



# VA for Vets Career Center Resource Guide

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VA for Vets Account Users

December 19, 2011



Considering civilian employment with the federal government after your military service? Unsure how your military experience translates to Federal jobs? Need help communicating your skills to a potential employer?

Look no further. The *VA for Vets* Career Center helps Veterans find the right VA career opportunities matched to their experience, skills and interests. From translating military skills to providing self-assessments and job search results best suited to your background, the Career Center will guide you toward a rewarding career serving our nation's Veterans and families.

## About This Guide

This guide provides step-by-step instructions on using the *VA for Vets* Career Center for registered *VA for Vets* users.

## Conventions Used in This Guide

Convention	Meaning
ALL CAPITALS	Acronyms
<b>Bold</b>	<ul style="list-style-type: none"><li>• Key names on the keyboard</li><li>• Buttons or hyperlinks on a page in the <i>VA for Vets</i> Career Center</li></ul>
	A note or tip that helps you make better use of the <i>VA for Vets</i> Career Center

## Technical Support

Please contact a *VA for Vets* help desk at 1-855-VA4VETS (1-855-824-8387).

For more information about the career center, visit [www.VAforVets.VA.gov/career\\_center](http://www.VAforVets.VA.gov/career_center) or contact a career coach at 1-855-VA4Vets (1-855-824-8387).

## Abbreviations and Acronyms

VA	Veterans Affairs
<i>VA for Vets</i>	Veterans Affairs for Veterans

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## Getting Started

The VA for Vets Career Center, an integrated job search and career-building platform is designed to take the guesswork out of entering the Federal workforce. Use the Career Center tools to evaluate your personal strengths, identify civilian competencies, view the best-fitting VA positions and match all results to open jobs at VA.

And that's not all. Once you log in to the Career Center, a customized dashboard is populated that reflects your activities and job updates in real-time. A resume builder helps you create an easy-to-read resume for applying to VA positions through [www.USAJOB.S.gov](http://www.USAJOB.S.gov), the official one-stop source for federal jobs and employment information.

You will need a VA for Vets account to log in to the Career Center. The VA for Vets account gives you access to the following features of the Career Center:

- Build and store resumes
- Save job searches
- Receive new job match alerts

## Registering for a VA for Vets Account

1. Open your web browser.
2. In the Address bar, enter <http://VAforVets.VA.gov>. This takes you to the VA for Vets home page.

 You may also register through the Career Center home page by selecting **Register Now** and then performing Step 3 and so forth to complete the registration process.



3. Select **Register**. This takes you to My VA for Vets Account Register page.

**My VA for Vets Account** Contact Us | FAQs

**Register**

**Web Privacy Policy**

The VA4Vets Recruitment, Reintegration, and Retention Program records and/or stores the names, addresses, phone numbers, and email of the VA employees, Veterans (Vets), or other administrative personnel assisting in the program. The information is authorized by the end user and/or veteran for release to the VA or to its corporate partners for the purpose of employment placement recruitment and other services offered by this program. The VA4Vets Recruitment, Reintegration, and Retention Program does not store or transmit personal health information. As a Service Member or Veteran, you have the option to waive and/or refuse the service and the retention of your information. The VA4Vets Recruitment, Reintegration, and Retention Program is a U.S. Government information system. The login, authentication, and system usage may be monitored and recorded, and may also be subject to electronic audit. Unauthorized use of the system is prohibited and is subject to criminal and civil penalties. Usage of the VA4Vets Recruitment, Reintegration, and Retention Program indicates consent to monitoring and recording.

The collection of information on the VA for Vets site is authorized by the individual employees, potential employees, and/or the VA. Your disclosure of such information is voluntary.

The principal purpose(s) for which the information will be used is marketing of individual resumes to public and private employers.

By voluntarily providing VA for Vets information, you are consenting to VA's use and disclosure of that information in the manner described in this limited policy, the Department of Veterans Affairs general Web privacy policy, and the Privacy Act notice to which a link is provided above. If you refuse to provide this information, your resume and/or personally identifiable information will not be forwarded to employers. However, refusal to provide this information will not prevent you from

**Register with Your Email**

Use the form below to create a new account. Passwords must be at least 7 characters in length and contain one upper case, numeric and special character. (Fields marked with an asterisk are required.)

Email:\*

Password:\*

Confirm password:\*

arise octopus

Type the two words:

no CAPTCHA reCAPTCHA

**ADVANCE**  
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An HR&A initiative to invest in people development, workforce engagement and talent management for the delivery of high-quality healthcare, benefits and other services to Veterans and their families.

U.S. Department of Veterans Affairs

4. In the Email field, enter <your email>.
5. In the Password field, enter <your password>.
  - ❗ Passwords must be a minimum of seven characters in length and contain at least one upper case letter, one numeral and one special character.
6. In the Confirm password field, enter <your password>.
7. In the Type the two words field, enter the two words that are above the field.
  - ❗ Enter the two words as one long word. Do not use a space between the two words.
8. Select **Create**. This takes you to My VA for Vets Account Profile page.
  - ❗ Selecting **Cancel** takes you back to the VA for Vets home page.

My *VA for Vets* Account Contact Us | FAQs

Profile

**Enter your Profile**

Fields marked with an asterisk are required.

Email on file: test@va.gov

First name: \*

Last name: \*

VA employee?

EIN:

Day of Birth:

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U.S. Department of Veterans Affairs

9. In the First name field, enter <your first name>.
10. In the Last name field, enter <your last name>.
11. VA employee? checkbox:

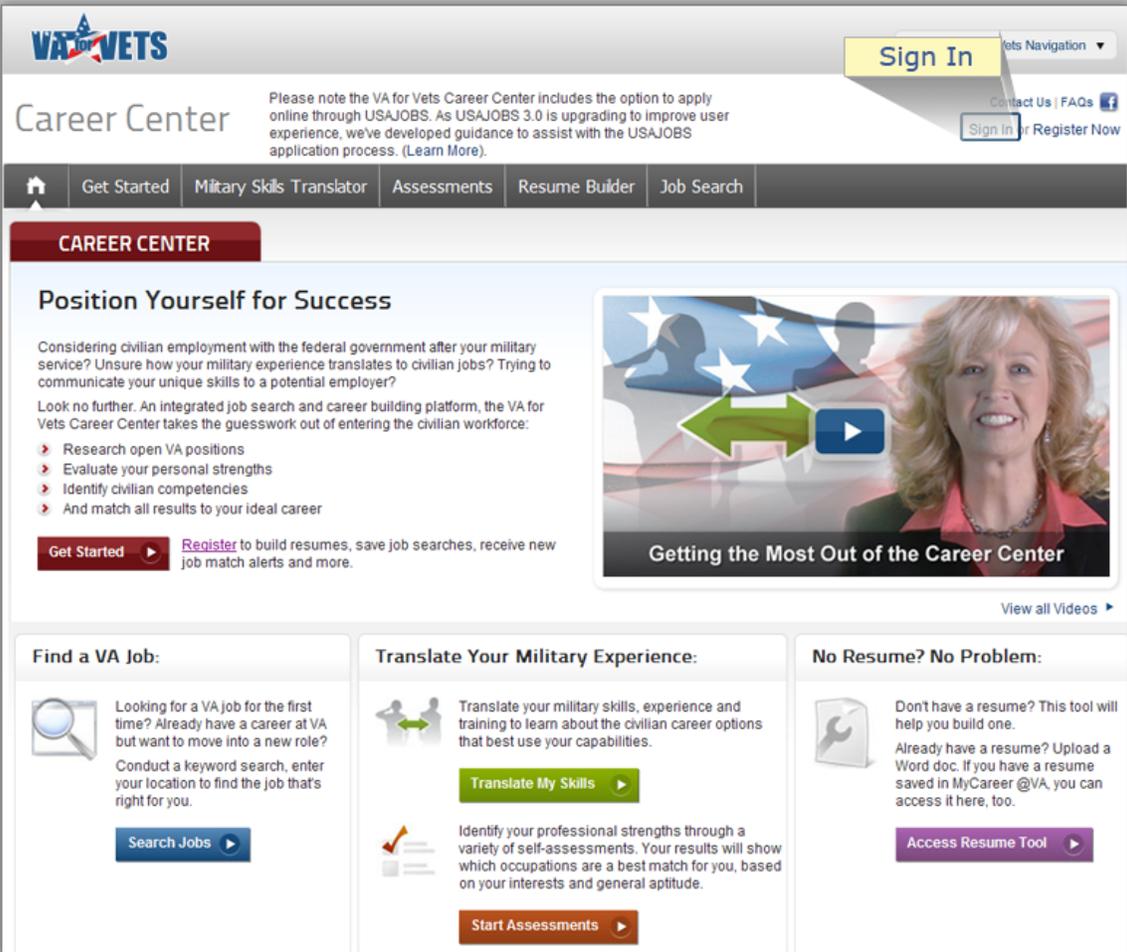
If...	Then...
You are a VA employee	Check the box.
You are not a VA employee	Go to step 14. (See next page.)

12. In the EIN field, enter <your employee identification number>.
13. Select your Day of Birth from the drop-down lists.
14. Select **Save**. A confirmation message appears that your *VA for Vets* account was successfully created.

Selecting **Cancel** ignores your request for an account and takes you back to the *VA for Vets* home page.

## Logging In

1. Open your web browser.
2. In the Address bar, enter <https://mst.vaforvets.va.gov/career-center/>. This takes you to the Career Center home page.



The screenshot shows the VA for Vets Career Center homepage. At the top left is the VA for Vets logo. To the right is a 'Sign In' button and a 'Vets Navigation' dropdown menu. Below the logo is the text 'Career Center' and a notice about the USAJOBS 3.0 upgrade. A navigation bar contains links for 'Get Started', 'Military Skills Translator', 'Assessments', 'Resume Builder', and 'Job Search'. The main content area features a 'CAREER CENTER' banner with the heading 'Position Yourself for Success'. Below this is a video player with the title 'Getting the Most Out of the Career Center'. At the bottom, there are three columns of services: 'Find a VA Job' with a 'Search Jobs' button, 'Translate Your Military Experience' with 'Translate My Skills' and 'Start Assessments' buttons, and 'No Resume? No Problem' with an 'Access Resume Tool' button.

3. Select **Sign In**. This takes you to the Log On page.

The screenshot shows the 'Profile' page of the VA for Vets website. It is divided into two main sections: 'Web Privacy Policy' and 'Log On'.

**Web Privacy Policy:** This section contains several paragraphs of text. The first paragraph states that the VA4Vets Recruitment, Reintegration, and Retention Program records and stores names, addresses, phone numbers, and email of VA employees, Veterans (Vets), or other administrative personnel. It mentions that information is authorized for release to the VA or its corporate partners for employment placement recruitment and other services. The second paragraph discusses the collection of information on the VA for Vets site, noting it is voluntary. The third paragraph states the principal purpose is marketing of individual resumes. The final paragraph explains that by providing information, users consent to VA's use and disclosure of that information.

**Log On:** This section features a 'User name:' field and a 'Password:' field, both with input boxes. Below these fields is a blue 'Sign In' button with a right-pointing arrow. Underneath the button are links for 'Register', 'Forgot your password?', and 'VA for Vets Home'. A note below the links states: 'Note: We have recently migrated servers. If your account was created prior to October 24th, please click here to reset your password. You will not be able to login until your password is reset.'

At the bottom of the page, there is a footer with the 'ADVANCE' logo (transforming potential into performance), a description of an HR&A initiative, the U.S. Department of Veterans Affairs logo, and the text 'U.S. Department of Veterans Affairs'.

4. In the User name field, enter <your username>.

 Your username is the email address you entered when you registered for a VA for Vets account.

5. In the Password field, enter <your password>.

6. Select **Sign In**. This takes you to My Dashboard page.

 After three unsuccessful attempts to log on, the Career Center automatically locks your account. You may select **Forgot your password?** from the Log On page or contact the VA for Vets help desk at 1-855-824-8387, option 3, to get the account unlocked.

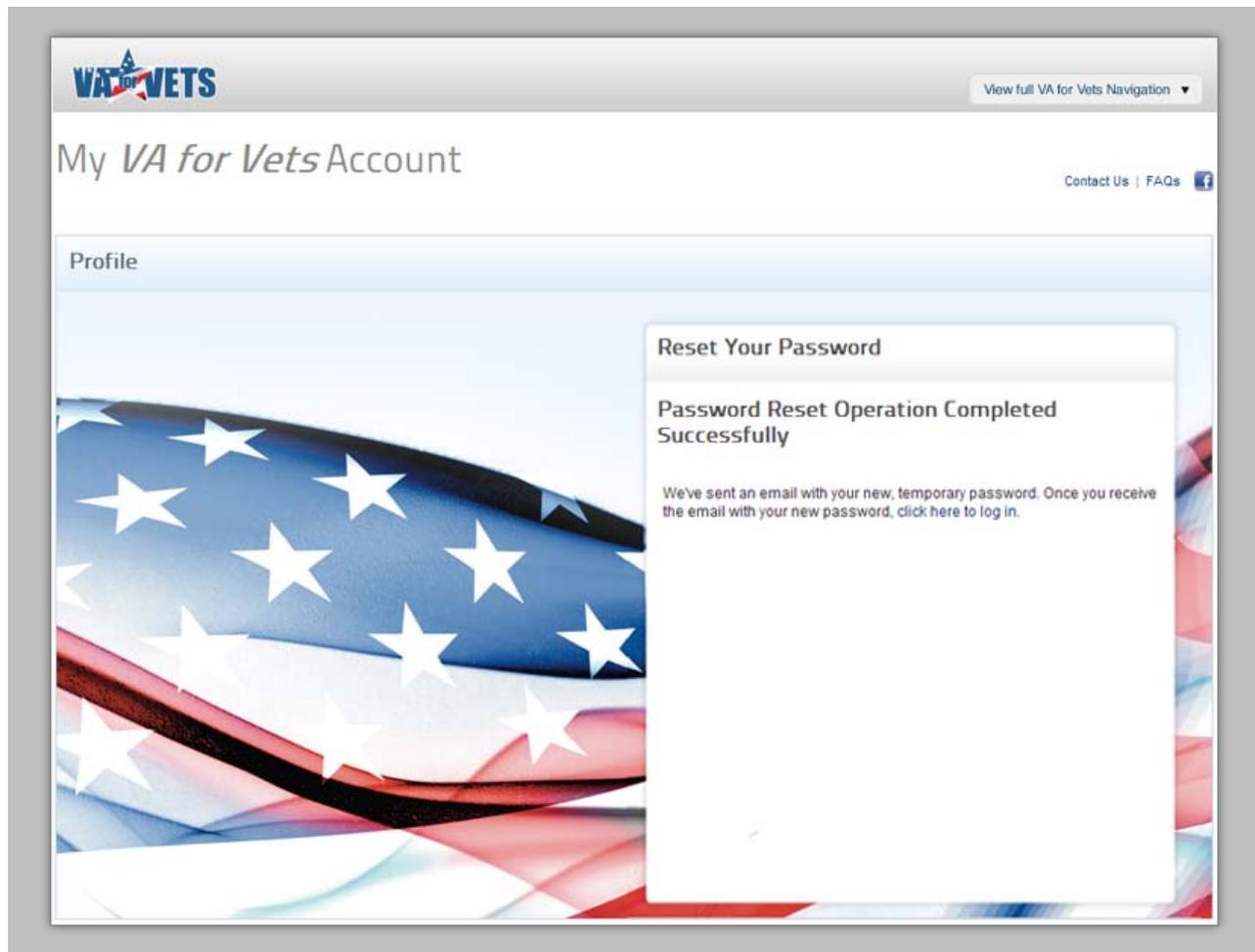
## Resetting Your Password

1. From the Log On page, select **Forgot your password?** This takes you to the Reset Your Password page.

The screenshot shows the 'Reset Your Password' form on the VA for Vets website. The form is overlaid on a background image of the American flag. The form includes the following elements:

- Header:** 'Reset Your Password'
- Instructions:** 'Use the form below to request a new password to be sent to the email address you used when you first registered.'
- Email Field:** A text input field labeled 'Email:'.
- CAPTCHA:** A CAPTCHA box showing the words 'flatten' and 'erj7100'. Below the words is a text input field labeled 'Type the two words:'.
- Buttons:** 'Submit' and 'Cancel' buttons.

2. In the Email field, enter <your email address>.
3. In the Type the two words field, enter the two words that are above the field.
  - ⚠ Enter the two words as one long word. Do not use a space between the two words.
4. Select **Submit**. A confirmation message appears, and your new temporary password has been emailed to you.
  - ⚠ Selecting **Cancel** ignores your request to reset your password and takes you back to the Log On page.



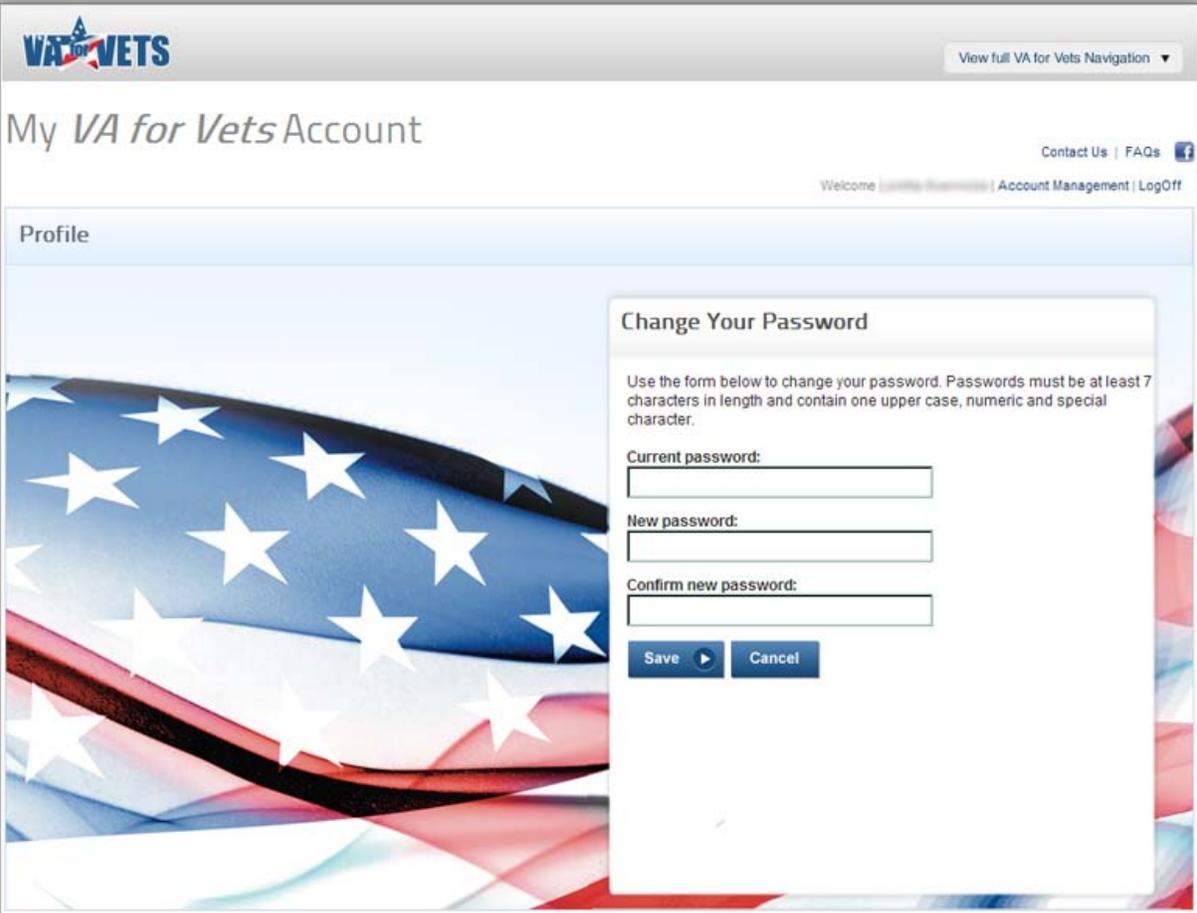
5. Retrieve your new temporary password from your email.
6. Go to the Log On page.
  - ! You may do this from the Reset Your Password page by selecting **Click here to log in** or by entering <https://vaforvets.va.gov/Pages/Dashboard.aspx> in the address bar of your web browser.
7. In the User name field, enter <your username>.
8. In the Password field, enter <your new temporary password>. This takes you to My Dashboard page.
  - ! Your new temporary password is the password you retrieved from your email.

## Changing Your Password

1. From the My Dashboard page, select **Account Management**. This takes you to the Profile Administration Options page.



2. Select **Change your password**. This takes you to the Change Your Password page.



The screenshot shows the 'My VA for Vets Account' page. At the top left is the VA for Vets logo. To the right is a 'View full VA for Vets Navigation' dropdown menu. Below the logo is the text 'My VA for Vets Account'. On the right side, there are links for 'Contact Us', 'FAQs', and a Facebook icon. Below these links is a navigation bar with 'Welcome', 'My VA for Vets', 'Account Management', and 'LogOff'. The main content area is titled 'Profile' and features a large background image of the American flag. Overlaid on the right side of the profile area is a 'Change Your Password' form. The form contains the following text: 'Use the form below to change your password. Passwords must be at least 7 characters in length and contain one upper case, numeric and special character.' Below this text are three input fields labeled 'Current password:', 'New password:', and 'Confirm new password:'. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

3. In the Current password field, enter <your password>.
4. In the New password field, enter <your new password>.
  - ❗ Passwords must be a minimum of seven characters in length and contain at least one upper case letter, one numeral and one special character.
5. In the Confirm new password field, enter < your new password>.
6. Select **Save**. A confirmation message appears along with an option to view your dashboard or update your profile. In addition, you will receive an email confirming your password was changed.
  - ❗ Selecting **Cancel** ignores the updates to your password and takes you back to the Profile Administration Options page.

## Updating Your Profile

1. From My Dashboard page, select **Account Management**. This takes you to the Profile Administration Options page.



2. Select **Update your profile**. This takes you to the Update Your Profile page.

VA for VETS

View full VA for Vets Navigation ▾

## My VA for Vets Account

Contact Us | FAQs

Welcome | [Profile Administration](#) | [Account Management](#) | [LogOff](#)

### Profile

#### Update Your Profile

Fields marked with an asterisk are required.

Email on file: [lorita.fuentes@va.gov](mailto:lorita.fuentes@va.gov)

First name: \*

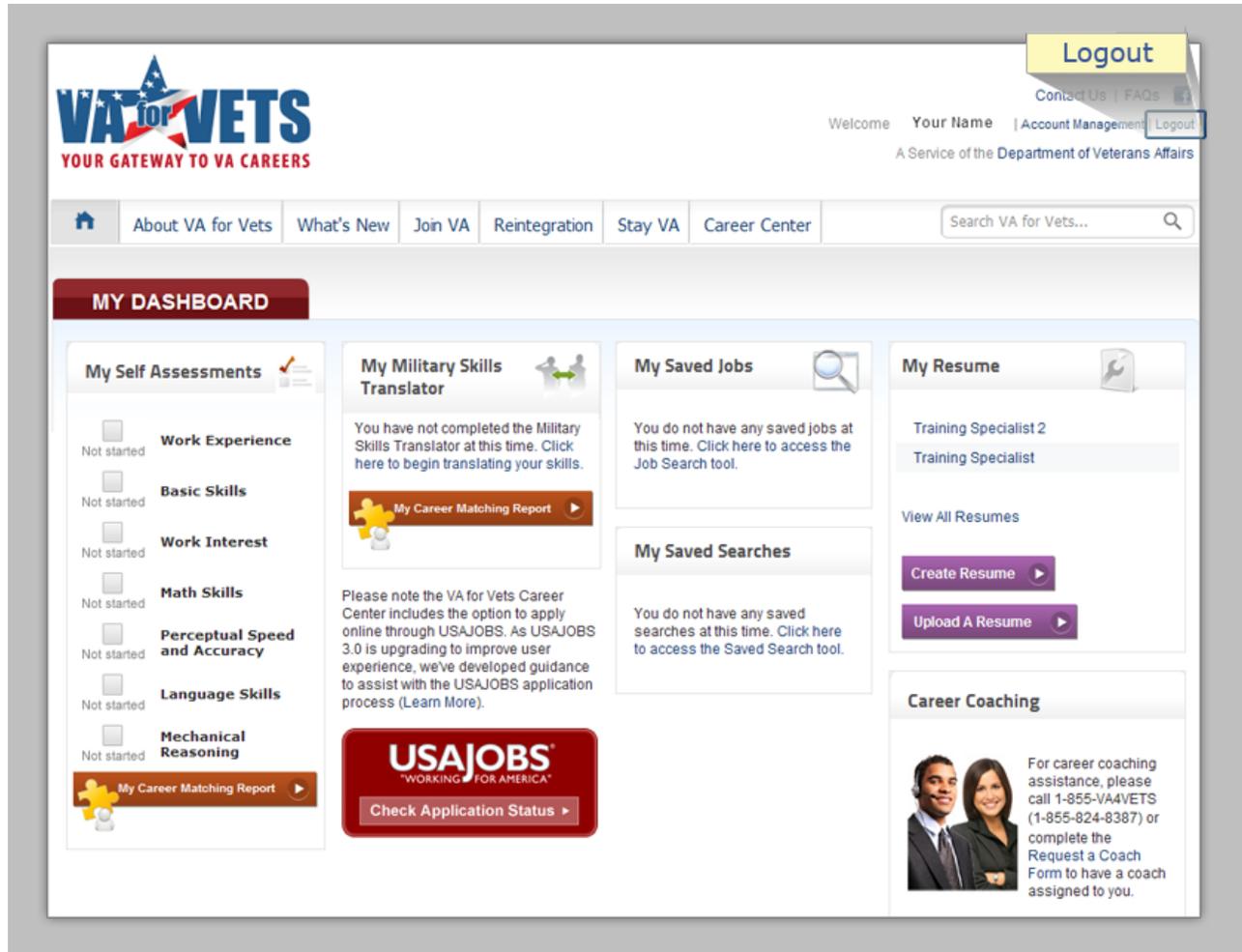
Last name: \*

[Save](#) [Cancel](#)

3. In the First name field, enter <your first name>.
4. In the Last name field, enter <your last name>.
5. Select **Save**. This takes you to the Profile Administration Options page with a confirmation message that your profile has been updated.
  - ! Selecting **Cancel** ignores the updates you entered and takes you back to the Profile Administration Options page.

