"


USAJOBS is the official job site of the United States Federal Government.  
It's your one-stop source for Federal jobs and employment information.



- Search Jobs
- My USAJOBS
- Info Center
- Veterans
- Forms
- Employer Services



**NEW TO USAJOBS?** » [Your career in the U.S. Government starts here!](#)

**Anti-Phishing Notice:** [Safeguard your email address](#) 

## SEARCH JOBS

What: (Job title, keywords)

Where: (City, State OR Zip Code)

SEARCH ▶

CREATE ▶

## CREATE RESUME

Create and store a resume for applying to Federal jobs. It's fast, and makes it easier for an employer to find you!

**What did you do at your job today?**  
Discover an exciting job that...



# USAJOBS<sup>®</sup>

## Work for America!

Your Career in the U.S. Government Starts Here

## Come work with us, the Federal Government.

The range of careers the Federal Government offers is virtually limitless. In addition to the variety to jobs, you can find no more rewarding work than providing vital services to the American people.

We are searching for individuals with a broad spectrum of educational and professional backgrounds. Opportunities are available in public policy and administration, domestic and international issues, information technology, human resources, engineering, health and medical sciences, law, financial management, and many other fields in support of public service programs.

Once you assume your Federal career, we give you tools to help you succeed and advance. We support you with training, development and personal guidance. Plus, we offer an array of generous benefits ranging from health care to retirement planning.

Check us out! It's easy. Just visit us at [www.usajobs.gov](http://www.usajobs.gov), the Federal Government's official job website.

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Working for America,  
your journey to success begins here!  
**Apply Today!**

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**USAJOBS** provides access to more than 30,000 job listings daily as well as applications, forms, and employment fact sheets. Job postings are updated daily and are available to job seekers in a variety of formats to ensure accessibility for those with differing physical and technological capabilities.

You can search for jobs by location, job category, and agency. Use the "Jobs in Demand" feature to identify positions that agencies are trying to fill quickly. These listings link directly to the announcements, which allow you to complete and submit your application online.

## Take the following steps to conduct your Federal job search.

### ▪ **Create** – Set up your **My USAJOBS** account to:

- Create & save résumés – (up to five different ones) specifically designed for applying for Federal jobs.
- Attract employers – elect to have your résumé searchable by Federal agencies looking for job candidates; and,
- Build a Job Search Agent – automatically receive e-mail notification for new job postings that meet your specific qualifications and interests.

### ▪ **Search Jobs** – Find the job that’s right for you

Enter your search requirements and explore the thousands of opportunities on **USAJOBS**. Once you’ve found a job announcement, read through the various tabs of the announcement: “Duties,” “Qualifications & Evaluations,” and “How to Apply” for that particular position. Questions about the job announcement or hiring agency should be directed to the point of contact listed at the bottom of the announcement or that agency’s website.

**USAJOBS** has an interactive voice response telephone system at (703) 724-1850. This line is for the visual impaired, or individuals without access to a computer or the Internet. The TDD line (978) 461-8404 is available for our hearing-impaired customers.

### ▪ **Apply** – Manage your career

You can apply for most jobs using your **USAJOBS** online résumé. Check the “How to Apply” tab of current vacancy announcements for specific instructions for submitting your application by mail or fax. There you will find a list of any additional forms required and a contact name and phone number at the hiring agency. Use this contact information to check your application status or ask additional questions. Most importantly, read the announcement carefully and follow the instructions. Each agency has different requirements and application procedures.

### ▪ **TIP** – Be Diligent!

The process of finding a job with the Federal Government requires diligence and persistence. Use **USAJOBS**: it’s your one-stop source for Federal jobs and employment information.

# What did you do at your job today?

**All over the world,  
U.S. Government employees  
are doing exciting jobs  
on behalf of our country.**

If you want a terrific job with good pay  
and great health and retirement benefits,  
consider working for the United States.

**Check it out. Join us. Make an impact!**  
**[www.usajobs.gov](http://www.usajobs.gov)**

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