

## How to apply:

You may submit your resume for this job online by selecting the 'Apply Online' button at the bottom of the announcement. Please note: your online resume may not be a complete application. Be sure to carefully read the announcement to see if additional information is required and how it should be submitted. If you do not use the online feature, you should send your resume, or Optional Form 612, along with any other required documents to the following address: Office of Human Resources, U.S. International Trade Commission, 500 E Street, SW., Room 314, Washington, D.C. 20436.

If you apply online or submit your application by fax, it will be accepted until **11:59 pm EST** on the closing date. To apply online, read the announcement carefully and note any KSA's that will need a response. From the announcement, select Apply on Line. You will need to log on to access your existing resumes or to create a new one and then submit it for consideration.

If you do not use the online feature, you may mail your resume, or Optional Form 612, along with any other required documents to: Office of Human Resources, U.S. International Trade Commission, 500 E Street, SW., Room 314, Washington, D.C. 20436; or faxed to (202) 205-2008. Applications must be received by close of business (**5:00 pm EST**) on the closing date to receive consideration.

The following information is required to evaluate your qualifications and make sure you meet all legal requirements for employment:

- Announcement number and title of the position.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social security number.
- Country of Citizenship.
- Veteran's preference.
- Highest Federal civilian grade held.
- Highest education level achieved. Please specify:
  - Name of Institution and the city and state where located.
  - Date or expected date (month/year) of completion of degree requirements.
  - Type of degree awarded.
  - Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college or university.
- Copy of college transcripts or list of college courses that includes hours and grades.
- Paid and unpaid work experience related to the position. For each work experience include:
  - Job title.
  - Series/grade (if Federal employment).
  - Duties and accomplishments.
  - Employer's name and address.
  - Supervisor's name and address. (Please indicate if we may contact your current supervisor.
  - Starting and ending dates.
  - Hours per week.
  - Salary.
- Job related:
  - Training courses (title and year)
  - Skills (e.g. other languages, computer software/hardware, typing speed, etc.).
  - Certificates or licenses (current)

- Honors, awards, and special accomplishments.
- A narrative assessment of your qualifications in terms of the KSAs identified within this announcement. Describe experience (paid or unpaid), education, training and self-development as related to the KSAs.

Applicants who do not submit the required items will not be considered. It is the applicants responsibility to provide documentation/proof of claimed qualifications, education, veterans preference, status (SF-50) and/or verification of eligibility for non-competitive appointment. Applicants will not be contacted for additional information if their applications are incomplete.

**Please make sure you review the vacancy announcement closely to ensure you submit all the proper documents in order to receive full consideration.**