## Logging Off

1. From the My Dashboard page, select **Logout**. This logs you off the Career Center and takes you to the VA for Vets home page.



## Moving Around in the Career Center

You can move from item to item (buttons, fields or menu options) on the screen by using the:

- Mouse
- Keyboard

### Keyboard Shortcuts

To	Press
Go to the next field, image or button	<b>Tab</b>
Go to the previous field or button	<b>Shift Tab</b>
Activate a selected button	<b>Enter</b>
Go down an item within a drop-down list	<b>Down directional arrow</b>
Go up an item within a drop-down list	<b>Up directional arrow</b>
Delete a character within a field	<b>Backspace</b>
Add a character space within a field	<b>Spacebar</b>

## My Dashboard

The My Dashboard web page organizes information to make it easy to read and interpret which, reflects your activities within the career center, and provides job updates in real time.

From My Dashboard, you may:

- Take assessments.
- Use the military skills translator.
- View saved job opening.
- Set up an automatic search for jobs based on your search criteria.
- Create/update your resume.
- Apply to open positions.
- Manage your VA for Vets account (updating your profile and changing your password).

**Note:** You must be signed in to access the My Dashboard page.

The screenshot shows the VA for Vets My Dashboard interface. At the top, there is a navigation bar with the VA for Vets logo and the tagline "YOUR GATEWAY TO VA CAREERS". The navigation menu includes links for "About VA for Vets", "What's New", "Join VA", "Reintegration", "Stay VA", and "Career Center". A search bar is located on the right side of the navigation menu. The main content area is titled "MY DASHBOARD" and is divided into several sections:

- My Self Assessments:** A list of assessment categories, each with a "Not started" status and a "My Career Matching Report" button. The categories are: Work Experience, Basic Skills, Work Interest, Math Skills, Perceptual Speed and Accuracy, Language Skills, and Mechanical Reasoning.
- My Military Skills Translator:** A section with a "My Career Matching Report" button and a message: "You have not completed the Military Skills Translator at this time. Click here to begin translating your skills."
- My Saved Jobs:** A section with a message: "You do not have any saved jobs at this time. Click here to access the Job Search tool."
- My Saved Searches:** A section with a message: "You do not have any saved searches at this time. Click here to access the Saved Search tool."
- My Resume:** A section with a "Training Specialist 2" profile, a "View All Resumes" link, and buttons for "Create Resume" and "Upload A Resume".
- Career Coaching:** A section with a photo of two people and a message: "For career coaching assistance, please call 1-855-VA4VETS (1-855-824-8387) or complete the Request a Coach Form to have a coach assigned to you."

## My Self Assessments (Assessments)

My Self Assessments on the My Dashboard page lists the career discovery questionnaires (self assessments) you have completed. These questionnaires consider your military talents, training and experience and provide you with a career matching report. From the report, you will be able to identify and match your strengths and interests to available positions within the VA.

You do not have to take any of the assessments; however, the more assessments you complete, the more career matches that most closely align with your skills and professional goals will be revealed.

**Note:** You must complete the Work Experience and Basic Skills assessments before you are able to access the other self assessments.

The screenshot displays the VA for Vets My Dashboard. At the top left is the VA for Vets logo with the tagline "YOUR GATEWAY TO VA CAREERS". On the top right, there are links for "Contact Us", "FAQs", and a Facebook icon, along with a user greeting "Welcome Your Name" and links for "Account Management" and "Logout". Below this is a navigation bar with tabs for "About VA for Vets", "What's New", "Join VA", "Reintegration", "Stay VA", and "Career Center", and a search bar labeled "Search VA for Vets...".

The main content area is titled "MY DASHBOARD" and is divided into several sections:

- My Self Assessments:** A list of assessments with "Not started" checkboxes:
  - Work Experience
  - Basic Skills
  - Work Interest
  - Math Skills
  - Perceptual Speed and Accuracy
  - Language Skills
  - Mechanical Reasoning
 A "My Career Matching Report" button is at the bottom of this list.
- My Military Skills Translator:** A message stating "You have not completed the Military Skills Translator at this time. Click here to begin translating your skills." with a "My Career Matching Report" button.
- My Saved Jobs:** A message stating "You do not have any saved jobs at this time. Click here to access the Job Search tool." with a magnifying glass icon.
- My Saved Searches:** A message stating "You do not have any saved searches at this time. Click here to access the Saved Search tool." with a magnifying glass icon.
- My Resume:** Shows a resume titled "Training Specialist 2" and "Training Specialist". It includes a "View All Resumes" link and buttons for "Create Resume" and "Upload A Resume".
- Career Coaching:** A section with a photo of two people and text: "For career coaching assistance, please call 1-855-VA4VETS (1-855-824-8387) or complete the Request a Coach Form to have a coach assigned to you." Below this is a "Check Application Status" button.

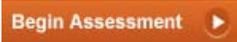
At the bottom of the dashboard, there is a USAJOBS logo with the tagline "WORKING FOR AMERICA" and a "Check Application Status" button.

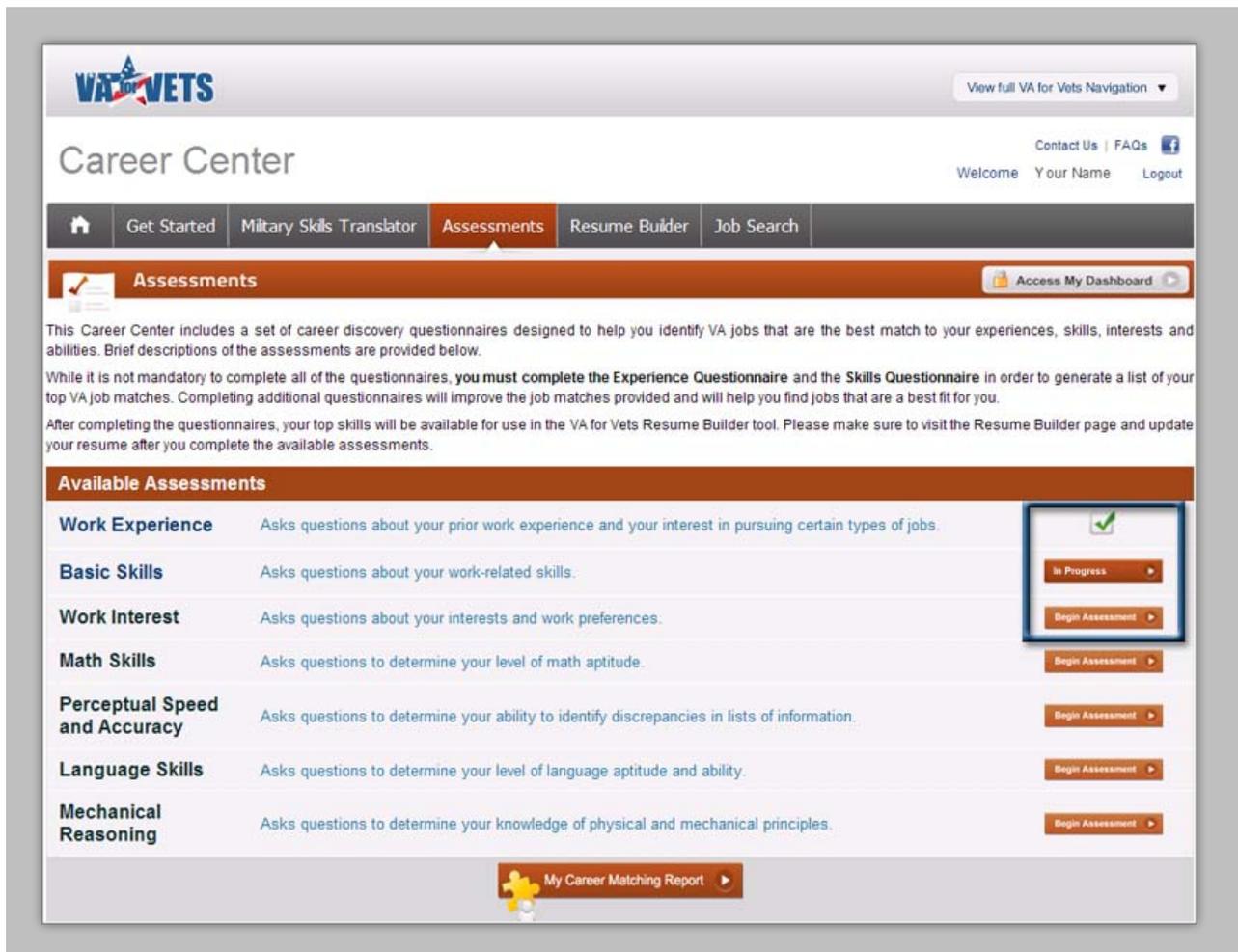
## Accessing the Assessments

- From My Dashboard, select **My Career Matching Report**.

If this takes you to the ...	Then ...
Assessments page	Begin taking or completing an assessment.
Career Matching page	From the Career Center navigation bar, select Assessments. This takes you to the Assessments page. Begin taking or completing an assessment.

The Assessments page keeps track of the assessments that you:

- Have not started: 
- Started but not finished: 
- Completed: 



## Taking an Assessment

1. From the Assessments page, select **Begin Assessment** or **In Progress** for the assessment you would like to begin taking or complete. This takes you to the introduction page of that assessment.
2. Read through the introduction page.
3. Select **Begin Assessment**. This takes you to the first question in the assessment.
4. Answer the question.
5. Select **Record Answer**.



The Progress bar on the page conveys the progress of completing the assessment.

Progress:



6. When you have recorded your answer to the last question, a message appears indicating that the score assessment is in progress. After the score has been assessed, you return to the Assessments page with the assessment you completed marked with a check mark.

**VA for VETS** Career Center

View full VA for Vets Navigation

Contact Us | FAQs | Facebook

Welcome | Your Name | Logout

Home | Get Started | Military Skills Translator | **Assessments** | Resume Builder | Job Search

Assessments | Access My Dashboard

This Career Center includes a set of career discovery questionnaires designed to help you identify VA jobs that are the best match to your experiences, skills, interests and abilities. Brief descriptions of the assessments are provided below.

While it is not mandatory to complete all of the questionnaires, **you must complete the Experience Questionnaire and the Skills Questionnaire** in order to generate a list of your top VA job matches. Completing additional questionnaires will improve the job matches provided and will help you find jobs that are a best fit for you.

After completing the questionnaires, your top skills will be available for use in the VA for Vets Resume Builder tool. Please make sure to visit the Resume Builder and update your resume after you complete the available assessments.

Available Assessments		
<b>Work Experience</b>	Asks questions about your prior work experience and your interest in pursuing certain types of jobs.	
<b>Basic Skills</b>	Asks questions about your work-related skills.	In Progress
<b>Work Interest</b>	Asks questions about your interests and work preferences.	Begin Assessment
<b>Math Skills</b>	Asks questions to determine your level of math aptitude.	Begin Assessment
<b>Perceptual Speed and Accuracy</b>	Asks questions to determine your ability to identify discrepancies in lists of information.	Begin Assessment
<b>Language Skills</b>	Asks questions to determine your level of language aptitude and ability.	Begin Assessment
<b>Mechanical Reasoning</b>	Asks questions to determine your knowledge of physical and mechanical principles.	Begin Assessment

My Career Matching Report

## Retaking an Assessment

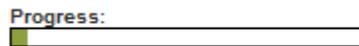
1. From the My Dashboard page, select **My Career Matching Report**.

If this takes you to the ...	Then ...
Assessments page	Go to Step 2.
Career Matching page	From the Career Center navigation bar, select Assessments. This takes you to the Assessments page. Go to Step 2.

2. From the Assessments page, select the check mark of the assessment you would like to take again. This takes you to that assessment.
3. Read through the introduction page.
4. Select **Begin Assessment**. This takes you to the first question in the assessment.
5. Answer the question.
6. Select **Record Answer**.



The Progress bar on the page conveys the progress of completing the assessment.



7. When you have recorded your answer to the last question, a message appears indicating that the score assessment is in progress. After the score has been assessed, you return to the Assessments page with the assessment you completed marked with a check mark.

## Exiting an Assessment

You may exit any of the assessments at any time by selecting **Access My Dashboard**. This takes you back to the My Dashboard page.

The screenshot displays the VA for Vets Career Center website. At the top, the VA for Vets logo is on the left, and a navigation link 'View full VA for Vets Navigation' is on the right. Below the logo, the text 'Career Center' is prominent. A navigation bar contains links for 'Get Started', 'Military Skills Translator', 'Assessments' (which is highlighted), 'Resume Builder', and 'Job Search'. A red box highlights the 'Access My Dashboard' button in the top right corner. Below the navigation bar, a section titled 'Assessments' features a red box around another 'Access My Dashboard' button. The main content area includes a paragraph explaining the purpose of the assessments and instructions on how to use them. A table titled 'Available Assessments' lists seven categories with their descriptions and status indicators. At the bottom, a 'My Career Matching Report' button is visible.

Available Assessments		
<b>Work Experience</b>	Asks questions about your prior work experience and your interest in pursuing certain types of jobs.	
<b>Basic Skills</b>	Asks questions about your work-related skills.	In Progress ▶
<b>Work Interest</b>	Asks questions about your interests and work preferences.	Begin Assessment ▶
<b>Math Skills</b>	Asks questions to determine your level of math aptitude.	Begin Assessment ▶
<b>Perceptual Speed and Accuracy</b>	Asks questions to determine your ability to identify discrepancies in lists of information.	Begin Assessment ▶
<b>Language Skills</b>	Asks questions to determine your level of language aptitude and ability.	Begin Assessment ▶
<b>Mechanical Reasoning</b>	Asks questions to determine your knowledge of physical and mechanical principles.	Begin Assessment ▶

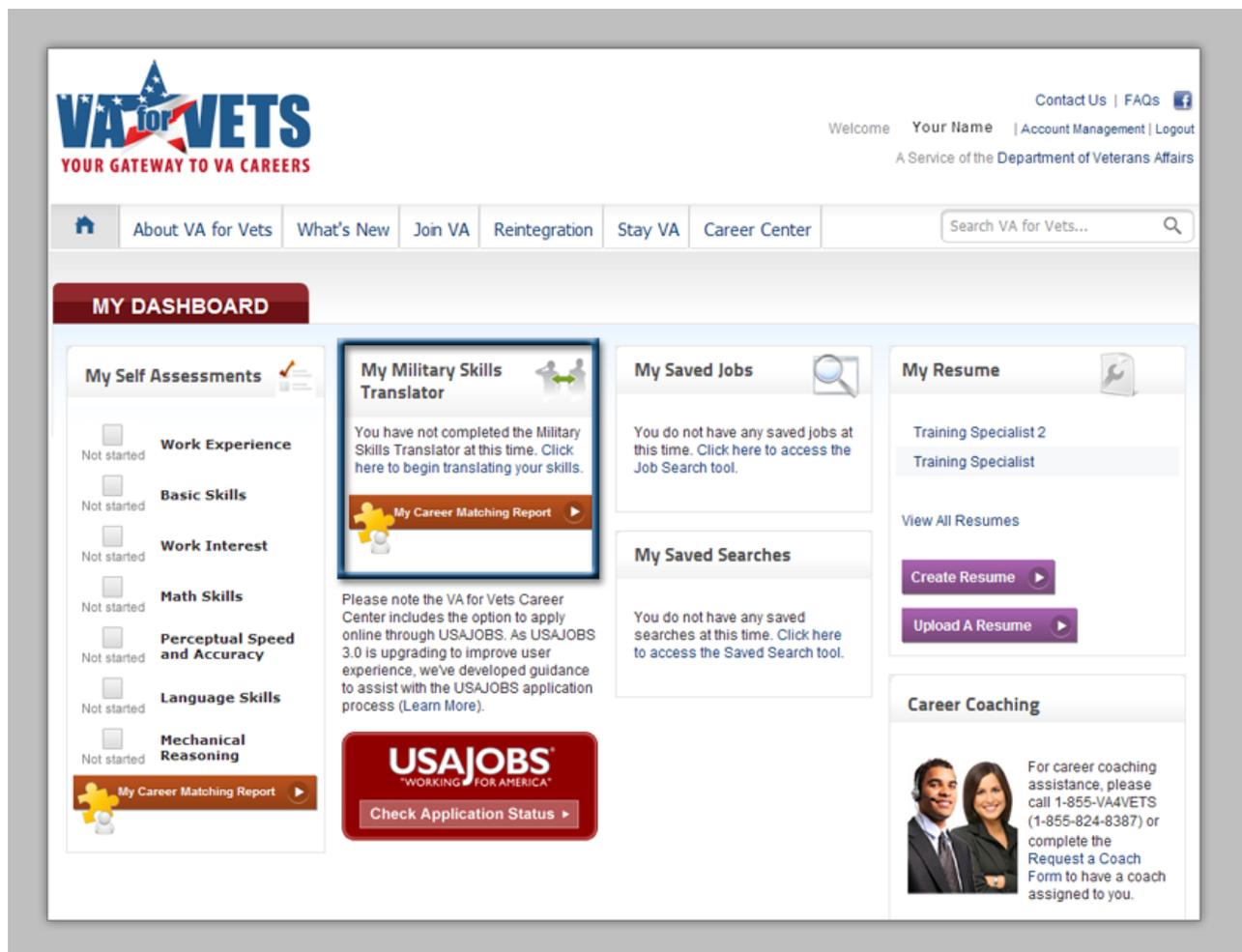
**Note:** When you go back to that assessment, you will start at the next question from the last recorded answer. For example, if you recorded your answer to question 3, you will start at question 4. If you answered question 3 but did not record the answer, you will start at question 3.

## My Military Skills Translator (Military Skills Translator)

My Military Skills Translator on the My Dashboard page lists the military skills. The military skills translator is a tool that translates your active-duty skills into civilian-friendly language with the ability to drill down to sub-specialty levels. The Career Center’s military skills translator is the most robust and thorough option within the federal government.

From the military skills translator, you may perform each or all of the following:

- Search for your military job title.
- Search for your VA occupation series.
- Enter additional civilian skills you possess.



## Accessing the Military Skills Translator

**Note:** If you have not used the Military Skills Translator before and/or have used it but did not save your translated skills, select **Click here to begin translating your skills** to access the Military Skills Translator page.

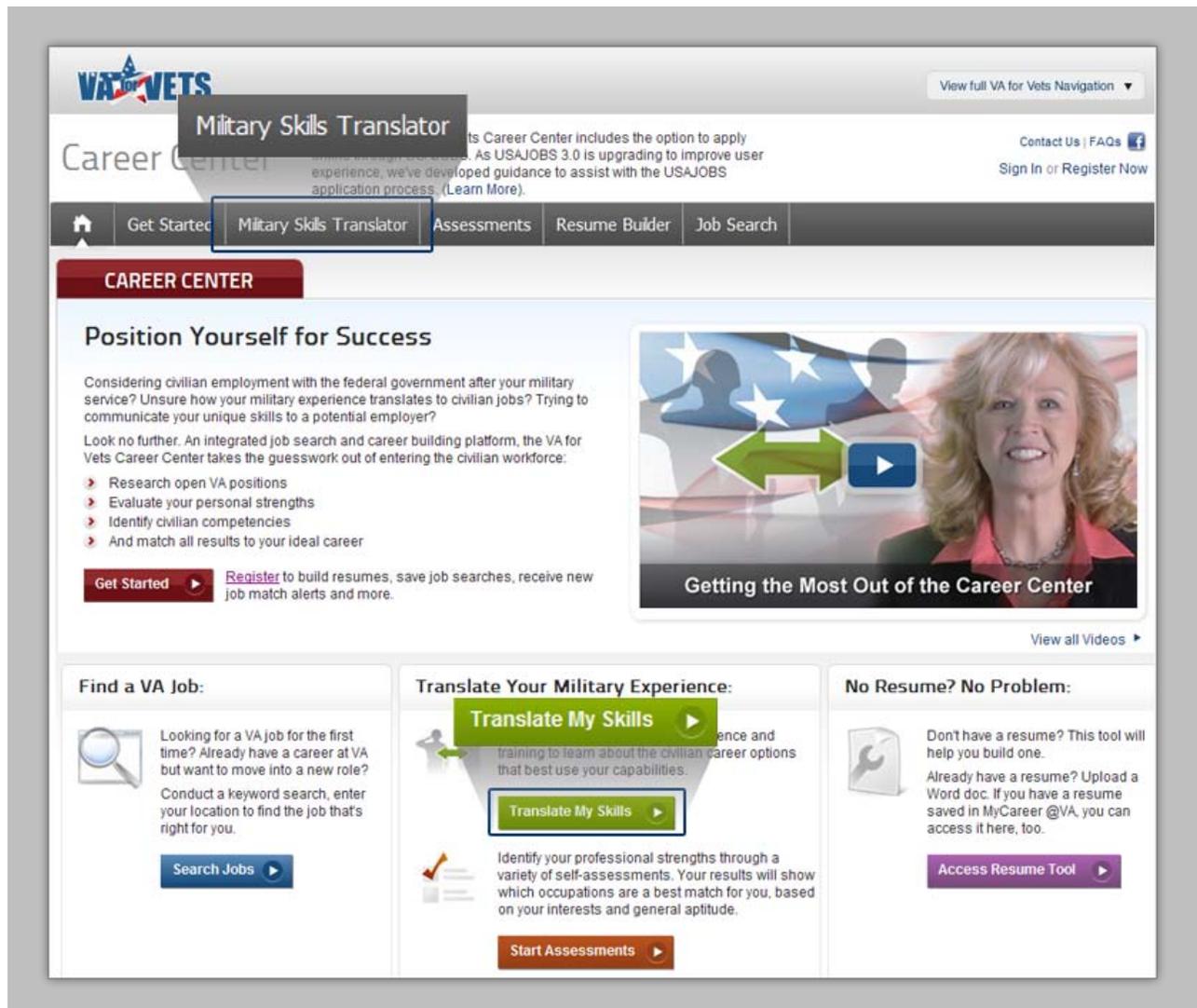
1. From the My Dashboard, select **Career Center**. This takes you to the Career Center page.

The screenshot shows the VA for Vets Career Center My Dashboard. At the top left is the VA for Vets logo with the tagline "YOUR GATEWAY TO VA CAREERS". To the right is the "Career Center" header and user account information including "Your Name", "Account Management", "Logout", "Contact Us", "FAQs", and "A Service of the Department of Veterans Affairs". Below this is a navigation menu with "About VA for Vets", "What's New", "Join VA", "Reintegration", "Stay VA", and "Career Center" (which is highlighted with a blue box). A search bar is located to the right of the navigation menu.

The main dashboard area is titled "MY DASHBOARD" and contains several sections:

- My Self Assessments:** A list of assessment categories, each with a "Not started" status and a "My Career Matching Report" button: Work Experience, Basic Skills, Work Interest, Math Skills, Perceptual Speed and Accuracy, Language Skills, and Mechanical Reasoning.
- My Military Skills Translator:** A section with a message: "You have not completed the Military Skills Translator at this time. Click here to begin translating your skills." Below this is a "My Career Matching Report" button.
- My Saved Jobs:** A section with a message: "You do not have any saved jobs at this time. Click here to access the Job Search tool."
- My Saved Searches:** A section with a message: "You do not have any saved searches at this time. Click here to access the Saved Search tool."
- My Resume:** A section showing a resume titled "Training Specialist 2" and "Training Specialist". It includes a "View All Resumes" link and two buttons: "Create Resume" and "Upload A Resume".
- Career Coaching:** A section with a photo of two people and text: "For career coaching assistance, please call 1-855-VA4VETS (1-855-824-8387) or complete the Request a Coach Form to have a coach assigned to you."

At the bottom of the dashboard, there is a USAJOBS logo with the tagline "WORKING FOR AMERICA" and a "Check Application Status" button.



- From the Career Center, select **Military Skills Translator** or **Translate My Skills**. This takes you to the Military Translator Skills page.

The screenshot shows the VA for Vets Military Skills Translator interface. At the top left is the VA for Vets logo. To the right is a navigation link: "View full VA for Vets Navigation". Below the logo is the main heading "Military Skills Translator" and links for "Contact Us | FAQs" and "Sign In or Register Now". A horizontal menu contains "Home", "Get Started", "Military Skills Translator" (highlighted), "Assessments", "Resume Builder", and "Job Search". On the right of this menu is a link for "Access My Dashboard".

The main content area is titled "MILITARY EXPERIENCE" and contains the following text: "Translate your military skills, experience and training to learn about VA career options that best use your capabilities. To get started, define your military experience by adding your Military Job Title (for example, your MOS, MOSC, Rating, Designator). Once this information is selected, you can add your subspecialties and training to further customize the job postings available to you." To the right of this text is a search form titled "Search Military Job Title by Service" with a "Browse by Military Service" link. The form includes three fields: "Select Your Service:" with a dropdown menu set to "All"; "Select Your Pay Grade:" with a dropdown menu set to "Select One"; and "Enter Military Job Title:" with a text input field containing "MOS / AFSC / Rating or Military Job Title" and a "Search" button.

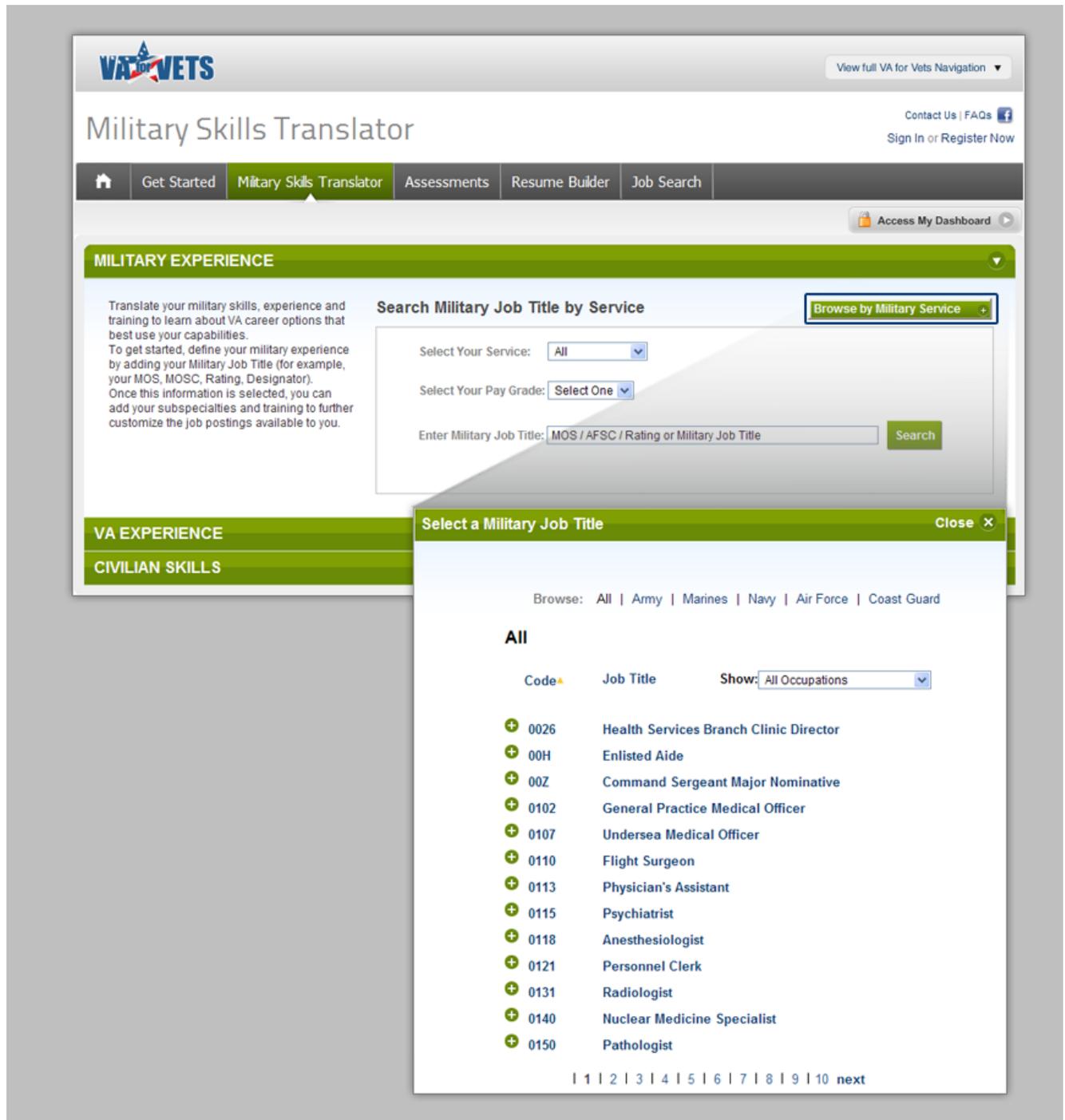
At the bottom of the main content area are two expandable sections: "VA EXPERIENCE" and "CIVILIAN SKILLS", each with a right-pointing arrow.

## Finding Your Military Skills

You may find your military skills by browsing or searching for your military job title.

### Browsing for Your Military Job Title

1. From the Military Translator Skills page, select **Browse by Military Service**. The Select a Military Job Title pop-up box appears.



2. Locate your military job title.
3. Select your military job title. This closes the pop-up box and updates the Military Translator Skills page as follows:
  - a. The job title you selected appears under Military Experience.
  - b. Your military skills translated into civilian-friendly language appear under Civilian Skills.
  - c. Equivalent VA Openings appears beneath Civilian Skills with a list of possible VA openings that match your skills based on the military job title you selected.

**MILITARY EXPERIENCE**

Translate your military skills, experience, and training to learn about VA career opportunities and best use your capabilities. To get started, define your military skills by adding your Military Job Title (MOS, MOSC, Rating, Designation). Once this information is selected, you can add your subspecialties and training to further customize the job postings available to you.

**Add Military Job Titles, Subspecialties, and Training:** Add Military Job Title

**a** i **0113 Physician's Assistant (Navy - Officer)** Delete

+ Add/Edit Your Subspecialties and Training

---

**VA EXPERIENCE**

**CIVILIAN SKILLS**

By editing civilian skills that relate to your military experience or career goals, you'll be able to finely tune the job postings available to you and better understand your opportunities.

**b** **Your Civilian Skills:** Select/Deselect to Refine Job Postings Add Civilian Skills

- Aseptic and Sterilization Techniques Delete
- Budget Management Delete
- Case Management Delete
- Counseling Delete
- Customer Support/Service Delete
- Document Preservation Delete

[Save profile](#) | [Create resume using these skills](#)

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**EQUIVALENT VA OPENINGS**

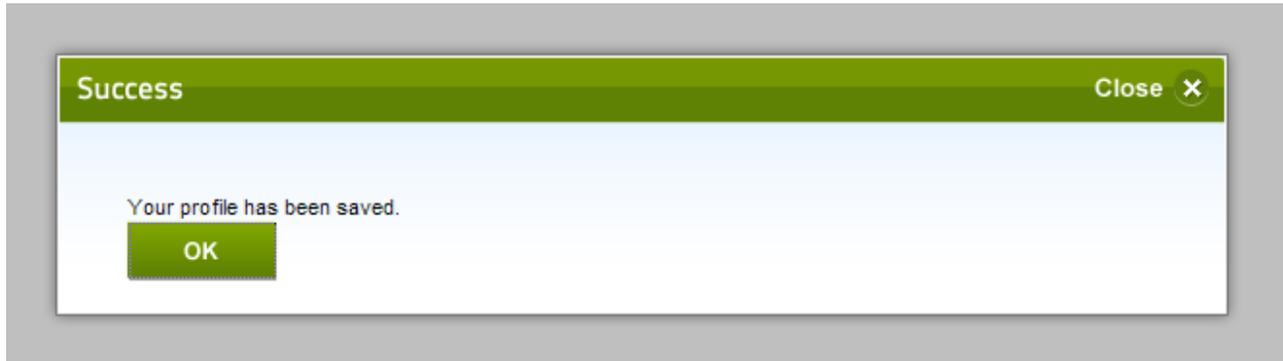
908 matching jobs | 1 - 20 displayed | Sort by: **Relevance** | Job Title

Refine by keywords:  Zip Code:  Within: Select One Refine

Job Title	Agency	Location
Physician (Director of Rehabilitation Care Service Line)	Veterans Health Administration	Seattle, WA
Physician (Gynecologist)	Department of Veterans Affairs	Shreveport, LA
Chief of Mental Health - Physician	Veterans Health Administration	Ann Arbor, MI
PHYSICIAN (Emergency Department)	Veterans Health Administration	Providence, RI
Physician - Interventional Radiologist (Section Chief)	Veterans Health Administration	Tampa, FL
Staff Physician (Hospitalist)	Veterans Health Administration	Shreveport, LA
Physician (Physiatrist)	Veterans Health Administration	Jackson, MS

**c**

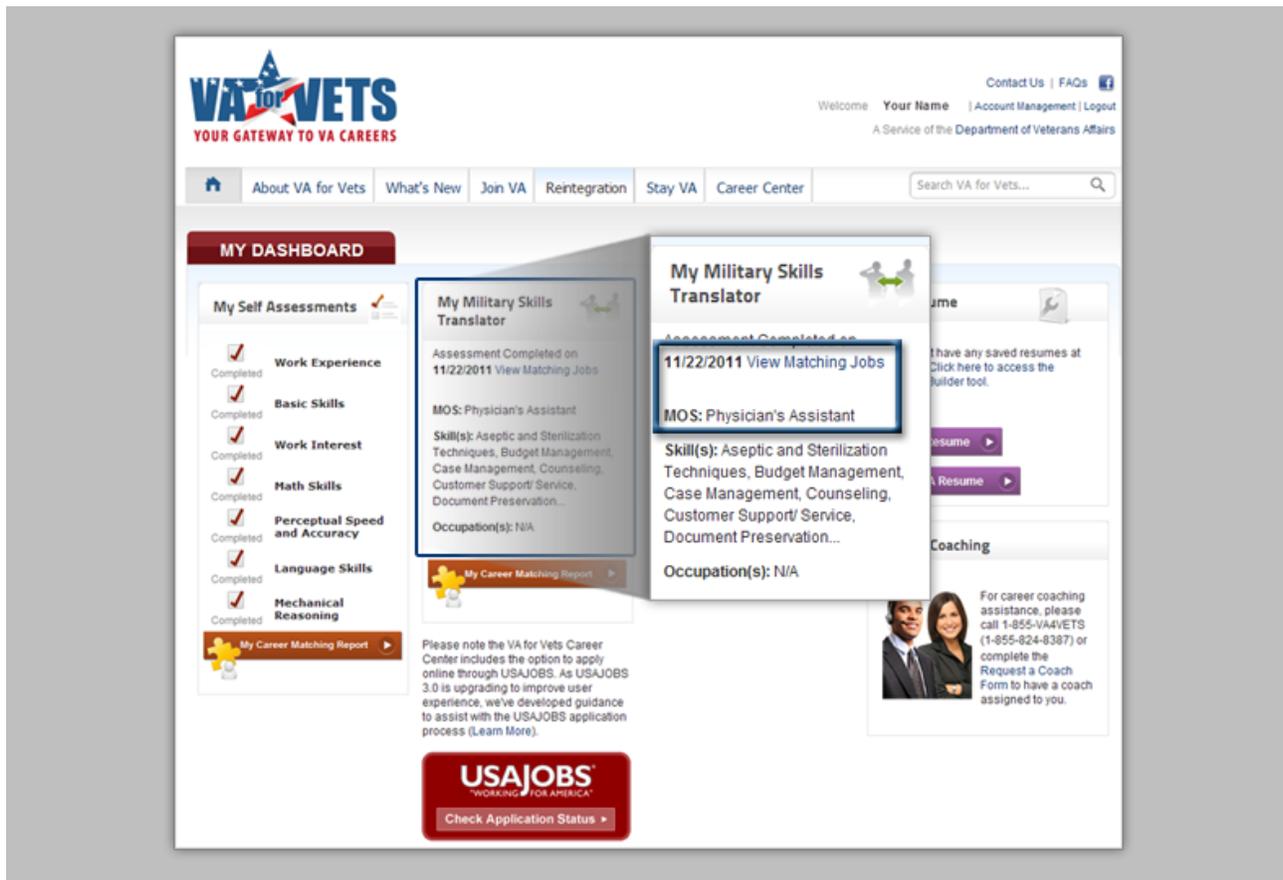
- From the Civilian Skills area, select **Save profile**. This saves your military experience in the VA for Vets database. A pop-up box appears indicating your profile has been saved.



- ! If you do not save your profile, you will have to reenter your military experience.

- Select **OK**. This closes the pop-box.

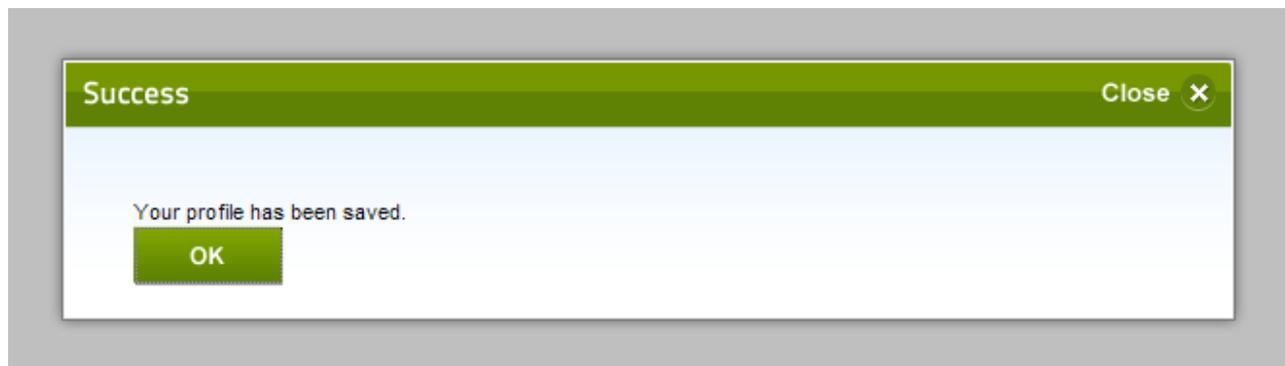
- ! The next time you access My Dashboard, your military job title will be displayed along with a link to view job openings that match your skills.



## Searching for Your Military Job Title

From the Military Translator Skills page:

1. In Select Your Service field, select your service from the drop-down list.
2. In Select Your Pay Grade field, select your pay grade from the drop-down list.
3. In Enter Military Job Title field, enter your military job title.
  - ! As you enter your military job title, a pop-up box appears beneath the field with titles that match the letters and/or numbers you have entered. You may select a military job title from the pop-up box or continue entering your military job title.
4. Select **Search**. This updates the Military Translator Skills page as follows:
  - a. The job title you selected appears under Military Experience.
  - b. Your military skills translated into civilian-friendly language appear under Civilian Skills.
  - c. Equivalent VA Openings appears beneath Civilian Skills with a list of possible VA openings that match your skills based on the military job title you selected.
5. From the Civilian Skills area, select **Save profile**. This saves your military experience in the *VA for Vets* database. A pop-up box appears indicating your profile has been saved.



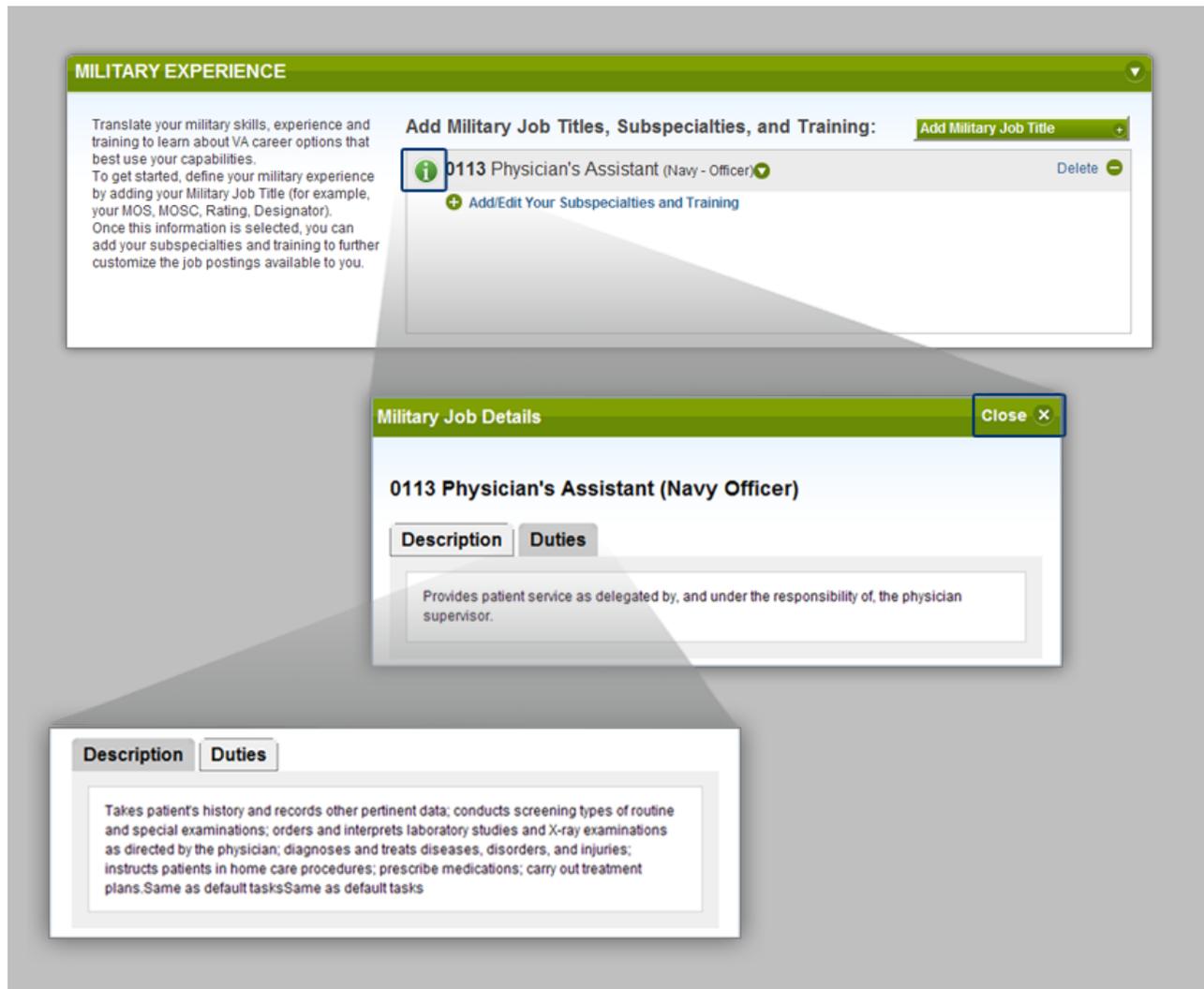
- ! If you do not save your profile, you will have to reenter your military experience.
6. Select **OK**. This closes the pop-up box.
    - ! The next time you access My Dashboard, your military job title will be displayed along with a link to view job openings that match your skills.

## Viewing Military Job Description and Duties

1. Select  next to the military job title. A Military Job Details pop-up box appears with a two-tab view of the description and duties for that military job title.

 You may copy and paste the description and/or duties directly into your resume so that you may start describing your military responsibilities in civilian-friendly language.

 Select  to close the Military Job Details pop-up box.



## Adding or Updating Your Military Subsidiarities and Training

1. Select **Add/Edit Your Subsidiarities and Training**. The Add Subsidiarities/Collateral Duties and Military Training dialog box appears.

The screenshot shows the 'MILITARY EXPERIENCE' section of a VA career portal. It features a green header with the title and a dropdown arrow. Below the header is a text box explaining the purpose of the section. To the right, there is a section titled 'Add Military Job Titles, Subsidiarities, and Training:' with a '+ Add Military Job Title' button. A list of job titles is shown, with '0113 Physician's Assistant (Navy - Officer)' selected. A blue box highlights the '+ Add/Edit Your Subsidiarities and Training' button. A dialog box is open, titled 'Add Subsidiarities / Collateral Duties and Military Training', with a 'Close X' button. The dialog box contains the following fields and options:

- Job Title: 0113 Physician's Assistant (Navy - Officer)
- Select your pay grade: Select One (dropdown menu)
- Select subsidiarities and collateral duties: --- Select a pay grade from above --- (text area)
- + Add More Subsidiarities (button)
- Select specialized training and schools:  Division Officer Leadership Course,  Officer Development School - Class PC (checkboxes)
- + Add More Military Training (button)
- Save + (button) and Cancel (text)

2. In the Select your pay grade field, select your pay grade from the drop-down list. Subsidiarities and collateral duties may appear in the Select subsidiarities and collateral duties field.

If your subspecialties and collateral duties ...	Then ...
Appear on the list	Select your subspecialties and collateral duties from the list. Go to step 3.
Do not appear on the list	<ol style="list-style-type: none"> <li>1. Select <b>Add More Subspecialties</b>.</li> <li>2. Enter your subspecialties or collateral duties..</li> <li>3. Repeat the above steps until you have listed all your subspecialties or collateral duties.</li> </ol>

3. In the Select specialized training and schools field, select your specialized training and schools from the list.



You may add military training by:

- A. Select **Add More Military Training**. A text box appears.
- B. Enter your military training. As you enter text, a list of military training appears beneath the text box.
- C. Select the military training you completed.
- D. Follow steps A–C until you have listed all your military training.

4. Select **Save**. This closes the dialog box and updates the Military Translator Skills page as follows:
  - a. The subspecialties, collateral duties and/or military training you selected appear under Military Experience.
  - b. Your military skills translated into civilian-friendly language appear under Civilian Skills.
  - c. The career opportunities listed in Equivalent VA Openings is updated based on the subspecialties, collateral duties and/or military training you selected.
5. From the Civilian Skills area, select **Save profile**. This saves your subspecialties, collateral duties and/or military training you selected in the VA for Vets database. A pop-up box appears indicating your profile has been saved.

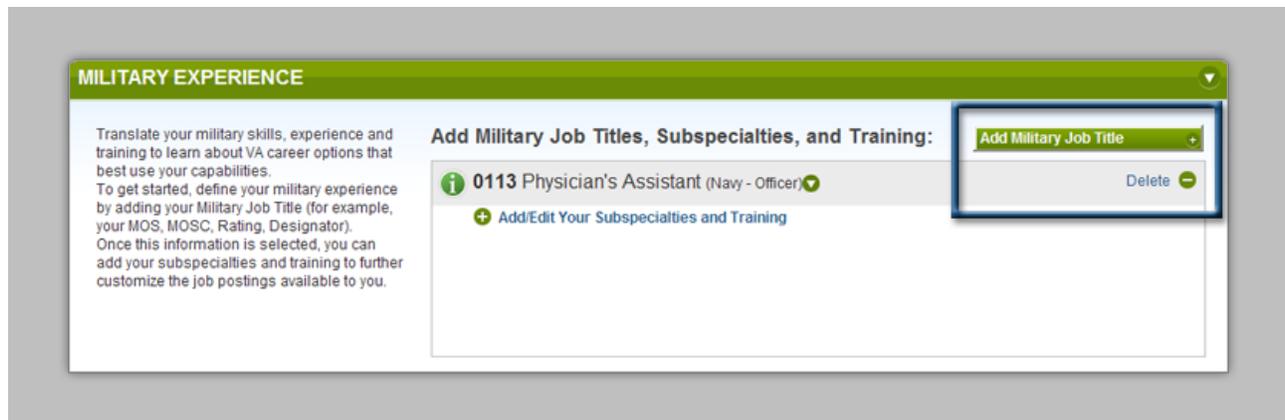


If you do not save your profile, you will have to reenter your subspecialties, collateral duties and/or military training.

6. Select **OK**. This closes the pop-up box.

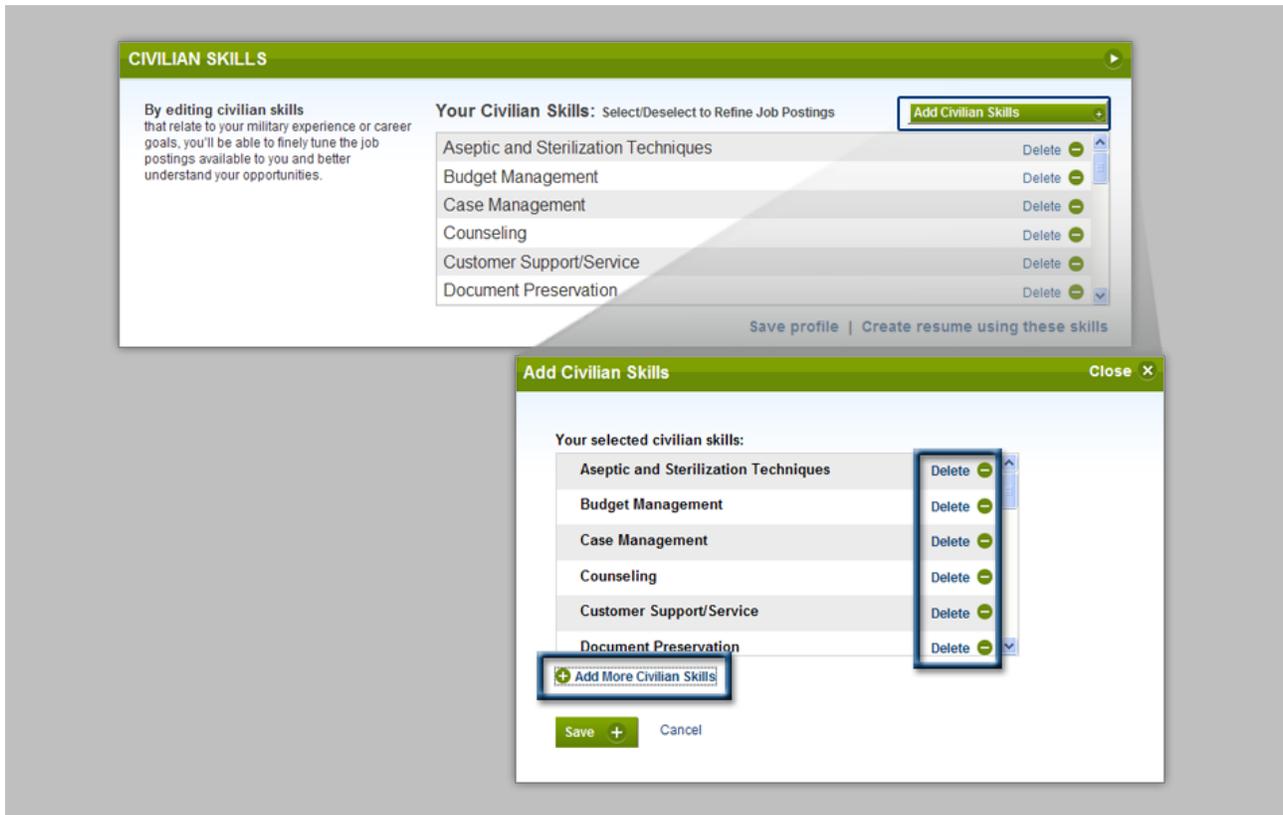
## Updating Your Military Experience

If you want to ...	Then from the Military Skills Translator page ...
Add another military job title to your military experience	<ol style="list-style-type: none"> <li>1. Select <b>Add Military Job Title</b>.</li> <li>2. Follow Browsing for Your Military Skills steps 2–5.</li> </ol>
Delete a military job title from your military experience	<ol style="list-style-type: none"> <li>1. Select  in the row of the military job title you want to delete.</li> <li>2. From the Civilian Skills area, select <b>Save profile</b>. This removes that military experience from the <i>VA for Vets</i> database. A pop-up box appears indicating your profile has been saved.</li> <li>3. Select <b>OK</b>. This closes the pop-box.</li> </ol> <p> If you do not save your profile, your military experience will remain in the <i>VA for Vets</i> database</p>



## Updating Your Civilian Skills

1. Select Add Civilian Skills. The Add Civilian Skills dialog box appears.



If you want to ...	Then from the Military Skills Translator page...
Add another civilian skill	Select <b>Add More Civilian Skills</b> then enter your civilian skill. As you enter text, a list of civilian skills appears beneath the text box; select your civilian skill. Go to step 2.
Delete a civilian skill	Select  in the row of the civilian skill you want to delete. Go to step 2.

2. Select **Save**. This closes the dialog box and updates the Military Translator Skills page as follows:
  - a. The civilian skills you selected appear under Civilian Skills.
  - b. The career opportunities listed in Equivalent VA Openings is updated based on your updated civilian skills.
3. From the Civilian Skills area, select **Save profile**. This updates your civilian skills in the *VA for Vets* database. A pop-up box appears indicating your profile has been saved.

 If you do not save your profile, you will have to redo the updates to your civilian skills.

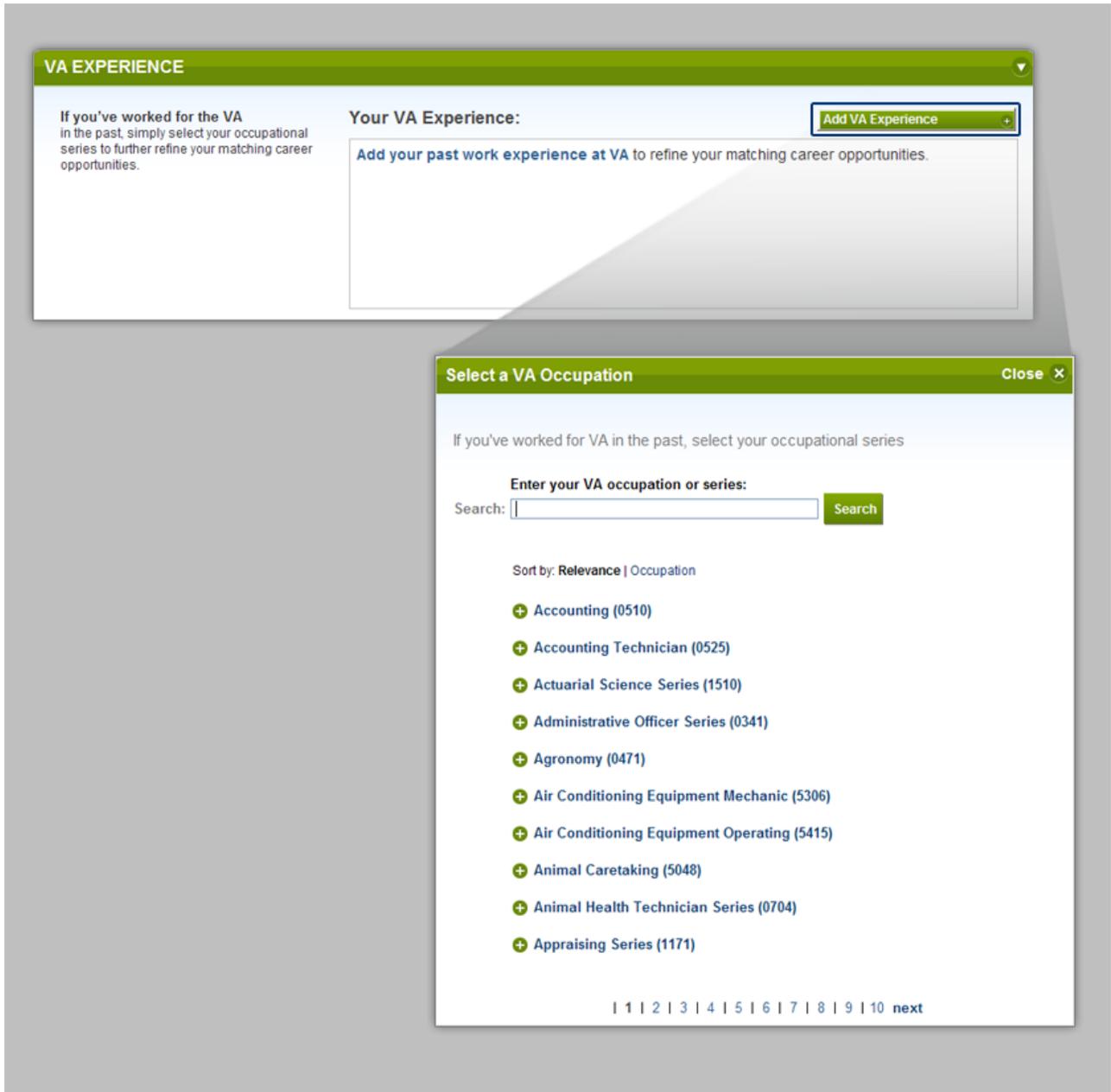
4. Select **OK**. This closes the pop-box.

 The next time you access My Dashboard your updated civilian skills will be displayed.

## VA Experience

If you've worked for the VA in the past, you should select your occupational series to further refine your matching career opportunities listed in the Equivalent VA Openings.

1. Select  in the VA Experience bar. The VA Experience area expands.
2. Select **Add VA Experience**. The Select a VA Occupation dialog box appears.



The screenshot displays the 'VA EXPERIENCE' section of a web application. The top section, titled 'VA EXPERIENCE', includes a play button icon and an 'Add VA Experience' button. Below this, a dialog box titled 'Select a VA Occupation' is open. The dialog box contains a search field with the placeholder text 'Enter your VA occupation or series:' and a 'Search' button. Below the search field, there is a list of VA occupational series, each preceded by a plus sign in a green circle. The list includes: Accounting (0510), Accounting Technician (0525), Actuarial Science Series (1510), Administrative Officer Series (0341), Agronomy (0471), Air Conditioning Equipment Mechanic (5306), Air Conditioning Equipment Operating (5415), Animal Caretaking (5048), Animal Health Technician Series (0704), and Appraising Series (1171). At the bottom of the dialog box, there is a pagination control showing '1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | next'.

3. In the Search field, enter your VA occupation or series. As you enter text, a list of VA occupations or series appears beneath the field; select your VA occupation or series.

4. Select **Search**. This closes the dialog box and updates the Military Translator Skills page as follows:
  - a. The VA occupation or series you selected appears under VA Experience.
  - b. The career opportunities listed in Equivalent VA Openings is updated based on your VA experience.
5. From the Civilian Skills area, select **Save profile**. This saves your VA experience in the VA for Vets database. A pop-up box appears indicating your profile has been saved.

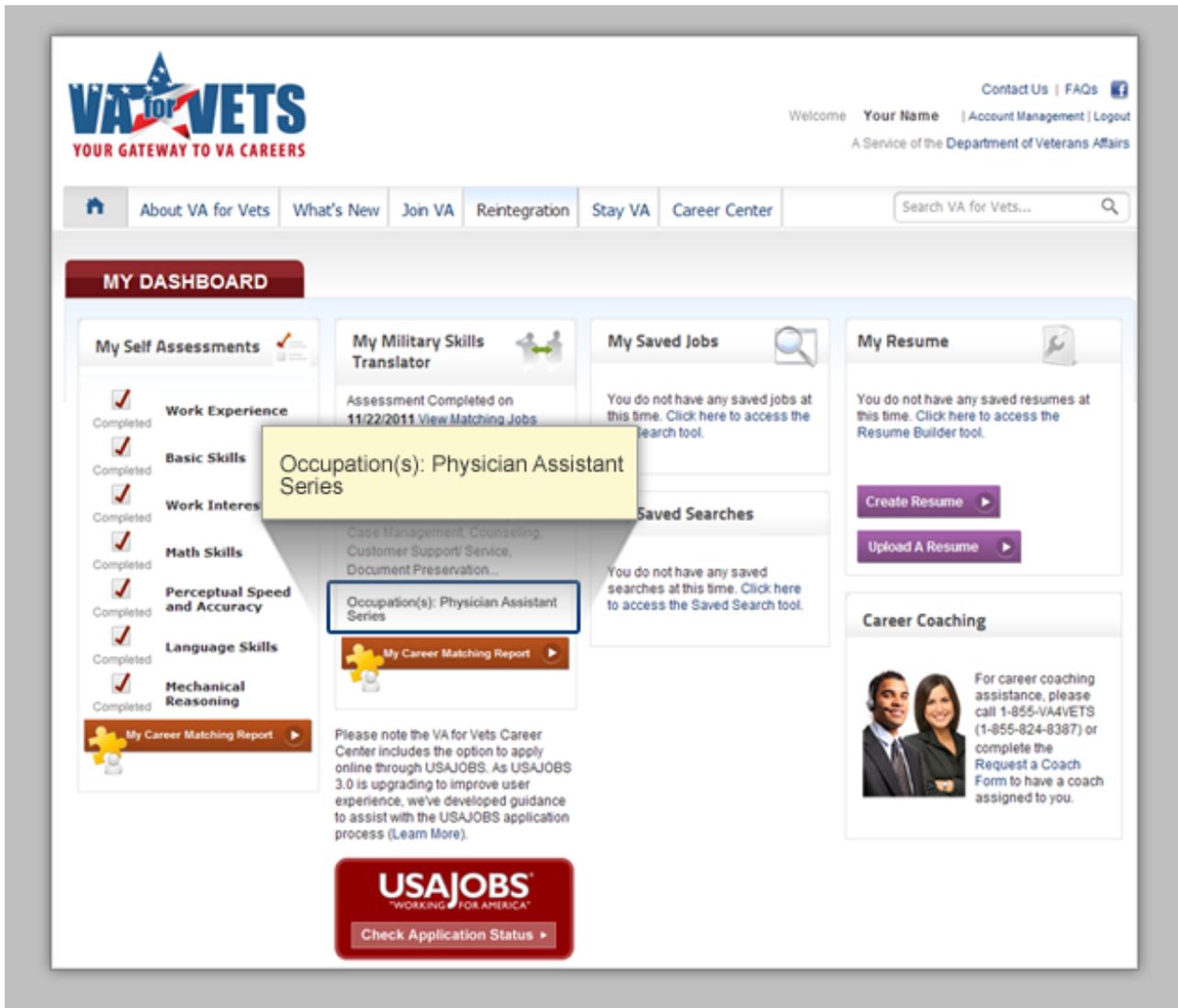


If you do not save your profile, you will have to reenter your VA experience.

6. Select **OK**. This closes the pop-box.



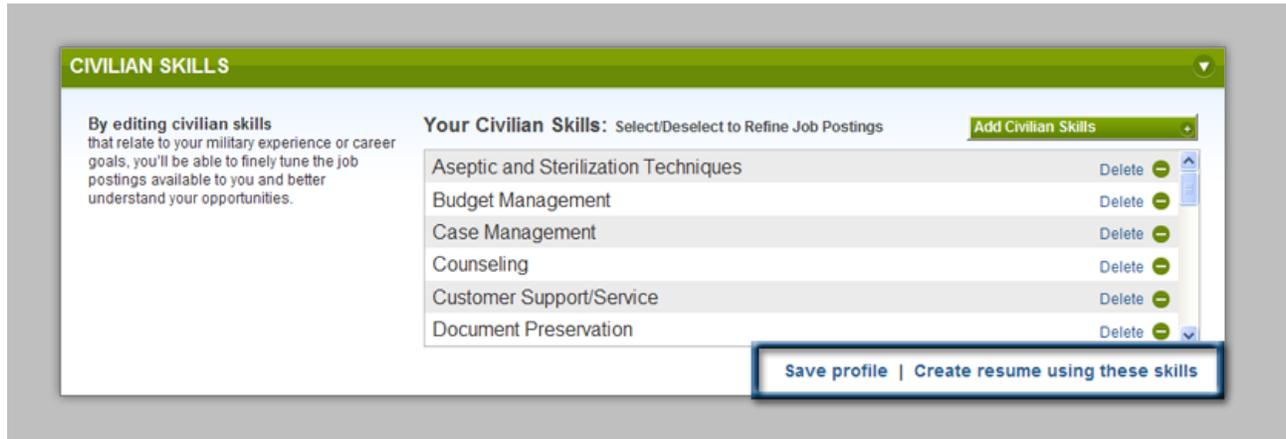
The next time you access My Dashboard, your VA experience will be displayed.



## Special Note about Civilian Skills Area

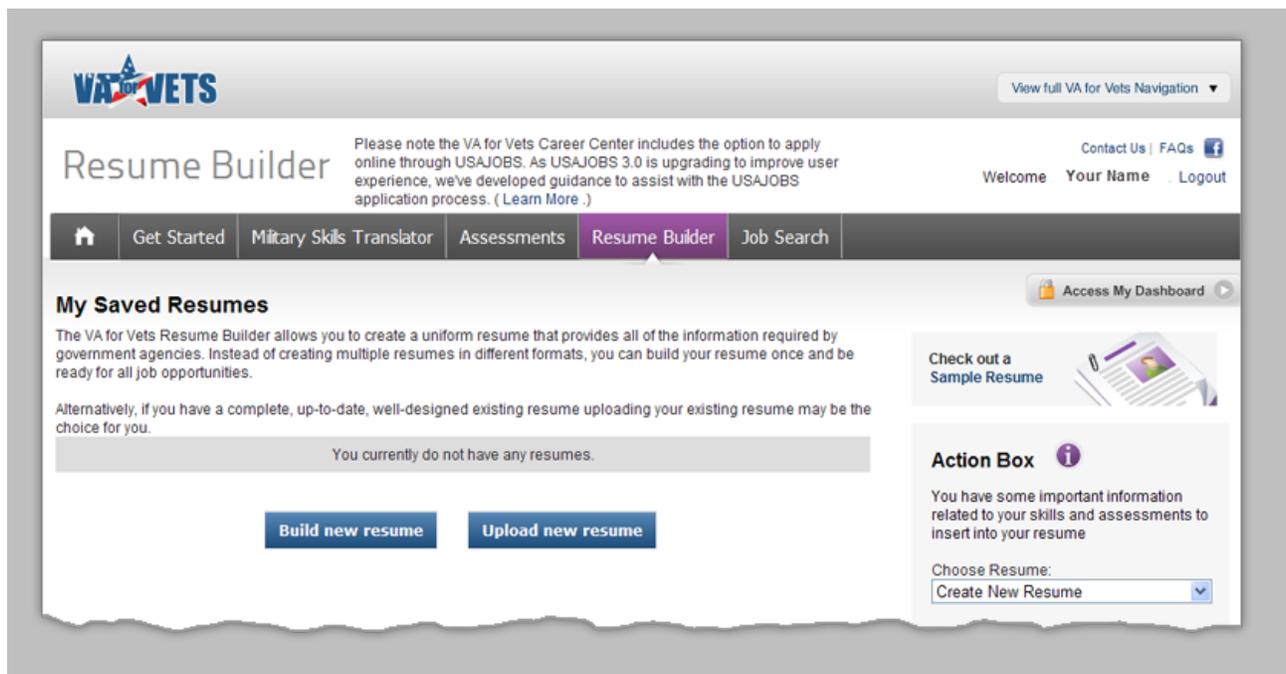
The Civilian Skills Area of the Military Skills Translator page includes two links:

- Save profile
- Create resume using these skills



The Save profile link saves any addition or updates to your military experience, VA experience and/or civilian skills to the VA for Vets database.

The Create resume using these skills takes you to the Resume Builder page. See My Resume for more information about the Resume Builder.



## Equivalent VA Openings

The Equivalent VA Openings on the Military Skills Translator page lists the jobs open at VA that match your military experience based on the military job title you selected. You may sort the list by relevance or job title.

You can refine the list of jobs by keywords and/or by location (zip code within a selected mile radius).

EQUIVALENT VA OPENINGS

908 matching jobs | 1 - 20 displayed | Sort by: **Relevance** | Job Title

Refine by keywords:  Zip Code:  Within: Select One Refine

Job Title	Agency	Location
Physician (Director of Rehabilitation Care Service Line)	Veterans Health Administration	Seattle, WA
Physician (Gynecologist)	Department of Veterans Affairs	Shreveport, LA
Chief of Mental Health - Physician	Veterans Health Administration	Ann Arbor, MI
PHYSICIAN (Emergency Department)	Veterans Health Administration	Providence, RI
Physician - Interventional Radiologist (Section Chief)	Veterans Health Administration	Tampa, FL
Staff Physician (Hospitalist)	Veterans Health Administration	Shreveport, LA
Physician (Physiatrist)	Veterans Health Administration	Jackson, MS
Physician (Neurologist)	Department of Veterans Affairs	Marion, IL
Physician - Service Chief (Imaging Service)	Department of Veterans Affairs	Marion, IL
Physician (Psychiatrist) Part-Time for 20 hours per week)	Veterans Health Administration	Marion, IL
Physician (Vascular Surgeon)	Veterans Health Administration	Dayton Metro area
Chief Physician VISN 22 Pathology & Laboratory Service	Department of Veterans Affairs	Long Beach, CA
Physician (Radiologist)	Veterans Health Administration	Ann Arbor, MI

### Refining Equivalent VA Openings by Keywords

1. In the Refine by keywords field, enter one or more keywords.
2. Select **Refine**. The list of VA openings displays only the jobs with those keywords.



Delete the keyword and then select Job Title to get the full listings of VA openings that match your experience.

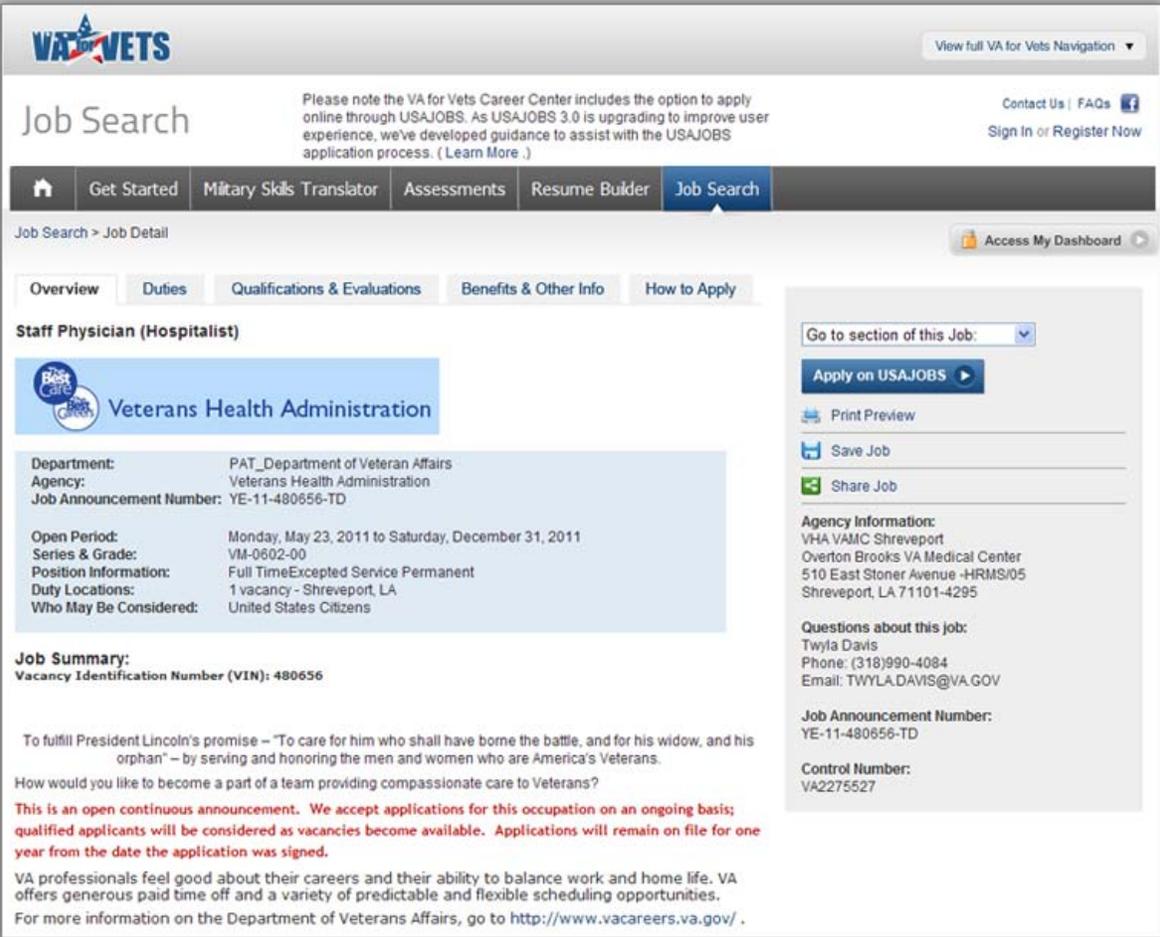
## Refining Equivalent VA Openings by Zip Code and Radius

1. In the Zip Code field, enter a zip code.
2. In the Within field, select the number of miles from the drop-down list.
3. Select **Refine**. The list of VA openings displays only the jobs within the radius you selected.

 Delete the zip code and update Within field to Select One and then select Job Title to get the full listings of VA openings that match your experience.

## Viewing Job Announcement

1. Select the job title. This takes you to the Job Search page with the job announcement connected to the job title you selected. See Job Search for more information about the Job Search page.



The screenshot shows the VA for Vets Job Search interface. At the top, there is a navigation bar with the VA for Vets logo and a "View full VA for Vets Navigation" dropdown. Below the navigation bar, there is a "Job Search" section with a message about the USAJOBS application process. The main content area is titled "Job Search > Job Detail" and features a navigation menu with tabs for Overview, Duties, Qualifications & Evaluations, Benefits & Other Info, and How to Apply. The current job is "Staff Physician (Hospitalist)" from the Veterans Health Administration. The job details include the Department (PAT\_Dept of Veteran Affairs), Agency (Veterans Health Administration), and Job Announcement Number (YE-11-480656-TD). The Open Period is from Monday, May 23, 2011 to Saturday, December 31, 2011. The Series & Grade is VM-0602-00. The Position Information is Full Time Excepted Service Permanent. The Duty Locations are 1 vacancy - Shreveport, LA. The Who May Be Considered are United States Citizens. The Job Summary includes the Vacancy Identification Number (VIN): 480656. The job description states: "To fulfill President Lincoln's promise - 'To care for him who shall have borne the battle, and for his widow, and his orphan' - by serving and honoring the men and women who are America's Veterans. How would you like to become a part of a team providing compassionate care to Veterans? This is an open continuous announcement. We accept applications for this occupation on an ongoing basis; qualified applicants will be considered as vacancies become available. Applications will remain on file for one year from the date the application was signed. VA professionals feel good about their careers and their ability to balance work and home life. VA offers generous paid time off and a variety of predictable and flexible scheduling opportunities. For more information on the Department of Veterans Affairs, go to http://www.vacareers.va.gov/ ."

On the right side of the job detail page, there is a "Go to section of this Job:" dropdown menu, an "Apply on USAJOBS" button, and links for "Print Preview", "Save Job", and "Share Job". Below these links, there is "Agency Information" for VHA VAMC Shreveport, Overton Brooks VA Medical Center, 510 East Stoner Avenue -HRMS/05, Shreveport, LA 71101-4295. There is also "Questions about this job:" information for Twyla Davis, Phone: (318)990-4084, Email: TWYLA.DAVIS@VA.GOV. The Job Announcement Number is YE-11-480656-TD and the Control Number is VA2275527.

## Career Matching Report

The Career Matching Report list gives you the results from the basic skills assessment you took and military experience you entered. The report lists your top 5 skills and abilities and interest. In addition, the report provides you a list of federal job series that match your skills and interest.

Please note that best-fit civilian careers indicates those jobs that match best with your skills and interest and should not be relied on as the final determination of the best career for you. Only you can determine which career is best for you.

**Your Top 5**

**Skills and Abilities**

Learning Strategies	High
Instructing	High
Systems Evaluation	High
Handling and Moving Objects	High
Training and Teaching Others	High

**Interests**

Artistic	High
Investigative	Low
Social	Low
Conventional	Low
Realistic	Low
Enterprising	Low

**Career Matching Report**

**Best Fit: Civilian Careers**

	No. of Vacancies	View Jobs
1001 — Photography Aid	0	Q
0394 — Lead Communications Clerk	0	Q
1001 — Audio Visual Presentation Specialist	0	Q
1082 — Lead Editor	0	Q
1083 — Lead Technical Editor	0	Q

**Close Fit: Civilian Careers**

	No. of Vacancies	View Jobs
1720 — Lead Education Program Specialist	0	Q
1702 — Lead Educational Technician	0	Q
1702 — Lead Educational Technician (Office Automation)	0	Q
1702 — Lead Educational Technician (Stenography)	0	Q
1702 — Lead Educational Technician (Typing)	0	Q

**Alternate Fit: Civilian Careers**

	No. of Vacancies	View Jobs
1702 — Lead Training Technician	0	Q
1702 — Lead Training Technician (Office Automation)	0	Q
1702 — Lead Training Technician (Stenography)	0	Q
1702 — Lead Training Technician (Typing)	0	Q
1750 — Lead Instructional Systems Specialist	0	Q

**Matches Based on Military Skills**

	No. of Vacancies	View Jobs
0000 — Chaplain Series	5	Q
0101 — Social Science	2	Q
0102 — Social Science Aide and Technician	0	Q
0180 — Psychology Series	48	Q
0413 — Physiology	0	Q

## My Resume (Resume Builder)

My Resume on the My Dashboard page allows you to create a resume by integrating your translated skills, assessment results and employment history into your resume using the VA for Vets Career Center Resume Builder. The VA for Vets Career Center Resume Builder follows the format federal agencies want for applications and allows you to create resumes that provide all of the information required by government agencies.

The screenshot shows the VA for Vets My Dashboard interface. At the top left is the VA for Vets logo with the tagline "YOUR GATEWAY TO VA CAREERS". To the right, there are links for "Contact Us | FAQs" and a Facebook icon. Below this is a navigation bar with "Welcome Your Name | Account Management | Logout" and "A Service of the Department of Veterans Affairs". A search bar is located on the right side of the navigation bar. The main content area is titled "MY DASHBOARD" and is divided into several sections: "My Self Assessments" (listing Work Experience, Basic Skills, Work Interest, Math Skills, Perceptual Speed and Accuracy, Language Skills, and Mechanical Reasoning, all marked "Not started"), "My Military Skills Translator" (with a "My Career Matching Report" button), "My Saved Jobs" (with a "Click here to access the Job Search tool" link), "My Saved Searches" (with a "Click here to access the Saved Search tool" link), "My Resume" (highlighted with a blue border, showing "Training Specialist 2", "Training Specialist", "View All Resumes", "Create Resume", and "Upload A Resume" buttons), and "Career Coaching" (with a photo of two people and text about career coaching assistance).

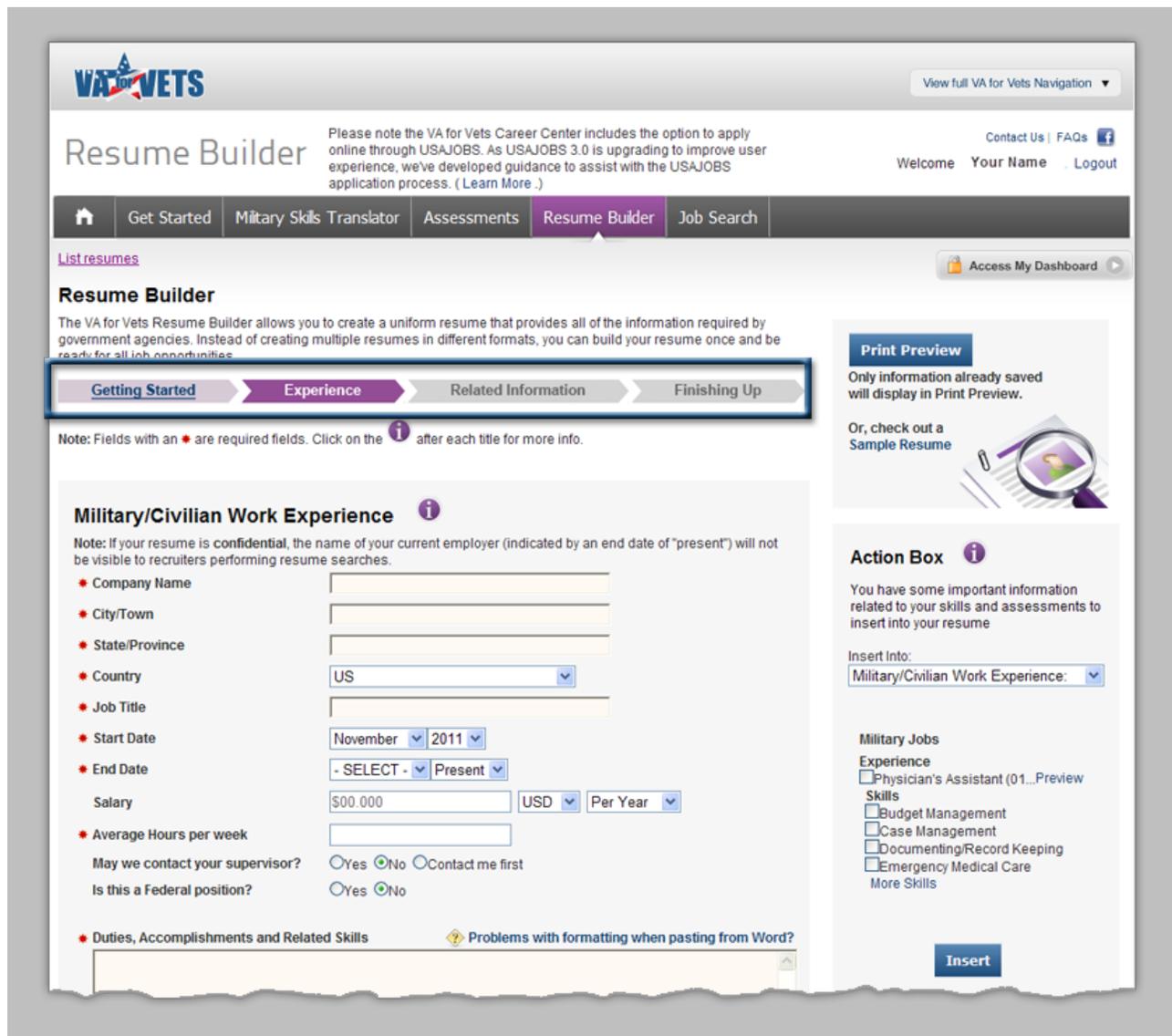
In addition, you may upload your resume to the VA for Vets resume database for VA hiring managers and supervisors to view.

Creating your resume using the Resume Builder is a four-stage process:

- Getting Started—entering your personal information, name, address, and so forth.
- Experience—entering your work experience, education and training.
- Related Information—entering awards, honors, references, and so forth.
- Finishing Up—saving and storing your resume on the VA for Vets resume database.

The Resume Builder Status Bar indicates the building stage you are in through the use of color:

- Light purple means that resume building stage has been completed. In addition, the text in the status becomes an active link. When selected, the link takes you to the page for that stage of the resume building process.
- Purple indicates the current resume building stage.
- Gray means that resume building stage has not been started yet.



## Creating a Resume

If you have completed the assessments and/or translated your military skills, those skills will be displayed in the Action Box. The Action Box feature allows you to import competencies relevant to your skills and experiences directly from the VA for Vets Military Skills Translator and Self Assessments into the resume you are creating through the Resume Builder.

**Note:** Competencies cannot be imported into uploaded resumes.

## Importing Skills and Experiences into Your Resume

1. From My Dashboard, select **Create Resume**. This takes you to the Resume Builder page.
2. In the Choose Resume field, select Create New Resume from the drop-down list or a resume you have saved to the VA for Vets resume database.

The screenshot displays the VA for Vets Resume Builder interface. At the top, the VA for Vets logo is on the left, and a navigation link 'View full VA for Vets Navigation' is on the right. Below the logo, the text 'Resume Builder' is prominently displayed. A notice states: 'Please note the VA for Vets Career Center includes the option to apply online through USAJOBS. As USAJOBS 3.0 is upgrading to improve user experience, we've developed guidance to assist with the USAJOBS application process. ( Learn More .)'. To the right of this notice are links for 'Contact Us | FAQs' and a Facebook icon. Below the notice, a navigation bar contains 'Home', 'Get Started', 'Military Skills Translator', 'Assessments', 'Resume Builder' (highlighted), and 'Job Search'. A 'Welcome Your Name Logout' message is also present. Below the navigation bar, there is a 'My Saved Resumes' section with a sub-header and a message: 'The VA for Vets Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.' Below this, an alternative message states: 'Alternatively, if you have a complete, up-to-date, well-designed existing resume uploading your existing resume may be the choice for you.' A grey box indicates 'You currently do not have any resumes.' Two buttons, 'Build new resume' and 'Upload new resume', are positioned below. On the right side, there is a 'Check out a Sample Resume' link with a document icon. Below that is an 'Action Box' with an information icon and a message: 'You have some important information related to your skills and assessments to insert into your resume'. A dropdown menu labeled 'Choose Resume:' is highlighted with a blue border, showing 'Create New Resume' as the selected option. Below the Action Box, there are sections for 'Military Jobs' and 'Experience' with various skills listed and checkboxes for selection.

3. Select the box next to the item from the Action Box you would like to import when building your resume. A check mark appears in the box that you selected. Continue this step until you have selected all the items you would like to import.
  - ! Select **Preview** to view a description of the job title. Select **More Skills** to expand the skills list.
4. Scroll down and then select **Insert**. This saves the items.
  - ! Selecting **Delete** removes the selected experience and/or skill(s) from the Action Box.
5. Select **Build new resume**. This takes you to the first stage of creating your resume (Getting Started).

The screenshot shows a web form titled 'Getting Started' with navigation tabs for 'Experience', 'Related Information', and 'Finishing Up'. A note states: 'Note: Fields with an \* are required fields. Click on the i after each title for more info.'

**Confidentiality** i  
 Select confidential to hide your contact information, current job, and references from recruiters performing resume searches.  
 Confidential.  Non-Confidential.

**Candidate Information** i  
 Note: If your resume is confidential, this information will not be visible to recruiters performing resume searches.

\* Resume Title  [What is this?](#)  
 \* First Name   
 Middle Name   
 \* Last Name   
 \* Home Address   
 Home Address 2   
 \* City/Town   
 \* State/Province   
 \* Home Postal/ZIP Code   
 \* Country   
 \* Email Address   
 \* Telephone Number    
 Telephone Number 2    
 Telephone Number 3    
 \* Are you a U.S. Citizen?  Yes  No  
 \* Are you VEOA eligible?  Yes  No [Does this apply to me?](#)  
 \* Do you claim veterans' preference?  Yes  No [Does this apply to me?](#)  
 Selective Service  Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25.

**Federal Employee Information** i  
 \* Are you or were you ever a Federal civilian employee?  
 Yes  No

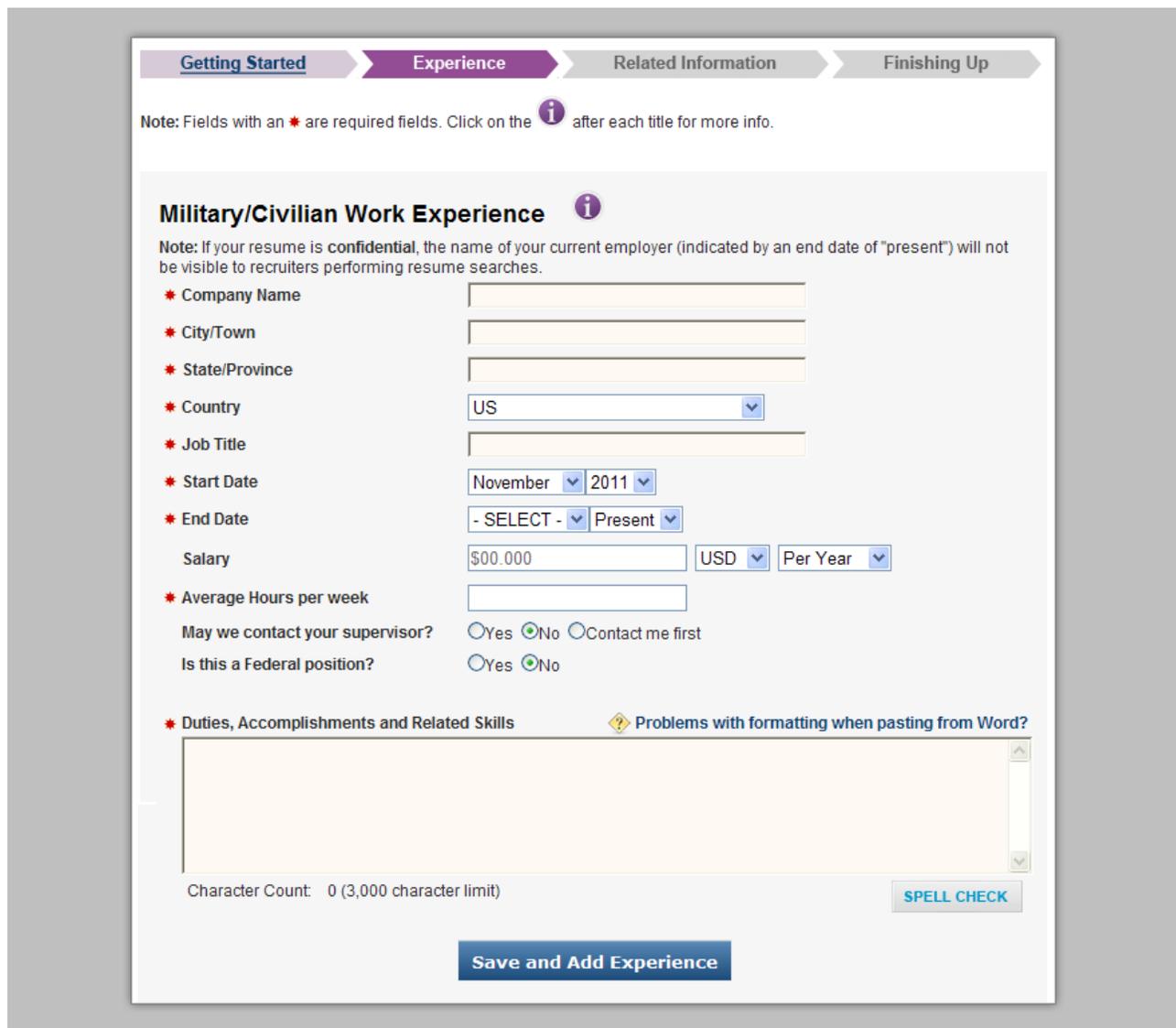
Buttons: **Save for Later** **Save & Continue**

6. Complete each field marked with an asterisk (\*).

 Selecting  opens a new window which includes information about the fields you need to complete.

7. Select **Save & Continue**. This saves the information you entered and takes you to the next stage of the resume building process (Experience).

 Selecting **Save for Later** saves the information you entered and takes you to the My Saved Resume page of the Resume Builder.



The screenshot shows the 'Experience' step of the resume building process. The navigation bar includes 'Getting Started', 'Experience' (active), 'Related Information', and 'Finishing Up'. A note states: 'Note: Fields with an \* are required fields. Click on the i after each title for more info.' The main section is titled 'Military/Civilian Work Experience' with an info icon. A note below the title reads: 'Note: If your resume is confidential, the name of your current employer (indicated by an end date of "present") will not be visible to recruiters performing resume searches.' The form contains the following fields:

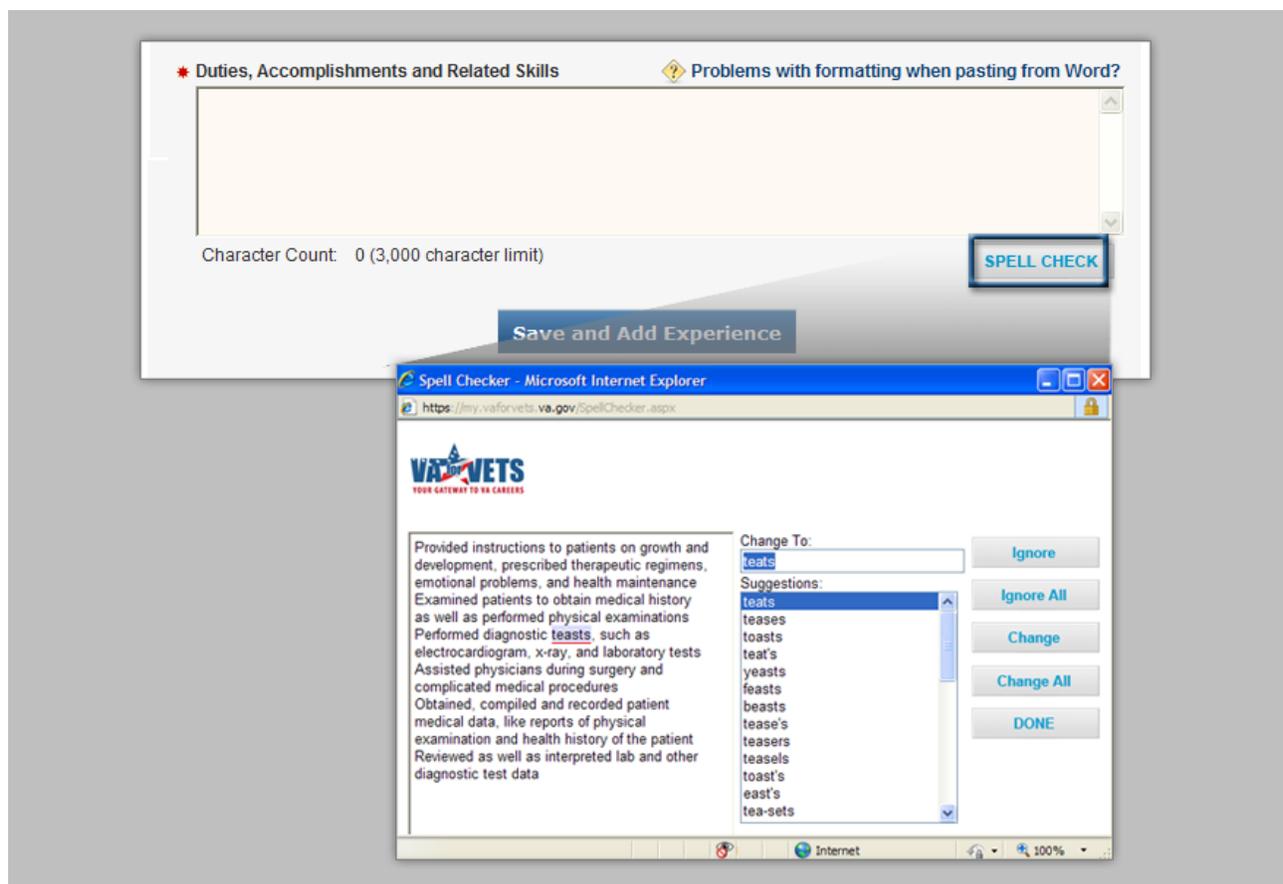
- \* Company Name: Text input field
- \* City/Town: Text input field
- \* State/Province: Text input field
- \* Country: Dropdown menu (US selected)
- \* Job Title: Text input field
- \* Start Date: Month (November) and Year (2011) dropdowns
- \* End Date: Dropdown menu (- SELECT -) and Present dropdown
- Salary: Text input field (\$00.000), Currency (USD), and Frequency (Per Year) dropdowns
- \* Average Hours per week: Text input field
- May we contact your supervisor?: Radio buttons (Yes, No, Contact me first)
- Is this a Federal position?: Radio buttons (Yes, No)
- \* Duties, Accomplishments and Related Skills: Large text area with a 'Problems with formatting when pasting from Word?' warning icon

At the bottom, there is a 'Character Count: 0 (3,000 character limit)' and a 'SPELL CHECK' button. A large blue button labeled 'Save and Add Experience' is positioned at the bottom center.

8. In the Military/Civilian Work Experience, complete each field.

**Note:** Fields marked with an asterisk (\*) must be completed.

- ! You may select  for information about the fields you need to complete. The information will appear in a new window.
- ! You may insert items from the Action Box to the Duties, Accomplishments and Related Skills field. From the Action Box:
  - a. In the Insert into field, select **Military/Civilian Work Experience** from the drop-down list.
  - b. Select the box next to the experience or skill you would like inserted.
  - c. After you have selected the experience(s) or skill(s), select **Insert**. The selected experience(s) or skill(s) appears in the Duties, Accomplishments and Related Skills field.
- ! After you have entered information in the Duties, Accomplishments and Related Skills field, you should spell check the information by selecting **Spell Check**. This opens the spell checker feature in a new window. See Spell Checker topic for more information.



9. After you completed the fields in the Military/Civilian Work Experience, select **Save and Add Experience**. This saves the information you entered and displays your work experience on the page.

**\* Duties, Accomplishments and Related Skills** ⚠ Problems with formatting when pasting from Word?

Save and Add Experience

Character Count: 0 (3,000 character limit) SPELL CHECK

Save and Add Experience

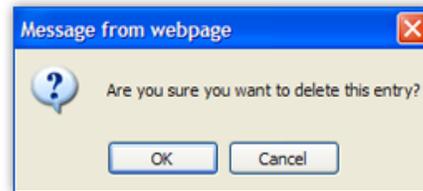
To edit your work experience, click the employer name below, make your edits, and then click the "Save and Update" button.

Company Name	City, State	Job Title	Start Mo./Yr.	End Mo./Yr.	Action
Navy	Orange Park, Florida	Physician Assistant	1/2008	Present	✖
Navy	Pensacola, Florida	Patient Care Technician	4/2005	12/2007	✖

10.

**!** Edit your work experience by selecting the company name and then follow steps 8 and 9.

**!** Delete your work experience by selecting  in the row you would like to delete. A pop-up box appears confirming deletion; select OK. This deletes the work experience from the page and the VA for Vets resume database.



If you have ...	Then ...
Work experience you would like to add	Complete steps 8 and 9.
Completed entering your work experience	Go to step 10.

10. In the Military/Civilian Education, complete each field.

**Note:** Fields marked with an asterisk ( \* ) must be completed.

### Military/Civilian Education i

\* School/Program Name

\* City/Town

\* State

\* Country

\* Degree/Level

Degree/Level Clarifications

End Date

Major

Minor

GPA  of GPA Max.

Total Credits Earned

System for Awarded Credits

Semester Hours

Quarter Hours

Other

Honors

Relevant Coursework, Licensures and Certifications ⚠ Problems with formatting when pasting from Word?

Character Count: 0 (2,000 character limit) SPELL CHECK

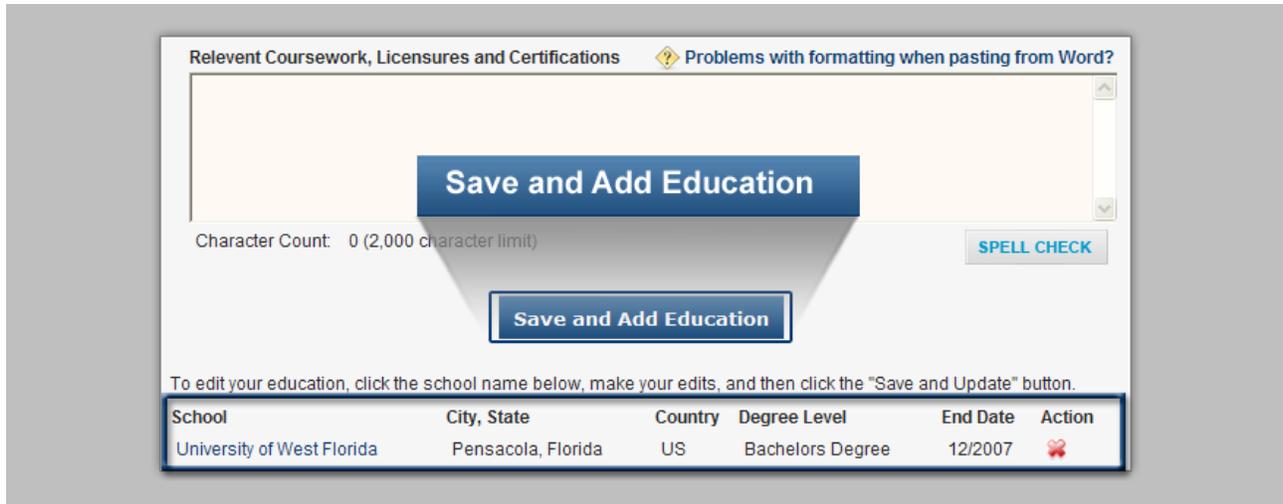
[Save and Add Education](#)

- ! You may select i for information about the fields you need to complete. The information will appear in a new window.
- ! You may insert items from the Action Box to the Relevant Coursework, Licensures and Certifications field. From the Action Box:

  - a. In the Insert into field, select **Military/Civilian Education** from the drop-down list.
  - b. Select the box next to the education you would like inserted.
  - c. After you have selected the education, select **Insert**. The selected experience(s) or skill(s) appears in the Relevant Coursework, Licensures and Certifications field.

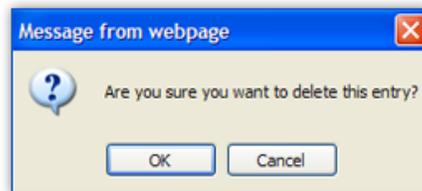
- ! After you have entered information in the Relevant Coursework, Licensures and Certifications field, you should spell check the information by selecting **Spell Check**. This opens the spell checker feature in a new window. See Spell Checker topic for more information.

11. After you have completed the fields in the Military/Civilian Education, select **Save and Add Education**. This saves the information you entered and displays your education on the page.



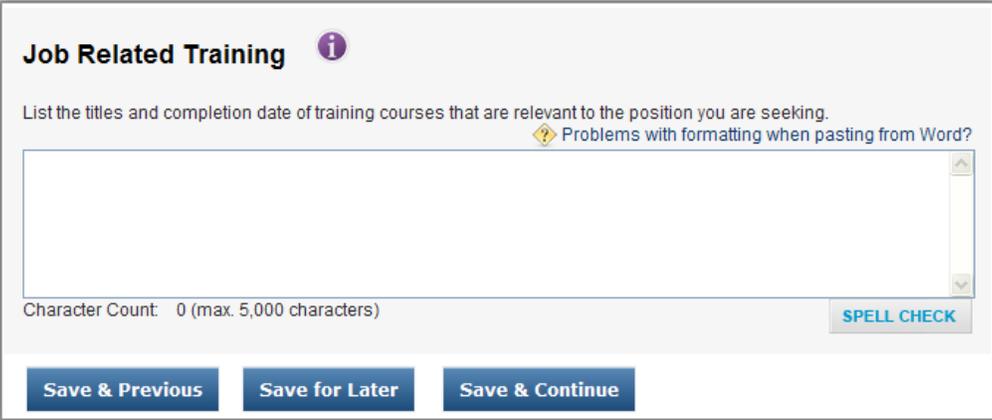
- ! Edit your education by selecting the school name then follow steps 10 and 11.

- ! Delete your education by selecting  in the row you would like to delete. A pop-up box appears confirming deletion; select OK. This deletes the education from the page and the VA for Vets resume database.



If you have ...	Then ...
Relevant coursework, licensures or certifications you would like to add	Complete steps 10 and 11.
Completed entering your education	Go to step 12.

12. In the Job Related Training, enter all your job-related training in the field.



**Job Related Training** ⓘ

List the titles and completion date of training courses that are relevant to the position you are seeking. ⓘ Problems with formatting when pasting from Word?

Character Count: 0 (max. 5,000 characters)

**SPELL CHECK**

**Save & Previous**   **Save for Later**   **Save & Continue**

! After you have entered your job-related training, you should spell check the words by selecting **Spell Check**. This opens the spell checker feature in a new window. See Spell Checker topic for more information.

13. Select **Save & Continue**. This saves the information you entered and takes you to the next stage of the resume building process (Related Information).

! Selecting **Save & Previous** saves the information you entered and takes you to the previous stage of the resume building process.

! Selecting **Save for Later** saves the information you entered and takes you to the My Saved Resume page of the Resume Builder.

Getting Started Experience **Related Information** Finishing Up

Note: Fields with an \* are required fields. Click on the  after each title for more info.

### References

Note: If your resume is **confidential**, this information will not be visible to recruiters performing resume searches.

Name

Company

Title

Phone

Email

Type  Professional  Personal

**Add Reference**

14. On the Related Information page, complete each field.

**Note:** Fields marked with an asterisk (\*) must be completed.

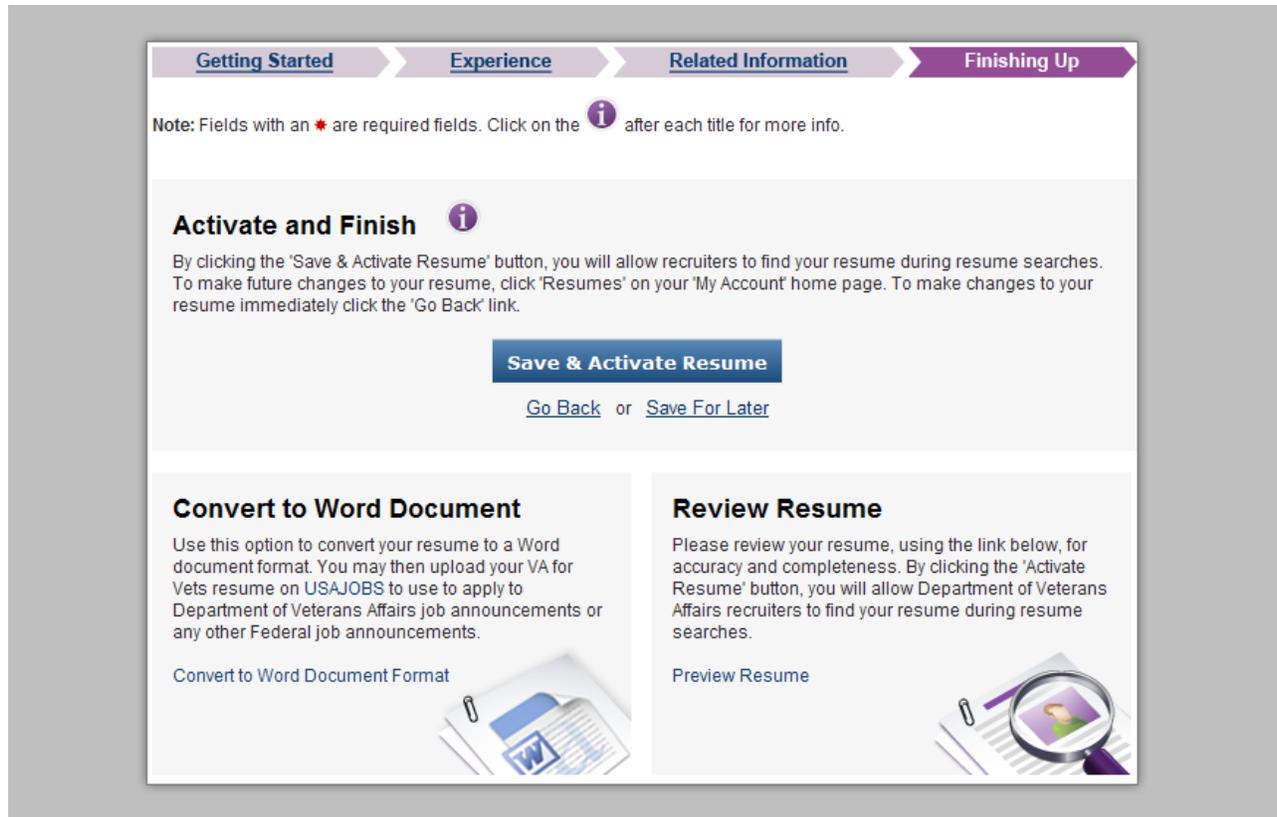
-  You may select  for information about the fields you need to complete. The information will appear in a new window.

15. Select **Save & Continue**. This saves the information you entered and takes you to the next stage of the resume building process (Finishing Up).

-  Selecting **Save & Previous** saves the information you entered and takes you to previous stage of the resume building process.
-  Selecting **Save for Later** saves the information you entered and takes you to the My Saved Resume page of the Resume Builder.

16. To allow recruiters to find your resume in the VA for Vets resume database, select **Save & Activate Resume**. This takes you to the My Saved Resume page with the resume you created listed on the page.

-  The Finishing Up stage offers other options; see the next page of this guide for those options.



To ...	Then ...
Review your resume before saving and activating	Select <b>Preview Resume</b> . A new window appears with your resume. From this window you may print or email your resume.
Open or save your resume to your computer as a Word document	Select <b>Convert to Word Document Format</b> and then follow the screen prompts to open or save your resume.
Go back to the previous stage	Select <b>Go Back</b> or <b>Related Information</b> (status bar).
Save but not activate your resume	Select <b>Save For Later</b> . This takes you to the My Saved Resume page.
Allow recruiters to find your resume in the VA for Vets resume database	Select <b>Save &amp; Activate Resume</b> . This takes you to the My Saved Resume page.

## Uploading a Resume

1. From My Dashboard, select **Upload a Resume**.

If you have...	Then
One or more resumes saved on the VA for Vets resume database	This takes you to the My Saved Resumes page. Select <b>Upload new resume</b> . This takes you to the Resume Uploader page. Go to Step 2.
Not saved a resume on the VA for Vets resume database	This takes you to the Resume Uploader page. Go to Step 2.

**VA for VETS** View full VA for Vets Navigation

**Resume Builder** Please note the VA for Vets Career Center includes the option to apply online through USAJOBS. As USAJOBS 3.0 is upgrading to improve user experience, we've developed guidance to assist with the USAJOBS application process. ([Learn More .](#)) Contact Us | FAQs | f Welcome Loretta Koennicke Logout

Home Get Started Military Skills Translator Assessments **Resume Builder** Job Search

[List resumes](#) Access My Dashboard

### Resume Uploader

Required information

#### Resume Basics

Resume Title   
(e.g., Senior Marketing Director, Experienced Sales Manager)

#### Candidate Information

Note: If your resume is confidential, this information will not be visible to recruiters performing resume searches.

- Are you a U.S. Citizen?  Yes  No
- Are you VEOA eligible?  Yes  No [Does this apply to me?](#)
- Do you claim veterans' preference?  Yes  No [Does this apply to me?](#)

Selective Service  Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25.

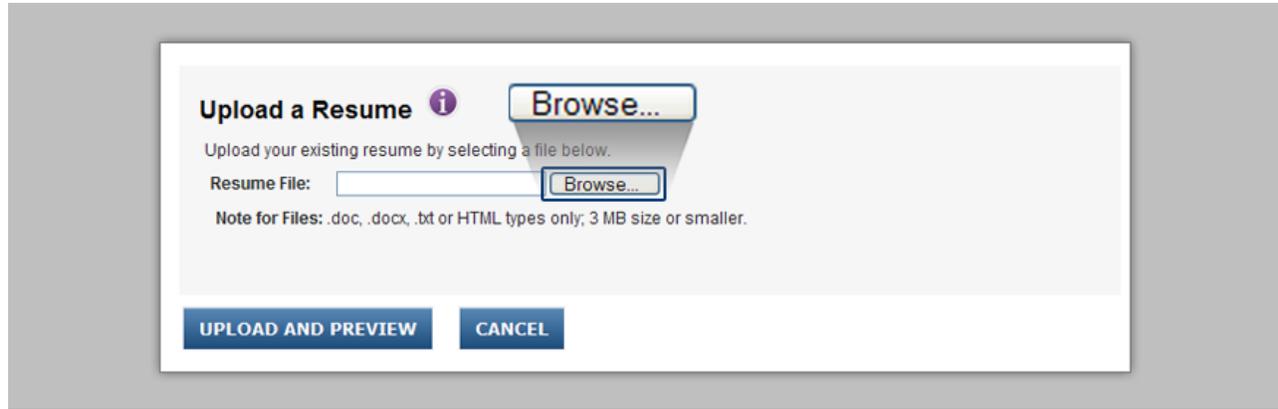
#### Federal Employee Information

Are you or were you ever a Federal civilian employee?  Yes  No

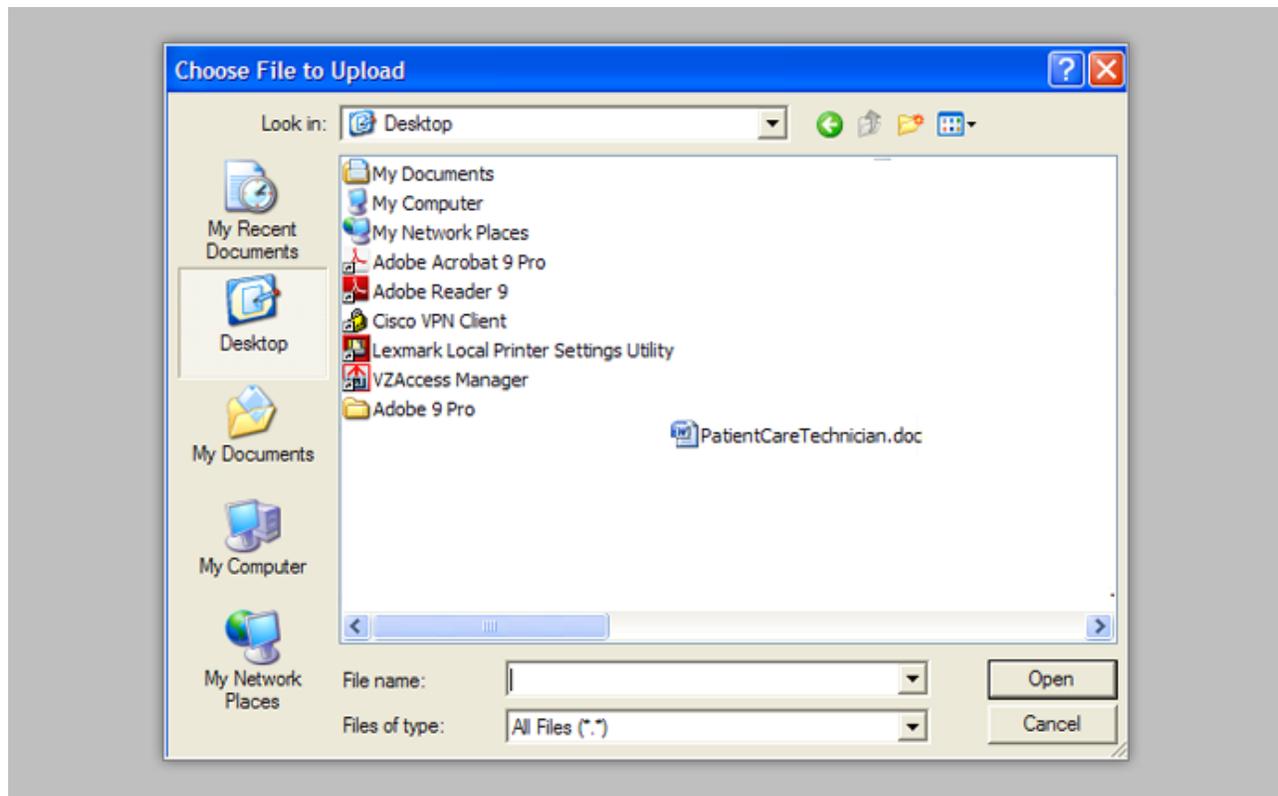
#### Target Job

Note: Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration.

2. Complete each field in the following sections: Resume Basics, Candidate Information, Federal Employee Information, Target Job, Desired Locations and Confidentiality.  
**Note:** Fields marked with an asterisk (\*) must be completed.
3. In the Upload a Resume section, select **Browse**.



The Choose File to Upload dialog box appears.



4. Locate the resume file you want to upload from your computer.
5. Select the resume file.

6. Select **Open**. The path to the document you selected displays in the Resume File field.



Selecting **Cancel** closes the dialog box without displaying the path.

7. Select **Upload and Preview**. This uploads the resume file to the VA for Vets resume database and takes you to the My Resume page.



Selecting **Cancel** takes you to My Saved Resumes page and does not upload the resume to the VA for Vets resume database.

8. Select **I'm Finished**. This takes you to the My Saved Resume page.



Before selecting **I'm Finished**, you may edit your uploaded resume.

## Editing an Uploaded Resume

1. From My Saved Resumes, select **View/Edit** for the uploaded resume you want to edit. This takes you to the My Resume page with the resume information displayed.

The screenshot shows the VA for Vets Resume Builder interface. At the top, there is a navigation bar with the VA logo and a 'View full VA for Vets Navigation' dropdown. Below this is a 'Resume Builder' header with a note about USAJOBS 3.0. The main navigation bar includes 'Get Started', 'Military Skills Translator', 'Assessments', 'Resume Builder' (highlighted), and 'Job Search'. The 'My Resume' section is active, showing a 'List resumes' link and an 'Access My Dashboard' button. The 'My Resume' title is followed by a paragraph about reviewing the resume. A blue 'I'm Finished' button is visible. Below this, there are links to resume sections: 'Resume Basics | Uploaded Resume | Candidate Information | Federal Employee Information | Target Job | Desired Locations | Confidentiality'. There are also icons for 'Employer View', 'Print', and 'Help'. The 'Resume Basics' section is highlighted with a blue box, and the 'Edit' link next to it is also highlighted. The resume title is 'Patient Care Technician'. Below this, there is an 'Uploaded Resume' section with an 'Edit' link and a 'BACK TO TOP' link. The resume content includes an address: '1234, West 67 Street, Carlisle, MA 01741, (123)-456 7890.' and an objective: 'Objective: Looking for the greatest opportunity to work as physician assistant for a reputed company.'

2. Select **Edit** in the section you want to edit.
3. Make the updates.
4. Select **Update**. This saves the updates you made and displays the updates on the page.

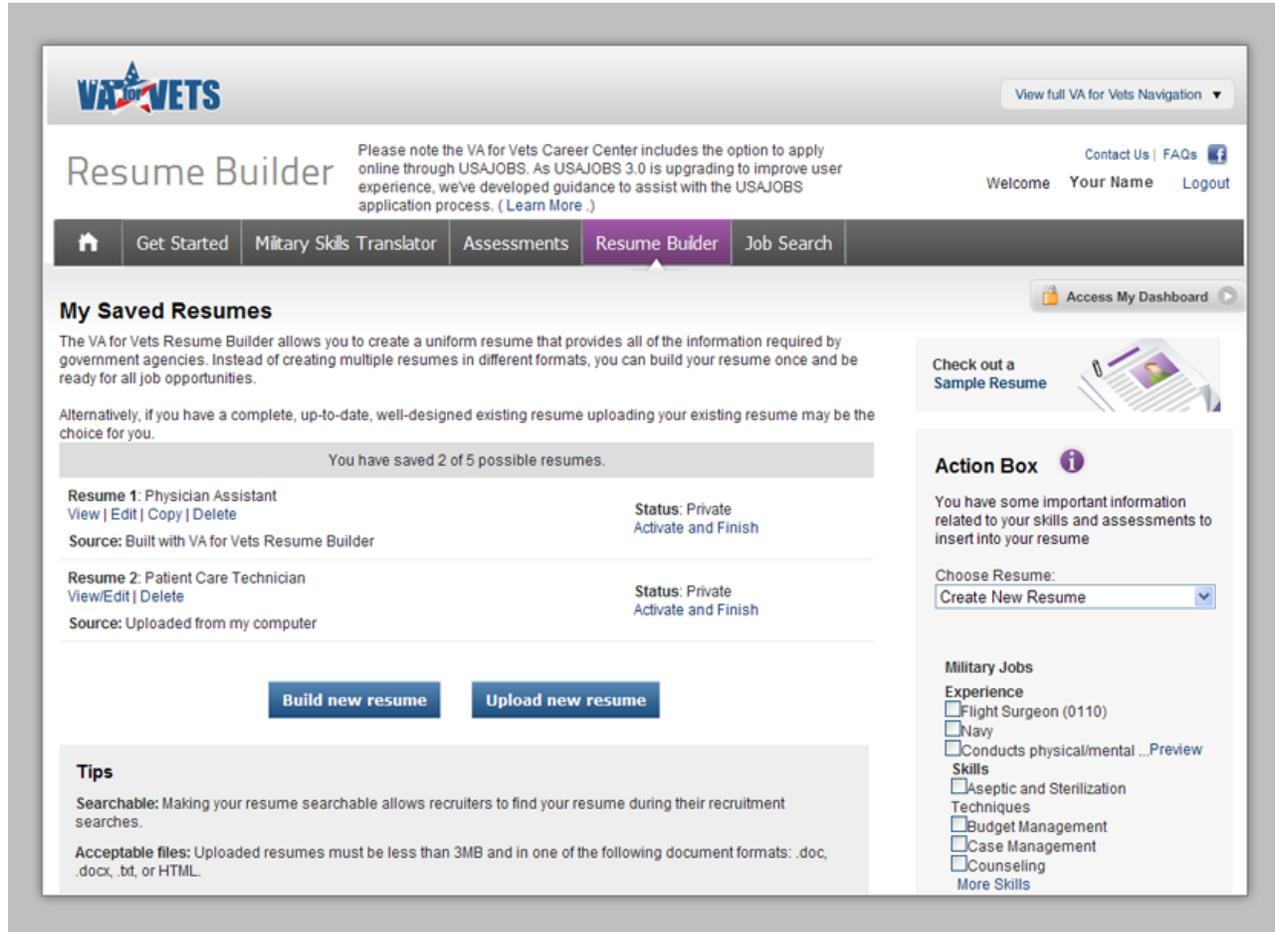


Selecting **Cancel** does not save any of the updates you made.

5. Continue steps 2 through 4 until you have made all the updates you want.
6. Select **I'm Finished**. This takes you to the My Saved Resumes page.

## My Saved Resumes Page

The My Saved Resumes page displays the resumes you have created and/or uploaded. From this page, you may view, edit, copy or delete your resume. In addition, you may allow recruiters to view or prevent them from viewing your resume on the VA for Vets resume database.



Select ...	To ...
View	Open your resume in a new window
View/Edit	Update your uploaded resume through the My Resume page
Edit	Update your resume using the resume builder; this takes you to the Getting Started stage
Copy	Make a copy of your resume, which will display as a copy of <resume name>
Delete	Remove your resume from the VA for Vets resume database
Renew	Update creation date of your resume to the current date

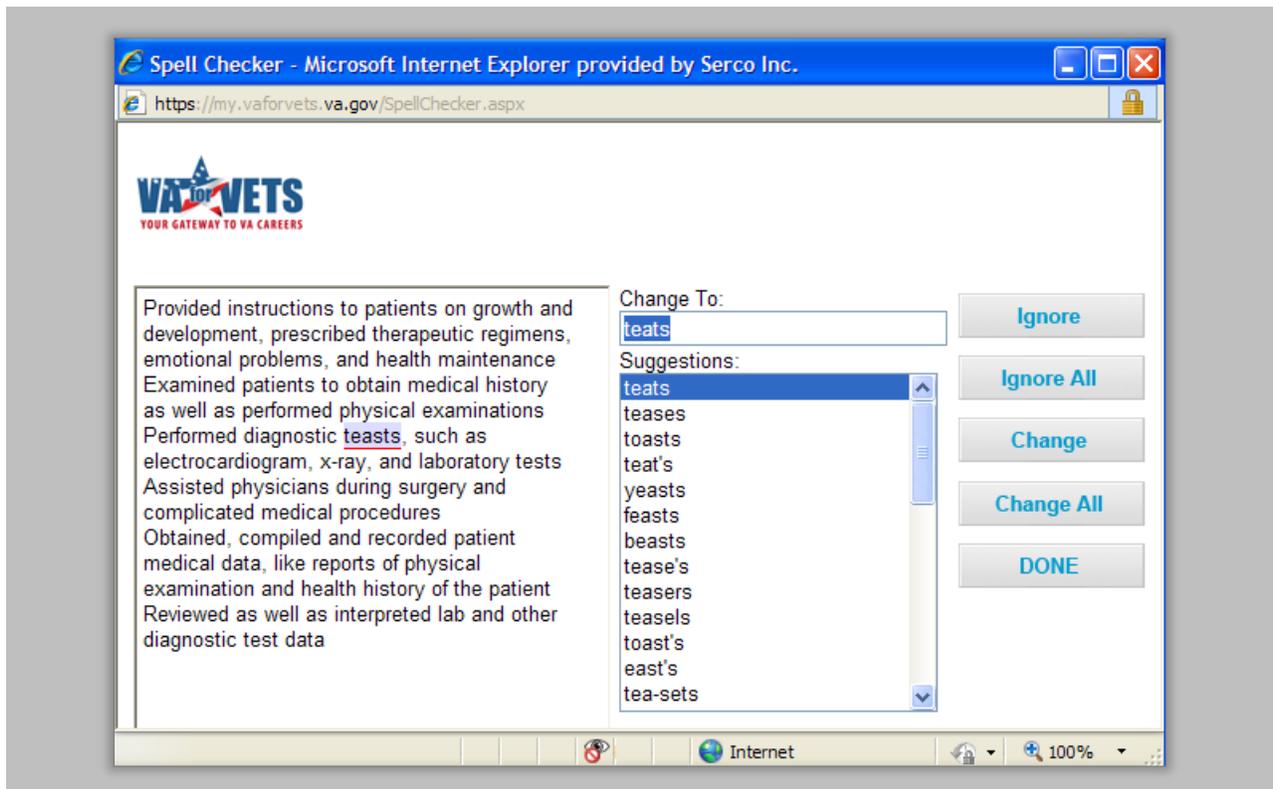
## Spell Checker

Correct spelling makes a difference on a resume; therefore, fields that require a lot of text entry include a spell checker. You'll know this feature is available for a field when you see **SPELL CHECK**. Simply select

**SPELL CHECK**

to activate the spell checker. The spell checker opens in a new window with:

- The first misspelled word highlighted with a red underline in the text.
- The first suggested word correction in the Change To: field.
- A list of suggestions to replace the misspelled word.



Use the following buttons to check your spelling:

- **Ignore**—Ignore this word and continue to the next misspelled word.
- **Ignore All**—Ignore this word throughout the text.
- **Change**—Use the highlighted suggested word in the Suggestions field.
- **Change All**—Use the highlighted suggested word in the Suggestions field to change all instances of the misspelled word.
- **Done**—Stops spell checking the text and closes the window.

## My Saved Jobs

My Saved Jobs on the My Dashboard page allows you view the job(s) you saved from a job search you completed. If you have never accessed the job search feature, then a link would appear that takes you to the Job Search page.

The screenshot displays the VA for Vets My Dashboard interface. At the top left is the VA for Vets logo with the tagline "YOUR GATEWAY TO VA CAREERS". On the top right, there are links for "Contact Us", "FAQs", and a Facebook icon, along with a user greeting "Welcome Your Name" and links for "Account Management" and "Logout". Below this is a navigation bar with tabs for "About VA for Vets", "What's New", "Join VA", "Reintegration", "Stay VA", and "Career Center", followed by a search bar labeled "Search VA for Vets...".

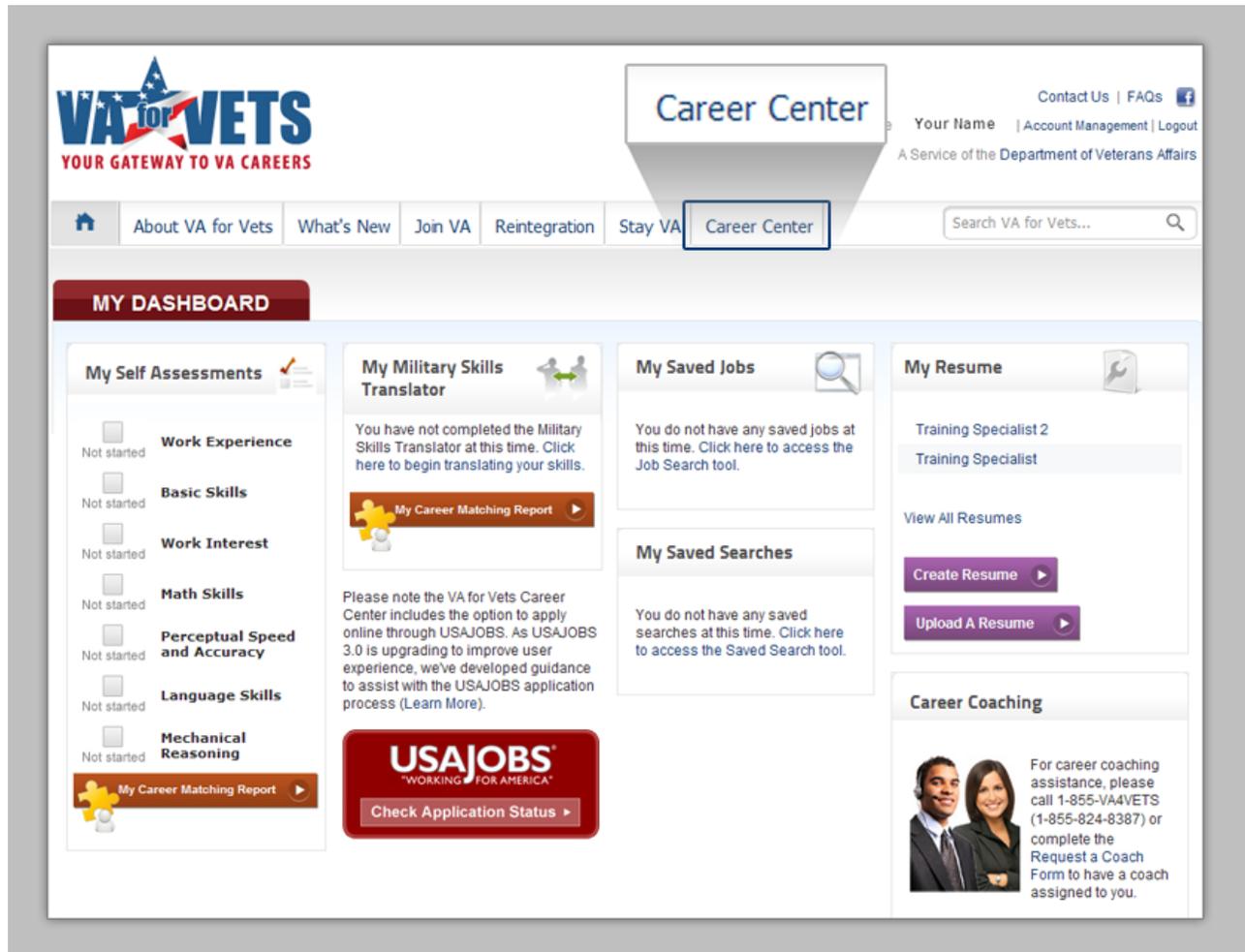
The main content area is titled "MY DASHBOARD" and is divided into several sections:

- My Self Assessments:** A list of completed assessments including Work Experience, Basic Skills, Work Interest, Math Skills, Perceptual Speed and Accuracy, Language Skills, and Mechanical Reasoning. A "My Career Matching Report" button is at the bottom.
- My Military Skills Translator:** Shows an assessment completed on 11/22/2011, MOS: Physician's Assistant, and a list of skills. It includes a "My Career Matching Report" button and a note about the USAJOBS application process.
- My Saved Jobs:** This section is highlighted with a blue box. It contains the text: "You do not have any saved jobs at this time. Click here to access the Job Search tool."
- My Saved Searches:** Contains the text: "You do not have any saved searches at this time. Click here to access the Saved Search tool."
- My Resume:** Contains the text: "You do not have any saved resumes at this time. Click here to access the Resume Builder tool." and buttons for "Create Resume" and "Upload A Resume".
- Career Coaching:** Features a photo of two people and text: "For career coaching assistance, please call 1-855-VA4VETS (1-855-824-8387) or complete the Request a Coach Form to have a coach assigned to you."

At the bottom of the dashboard is the USAJOBS logo with the tagline "WORKING FOR AMERICA" and a "Check Application Status" button.

## Saving a Job Search

1. From My Dashboard, select **Career Center**. This takes you to the Career Center page.



The screenshot shows the VA for Vets Career Center homepage. At the top, there's a navigation bar with 'Job Search' highlighted. Below the navigation bar, there's a section titled 'CAREER CENTER' with a sub-header 'Position Yourself for Success'. This section includes a video player with the title 'Getting the Most Out of the Career Center'. Below the video player, there are three columns of content:

- Find a VA Job:** A section with a 'Search Jobs' button and a play button icon.
- Translate Your Military Experience:** A section with 'Translate My Skills' and 'Start Assessments' buttons.
- No Resume? No Problem:** A section with an 'Access Resume Tool' button.

- From the Career Center, select **Job Search** or **Search Jobs**. This takes you to the Job Search Results page. If you have taken the assessments and translated your military skills, the Job Search Results page will have a list of jobs that are potential matches based on your skills and interest.

You may refine your job search or select a job to view more information about that job. See [Refining Your Job Search](#) for more information.

**Job Search Results**

**Refine Your Search**  
 What:  Where:  within

**Current Search**  
 Only Jobs Open To ALL U.S. Citizens  
 ALL Jobs  
 You Added ...  
 Clear All And Start New Search

**Refine Your Results**  
 ▶ Salary  
 ▶ Grade  
 ▶ Occupations  
 • Agencies  
 ▼ Veterans Affairs, Department Of Sub-Agencies  
 Select Multiple Sub-Agencies  
[Deputy Assistant Secretary For Emergency Management](#)  
[Deputy Assistant Secretary For Information & Technology](#)

Closing	Job Summary	Agency	Location	Salary
11/23/2011	RN-Medical Surgical	Veterans Affairs, Veterans Health Administration	TX-Dallas, TX United States	\$46,990.00+
	<input type="button" value="Expand"/>			<input type="button" value="Save job"/>   <input type="button" value="More jobs like this"/>
11/23/2011	Executive Assistant	Office of Acquisition, Logistics, and Construction	MD-Frederick County, MD United States	\$105,211.00+
	<input type="button" value="Expand"/>			<input type="button" value="Save job"/>   <input type="button" value="More jobs like this"/>
11/23/2011	Asst Chief Pharmacist	Veterans Affairs, Veterans Health Administration	IL-North Chicago, IL United States	\$114,676.00+
	<input type="button" value="Expand"/>			<input type="button" value="Save job"/>   <input type="button" value="More jobs like this"/>
11/23/2011	Staff Physician (Physiatrist)	Veterans Affairs, Veterans Health Administration	IN-Indianapolis, IN United States	\$97,987.00+
	<input type="button" value="Expand"/>			<input type="button" value="Save job"/>   <input type="button" value="More jobs like this"/>

3. Locate a job you would like to apply for.

 Selecting **Expand** displays a high-level overview of the job.

- Select the job title. This takes you to the Job Detail page. The Job Detail page provides you more information about the qualifications and benefits of the job.

From this page, you may print, save or share the job announcement, or apply for the job through USAJOBS. See Appendix A for more information about applying online through USAJOBS.

The screenshot displays the VA for Vets Job Search interface. At the top, there is a navigation bar with options like 'Get Started', 'Military Skills Translator', 'Assessments', 'Resume Builder', and 'Job Search'. The main content area is titled 'Registered Nurse' and includes a 'Veterans Health Administration' logo. Key information provided includes the Department (PAT\_Dept of Veteran Affairs), Agency (Veterans Affairs, Veterans Health Administration), and Job Announcement Number (JM-009-12-556263-JB). The job is open from Tuesday, November 08, 2011, to Wednesday, November 23, 2011. The position is a Full Time Excepted Service Permanent role with 02 vacancies in Hampton, VA. A 'Save Job' button is prominently displayed, and a callout box highlights this button with a 'Save Job' label. Other options like 'Print Preview', 'Share Job', and 'Agency Information' are also visible.

- Select **Save Job**. This saves the job announcement and takes you to the My Saved Jobs page.



The job title will appear in the My Saved Jobs section of the My Dashboard page.



Select **Job Search** to go back to the Job Search Results page.

The screenshot shows the VA for Vets Job Search interface. At the top left is the VA for Vets logo. A navigation bar contains links for 'Get Started', 'Military Skills Translator', 'Assessments', 'Resume Builder', and 'Job Search'. A 'Job Search' callout box is positioned over the navigation bar. Below the navigation bar is a 'My Saved Jobs' section with a sub-header 'You have saved 2 of 25 possible jobs.' and a table of saved jobs. The table has columns for Date Saved, Job Title, Agency, Closing Date, and Action. Two jobs are listed: a Physician Assistant (ENT) and a Registered Nurse. A 'Begin your job search' button is located at the bottom of the page.

**Job Search**

Please note the VA for Vets Career Center includes online through USAJOBS. As USAJOBS 3.0 is upgraded, we've developed guidance to assist with the USAJOBS application process. ( [Learn More](#) )

View full VA for Vets Navigation

Contact Us | FAQs |

Welcome | [Profile](#) | [Settings](#) | [Logout](#)

Home | [Get Started](#) | [Military Skills Translator](#) | [Assessments](#) | [Resume Builder](#) | [Job Search](#)

[Access My Dashboard](#)

### My Saved Jobs

Your saved jobs are shown below. To view a saved job, click the job title.

You have saved 2 of 25 possible jobs.

Date Saved	Job Title	Agency	Closing Date	Action
11/30/2011	<a href="#">Physician Assistant (ENT)</a>	Veterans Affairs, Veterans Health Administration US-New Mexico/Albuquerque	11/30/2011	Delete <a href="#">Share Job with a friend</a>
11/23/2011	<a href="#">Registered Nurse</a>	Veterans Affairs, Veterans Health Administration US-Virginia/Norfolk/Hampton Roads	Job Expired 11/23/2011	Delete

[Return to Job Search Results](#)

[Begin your job search](#)

## Job Search Results Page

The Job Search Results page lists jobs that are the best matches for your skills and interests. You may refine your job search or job results. In addition, you may save the search criteria you used so that you can run the search criteria again.

### Refining Your Search

You may refine your job search by:

- Job title and/or keyword
- Job location within a specified mile radius
- Both job title and/or keyword and job location

The screenshot displays the VA for Vets Job Search Results page. At the top, there is a navigation bar with the VA for Vets logo and a 'View full VA for Vets Navigation' dropdown. Below the navigation bar, there is a 'Job Search' section with a search bar and a 'Refine Your Search' section. The search bar has two input fields: 'What:' with 'Job Title or Keyword' and 'Where:' with 'Any City / ZIP code'. There is a dropdown menu for 'within 20 miles' and a search button. Below the search bar, there are options to 'Save This Search', 'Current Search' (with radio buttons for 'Only Jobs Open To ALL U.S. Citizens' and 'ALL Jobs'), and 'Refine Your Results' (with expandable sections for Salary, Grade, Occupations, and Agencies). The main content area displays a table of job results with columns for Closing, Job Summary, Agency, Location, and Salary. The table shows three job listings: RN-Medical Surgical, Executive Assistant, and Asst Chief Pharmacist.

Closing	Job Summary	Agency	Location	Salary
11/23/2011	RN-Medical Surgical	Veterans Affairs, Veterans Health Administration	TX-Dallas, TX United States	\$46,990.00+
11/23/2011	Executive Assistant	Office of Acquisition, Logistics, and Construction	MD-Frederick County, MD United States	\$105,211.00+
11/23/2011	Asst Chief Pharmacist	Veterans Affairs, Veterans Health Administration	IL-North Chicago, IL United States	\$114,676.00+

### Refining by job title and/or keyword

1. In the What field, enter the job title and/or keyword in which you are interested.
2. Select . This refreshes the job search results tailored to the job title and/or keyword you entered.

### Refining by job location

1. In the Where field, enter city or zip code.
2. In the within field, select a mile radius from the drop-down list.
3. Select . This refreshes the job search results tailored to the job location you entered.

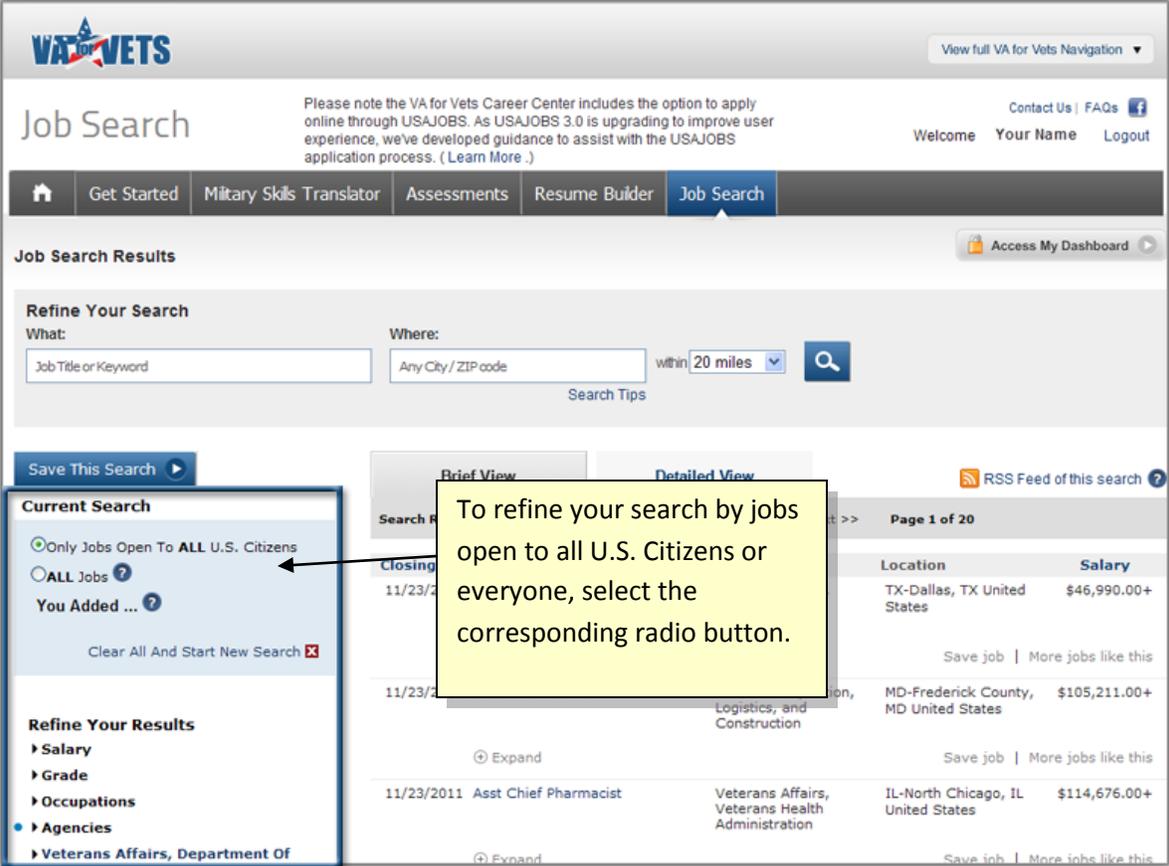
### Refining by job title and/or keyword and job location

1. In the What field, enter the job title and/or keyword in which you are interested.
2. In the Where field, enter city or zip code.
3. In the within field, select a mile radius from the drop-down list.
4. Select . This refreshes the job search results tailored to the job title and/or keyword and the job location you entered.

### Refining Your Job Results

After you have conducted a job search, you may refine your job search results by:

- Salary
- Grade
- Occupations
- Agencies
- Job opening to all U.S. citizens or everyone



The screenshot displays the VA for Vets Job Search interface. At the top, there is a navigation bar with options like 'Get Started', 'Military Skills Translator', 'Assessments', 'Resume Builder', and 'Job Search'. Below this, the 'Job Search Results' section is visible. A 'Refine Your Search' section includes input fields for 'What' (Job Title or Keyword) and 'Where' (Any City / ZIP code), along with a 'within 20 miles' dropdown and a search button. A sidebar on the left, titled 'Current Search', contains two radio buttons: 'Only Jobs Open To ALL U.S. Citizens' (which is selected) and 'ALL Jobs'. A yellow callout box with a black border and an arrow pointing to the selected radio button contains the text: 'To refine your search by jobs open to all U.S. Citizens or everyone, select the corresponding radio button.' Below the sidebar, there are sections for 'Refine Your Results' with expandable options for Salary, Grade, Occupations, and Agencies. The main content area shows a table of job listings with columns for 'Location' and 'Salary'. The table includes entries such as 'TX-Dallas, TX United States' with a salary of '\$46,990.00+', 'MD-Frederick County, MD United States' with a salary of '\$105,211.00+', and 'IL-North Chicago, IL United States' with a salary of '\$114,676.00+'.

To refine your job results by salary, grade, occupation or agency, expand the item and then make a selection(s). The following are step-by-step instructions on how to expand the item and make the selection(s).

1. Select the ▶ next to Salary. This expands the salary.

The screenshot shows the VA for Vets Job Search interface. The 'Refine Your Results' section is expanded to show salary ranges. The 'Current Search' section shows options for job availability and a 'You Added ...' section. The main results table shows job listings with columns for Closing, Job Summary, Agency, Location, and Salary.

Closing	Job Summary	Agency	Location	Salary
11/23/2011	RN-Medical Surgical	Veterans Affairs, Veterans Health Administration	TX-Dallas, TX United States	\$46,990.00+
11/23/2011	Executive Assistant	Office of Acquisition, Logistics, and Construction	MD-Frederick County, MD United States	\$105,211.00+
11/23/2011	Asst Chief Pharmacist	Veterans Affairs, Veterans Health Administration	IL-North Chicago, IL United States	\$114,676.00+
11/23/2011	Staff Physician (Physiatrist)	Veterans Affairs, Veterans Health Administration	IN-Indianapolis, IN United States	\$97,987.00+

2. Select one of the salary ranges.

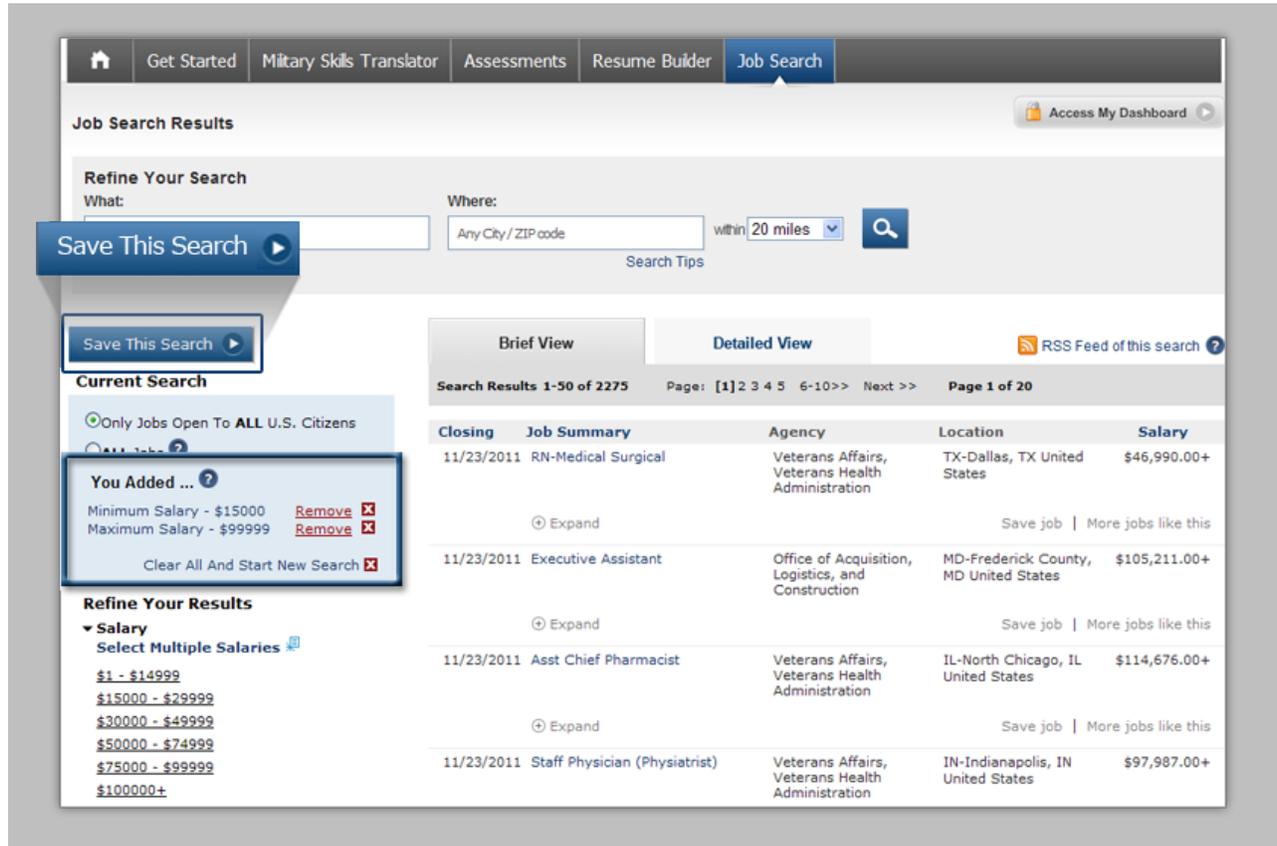
! If you would like to select more than one salary range, select **Select Multiple Salaries**. This opens the Select Salaries pop-up box. From the pop-up box, select the salary ranges and then select **Make Selections**. This closes the pop-up box and displays the ranges in the Current Search box.

The 'Select Salaries' pop-up box displays a list of salary ranges with checkboxes next to them. The 'Make Selections' button is highlighted.

Select Salaries	
<input type="checkbox"/> \$1 - \$14999	<input type="checkbox"/> \$15000 - \$29999
<input type="checkbox"/> \$30000 - \$49999	<input type="checkbox"/> \$50000 - \$74999
<input type="checkbox"/> \$75000 - \$99999	<input type="checkbox"/> \$100000+

Make Selections  
Cancel

- After you have refined your results, select **Save This Search**. This saves the refinements you selected.



### Updating Your Search Results Criteria

You may update your criteria by selecting **Remove**  or start over by selecting **Clear All And Start New Search** .

### Saving Your Search Results Criteria

- Select **Save This Search**. This saves the search results criteria. The next time you access Job Search, you will see the search results criteria you saved.

## Job Detail Page

When you select a job title from the Job Search Results, that job is displayed on the Job Detail page. The Job Detail page provides the entire job announcement and allows you to apply for the job through USAJOBS. See Appendix A for more information about applying online through USAJOBS. In addition, you may print, save or share the information on the Job Detail page.

You can scroll down to view all the details associated with the job or go directly to a specific topic by selecting a tab or selecting a topic from the drop-down list.

The screenshot shows the VA for Vets Job Detail page for a Registered Nurse position. The page features a navigation menu at the top with options like 'Get Started', 'Military Skills Translator', 'Assessments', 'Resume Builder', and 'Job Search'. Below the navigation, there are tabs for 'Overview', 'Duties', 'Qualifications & Evaluations', 'Benefits & Other Info', and 'How to Apply'. A dropdown menu is open, showing a list of sections to navigate to: 'Overview', 'Duties', 'Qualifications and Evaluations', 'Benefits and Other Info', and 'How to Apply'. The main content area includes the job title 'Registered Nurse', the Veterans Health Administration logo, and a table of job details such as Department, Agency, Job Announcement Number, Open Period, Series & Grade, Position Information, Duty Locations, and Who May Be Considered. There is also a 'Job Summary' section and a 'Questions about this job' section with contact information for Thomas D. Masters.

### Sharing a Job Announcement

1. From the Job Detail page, select **Share Job**. Two pop-up boxes open. One pop-up box has various ways to share the job with others. The other pop-up box displays a message alerting you that you are leaving the VA for Vets website.

 Closing the pop-up box with the message alerting you that you are leaving the VA for Vets website will close the other pop-up box and take you to the Job Detail page.



2. Select the communication preference you would like to use.
3. Follow the prompts.
4. When you have completed sharing the job, close the pop-up box by selecting .

### Printing a Job Announcement

1. From the Job Detail page, select **Print Preview**. A new web browser window opens with the job announcement displayed.
2. Print the job announcement using the print feature on your web browser.

## Saving a Job Announcement

1. Select **Save Job**. This saves the job announcement and takes you to the My Saved Jobs page.



The job title will appear in the My Saved Jobs section of the My Dashboard page.

## Returning to the Job Search Results Page

1. Select **Job Search**. This returns you to the Job Search Results page.

## My Saved Jobs Page

The My Saved Jobs page lists the job announcements you saved. From this page, you may view, delete or share the job announcement.

The screenshot displays the VA for Vets website interface. At the top, there is a navigation bar with the VA for Vets logo and a 'View full VA for Vets Navigation' dropdown. Below the navigation bar, there is a 'Job Search' section with a message about USAJOBS 3.0 and links for 'Contact Us', 'FAQs', and 'Logout'. A secondary navigation bar contains links for 'Get Started', 'Military Skills Translator', 'Assessments', 'Resume Builder', and 'Job Search' (which is highlighted). Below this, there is a 'My Saved Jobs' section with a sub-header 'Your saved jobs are shown below. To view a saved job, click the job title.' and a button for 'Access My Dashboard'. The main content area features a table with the following data:

You have saved 2 of 25 possible jobs.				
Date Saved	Job Title	Agency	Closing Date	Action
11/30/2011	Physician Assistant (ENT)	Veterans Affairs, Veterans Health Administration US-New Mexico/Albuquerque	11/30/2011	Delete Share job with a friend
11/23/2011	Registered Nurse	Veterans Affairs, Veterans Health Administration US-Virginia/Norfolk/Hampton Roads	Job Expired 11/23/2011	Delete

Below the table, there is a link for 'Return to Job Search Results' and a blue button labeled 'Begin your job search'.

## Returning to the Job Search Results Page

1. Select **Return to Job Search Results** or **Begin your job search**. This takes you to the Job Search Results page.

## Viewing a Job Announcement

1. Select the job title of the job announcement you would like to view. This takes you to the Job Detail page for that job announcement.

### Deleting a Job Announcement

1. Select **Delete** in the row of the job announcement you would like to remove. This refreshes the My Saved Jobs page with the job announcement removed.

### Sharing a Saved Job Announcement

1. Select **Share job with a friend**. This takes you to the Job Detail page.
2. Follow the instructions for Sharing a Job Announcement.

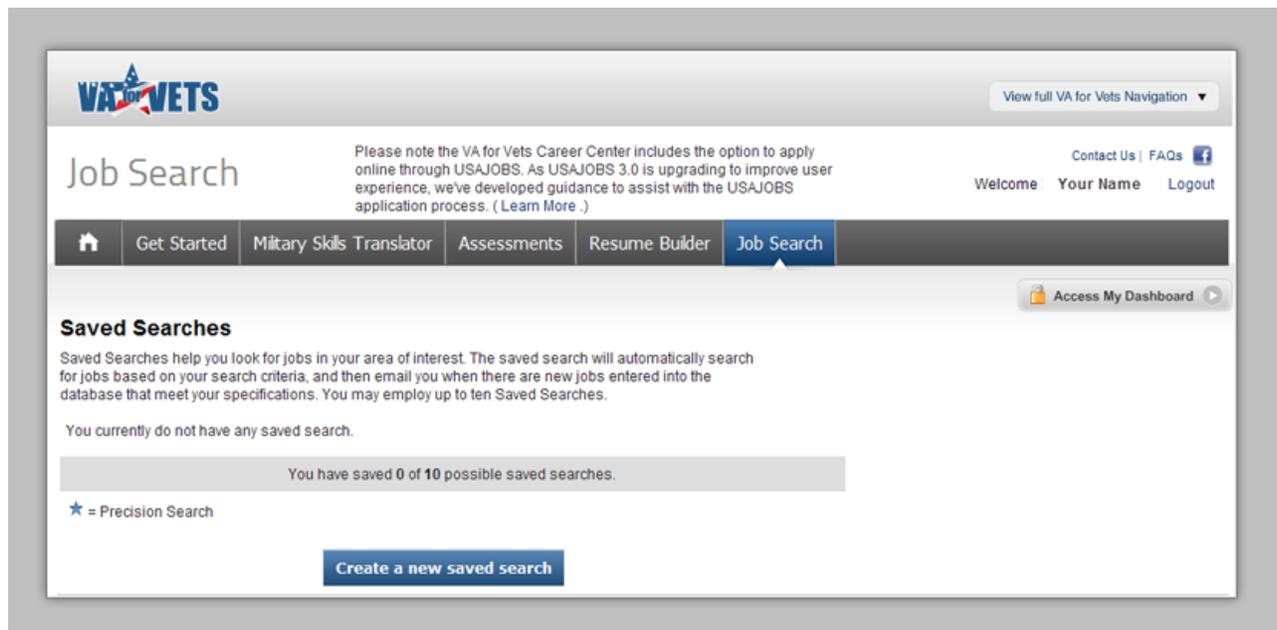
## My Saved Searches

My Saved Searches on the My Dashboard page lists the searches you have saved. The saved search feature automatically searches for jobs based on your search criteria, and then emails you when new jobs are entered into the database that meet your search criteria. You may have up to ten saved searches.

### Saving a Standard Search

The standard search allows you to refine the job announcements, which means you will receive fewer job announcements, but the job announcement will more closely match your preferences.

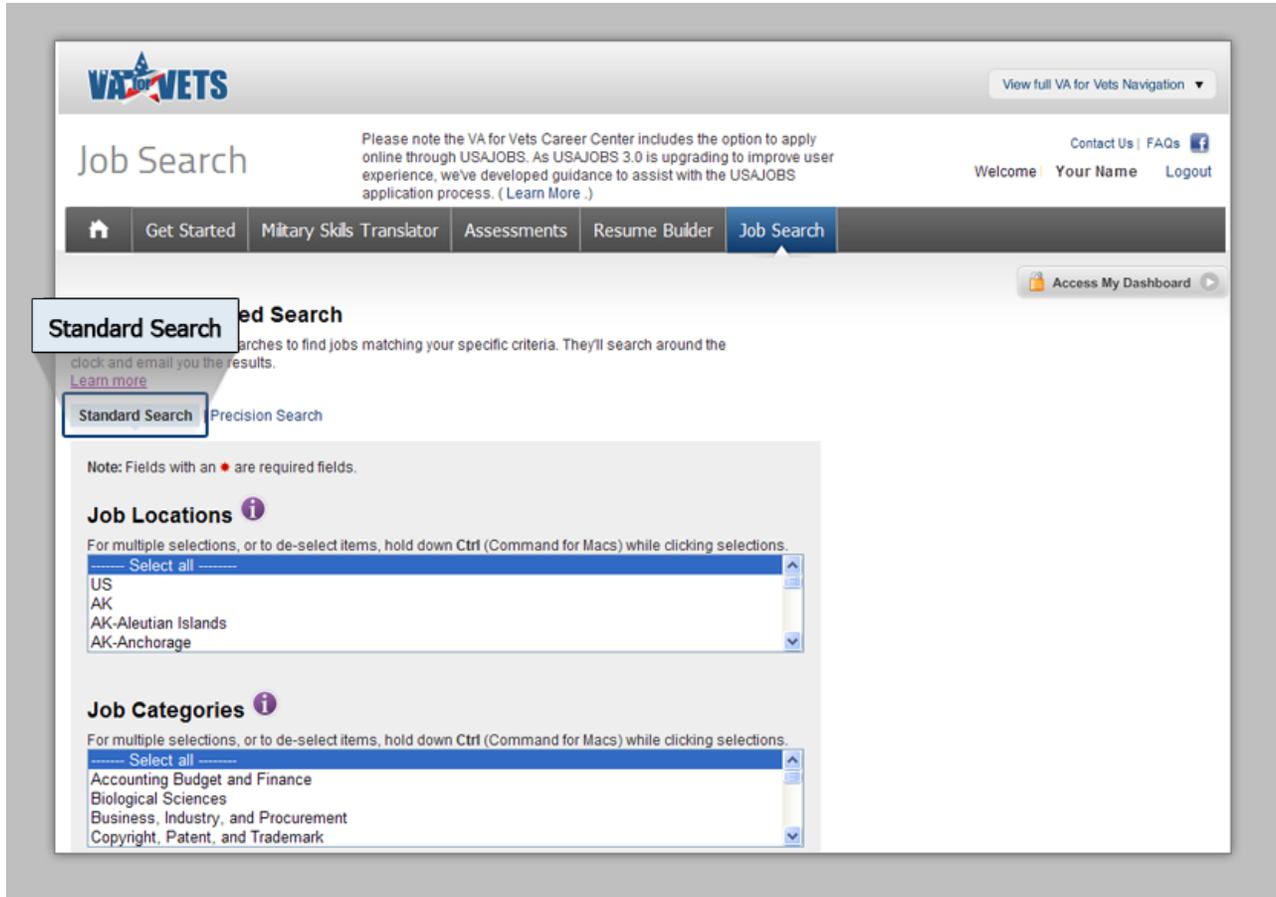
1. From My Dashboard, select **Click here to access the Saved Search tool** or **View All Saved Searches**. This takes you to the Saved Searches page.



The screenshot displays the VA for Vets Job Search interface. At the top left is the VA for Vets logo. A navigation bar includes links for 'Get Started', 'Military Skills Translator', 'Assessments', 'Resume Builder', and 'Job Search'. A message box states: 'Please note the VA for Vets Career Center includes the option to apply online through USAJOBS. As USAJOBS 3.0 is upgrading to improve user experience, we've developed guidance to assist with the USAJOBS application process. (Learn More.)'. On the right, there are links for 'Contact Us', 'FAQs', 'Welcome', 'Your Name', and 'Logout'. Below the navigation bar, the 'Saved Searches' section is visible, with a sub-header 'Saved Searches' and a description: 'Saved Searches help you look for jobs in your area of interest. The saved search will automatically search for jobs based on your search criteria, and then email you when there are new jobs entered into the database that meet your specifications. You may employ up to ten Saved Searches.' Below this, it says 'You currently do not have any saved search.' and a progress bar indicates 'You have saved 0 of 10 possible saved searches.' A legend shows '★ = Precision Search' and a blue button labeled 'Create a new saved search' is at the bottom.

2. Select **Create a new saved search**. This takes you to the Create New Saved Search page.

 Make sure Standard Search is highlighted. If it is not, select **Standard Search**.



The screenshot shows the VA for Vets Job Search interface. At the top, there is a navigation bar with options: Home, Get Started, Military Skills Translator, Assessments, Resume Builder, and Job Search (which is highlighted). Below the navigation bar, there is a section for 'Standard Search' and 'Precision Search'. A callout box highlights the 'Standard Search' option. Below this, there are sections for 'Job Locations' and 'Job Categories', both with dropdown menus. A note indicates that fields with an asterisk are required.

3. Complete each field.

**Note:** Fields marked with an asterisk (  ) must be completed.

 You may select  for information about the fields you need to complete. The information will appear in a new window.

4. Select **Save Agent**. This takes you to the Saved Searches page with the search name listed on the page.

 Selecting **Cancel** clears the information you have entered and takes you to the Saved Searches page.

The screenshot shows the VA for Vets Job Search interface. At the top, there is a navigation bar with the VA for Vets logo and a dropdown menu for "View full VA for Vets Navigation". Below the logo, the "Job Search" title is displayed. A notice states: "Please note the VA for Vets Career Center includes the option to apply online through USAJOBS. As USAJOBS 3.0 is upgrading to improve user experience, we've developed guidance to assist with the USAJOBS application process. ( Learn More .)". On the right, there are links for "Contact Us | FAQs" and "f", and a user profile section with "Welcome Your Name Logout". A secondary navigation bar includes "Home", "Get Started", "Military Skills Translator", "Assessments", "Resume Builder", and "Job Search". A "Access My Dashboard" button is also present.

**Saved Searches**

Saved Searches help you look for jobs in your area of interest. The saved search will automatically search for jobs based on your search criteria, and then email you when there are new jobs entered into the database that meet your specifications. You may employ up to ten Saved Searches.

You have saved 1 of 10 possible saved searches.

★ = Precision Search

Search Name	Date Saved	Action
Physician Assistant ★	11/30/2011	View   Edit   Delete

[Create a new saved search](#)

**Tips**

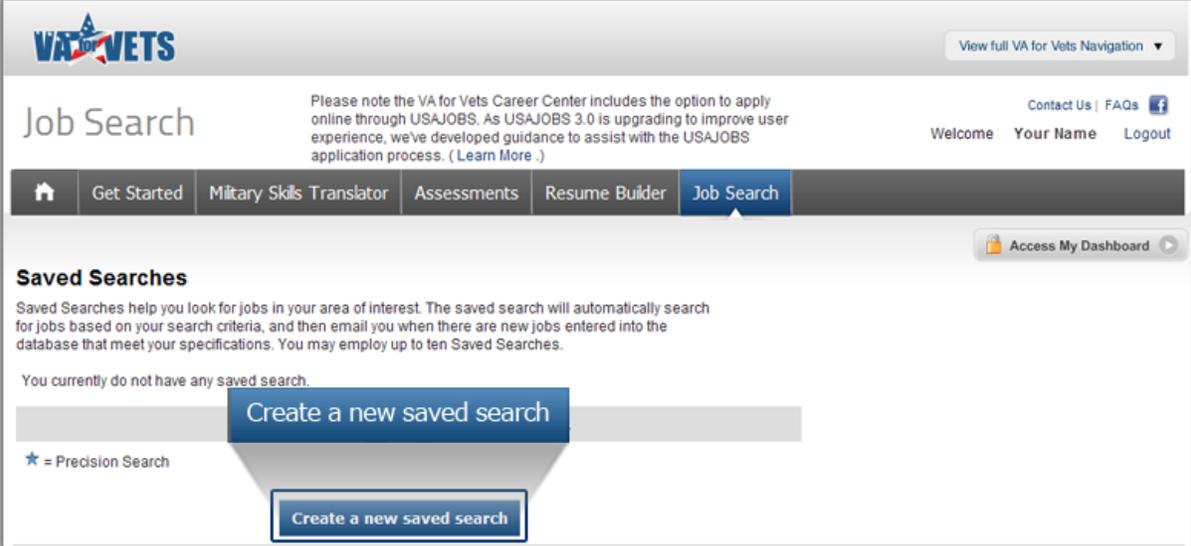
**Edit:** Make changes to your agent any time.

**Delete:** Permanently removes your saved search.

## Saving a Precision Search

The precision search allows you to receive more job announcements because you define fewer criteria.

1. From My Dashboard, select **Click here to access the Saved Search tool** or **View All Saved Searches**. This takes you to the Saved Searches page.



The screenshot shows the VA for Vets Job Search page. At the top left is the VA for Vets logo. To the right is a link for 'View full VA for Vets Navigation'. Below the logo is the 'Job Search' heading. A notice states: 'Please note the VA for Vets Career Center includes the option to apply online through USAJOBS. As USAJOBS 3.0 is upgrading to improve user experience, we've developed guidance to assist with the USAJOBS application process. ( Learn More )'. On the right side, there are links for 'Contact Us | FAQs' and 'Welcome | Your Name | Logout'. A navigation bar contains links for 'Home', 'Get Started', 'Military Skills Translator', 'Assessments', 'Resume Builder', and 'Job Search' (which is highlighted). Below the navigation bar is an 'Access My Dashboard' button. The main content area is titled 'Saved Searches' and explains that saved searches help users look for jobs in their area of interest. It states that users currently do not have any saved searches. A large blue button labeled 'Create a new saved search' is prominently displayed. Below this button, there is a legend indicating that a star icon represents 'Precision Search'. A smaller button labeled 'Create a new saved search' is also visible at the bottom of the section.

2. Select **Create a new saved search**. This takes you to the Create New Saved Search page.

! Make sure Precision Search is highlighted. If it is not, select **Precision Search**.

**Job Search**

Please note the VA for Vets Career Center includes the option to apply online through USAJOBS. As USAJOBS 3.0 is upgrading to improve user experience, we've developed guidance to assist with the USAJOBS application process. ([Learn More](#).)

View full VA for Vets Navigation

Contact Us | FAQs | Facebook

Welcome | Your Name | Logout

Get Started | Military Skills Translator | Assessments | Resume Builder | **Job Search**

Access My Dashboard

**Create New Search**

Standard Search | **Precision Search**

Create up to 10 searches matching your specific criteria. They'll search around the clock and email you the results. [Learn more](#)

**Note:** Fields with an \* are required fields.

**How often do you want to receive search results?**

Daily  Weekly  Bi-Weekly  Monthly  None

**Title Search**

Use keywords that are in the title of job of interest.

**Search Keywords**

Use keywords to describe your specific skills or areas of interest.

**Search Locations**

City, State, Zip, etc.  **Select Radius**

**Saved Search Title\***

**Posting Date**

All jobs

**Save Agent**

- Complete each field.

**Note:** Fields marked with an asterisk (\*) must be completed.

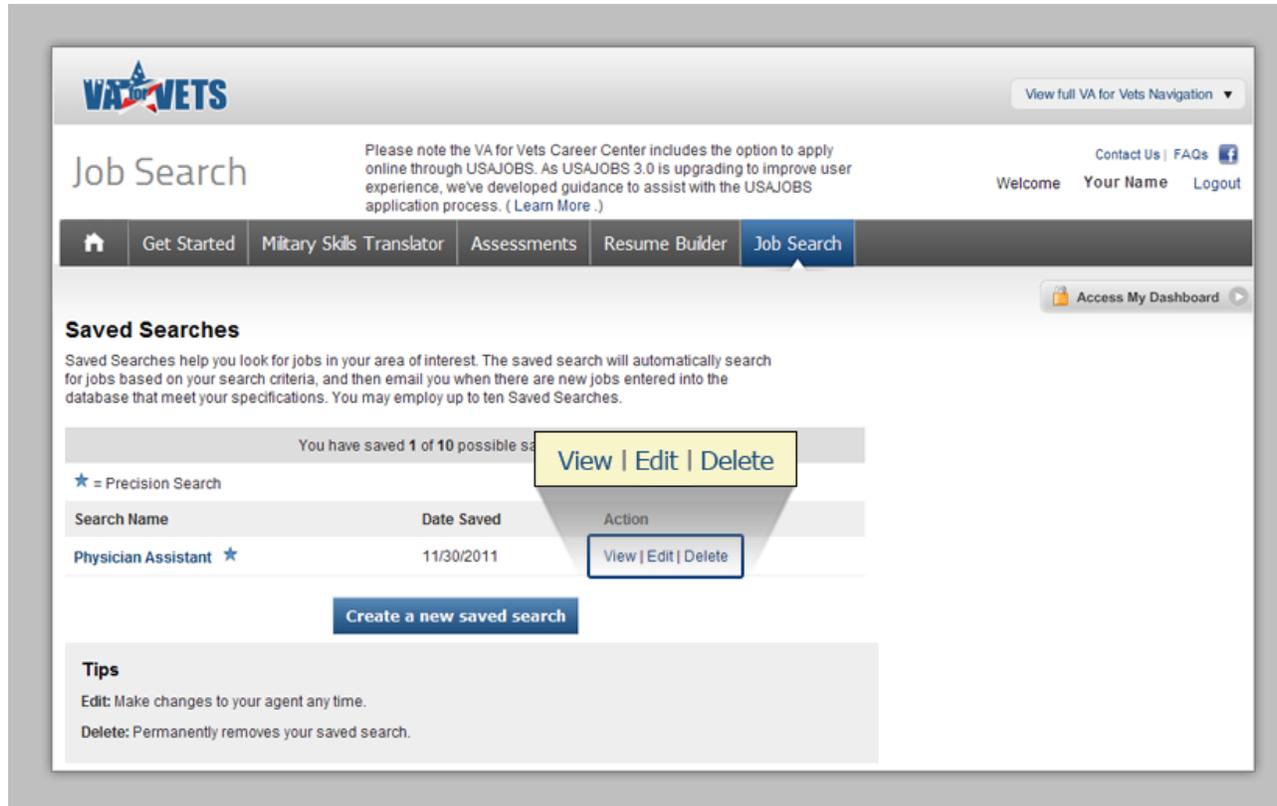
-  You may select  for information about the fields you need to complete. The information will appear in a new window.

- Select **Save Agent**. This takes you to the Saved Searches page with the search name listed on the page. When you access My Dashboard, the saved search will be listed in the My Saved Searches area.

-  Selecting **Cancel** clears the information you have entered and takes you to the Saved Searches page.

## Saved Searches Page

The Saved Searches page lists the searches you have saved. You may view, edit or delete your saved searches.



Select ...	To ...
View	Display job search results based on the saved searches
Edit	Update that saved search; this takes you to the Edit Saved Search page
Delete	Remove that saved search; you will no longer receive emails associated with that saved search

## Editing a Saved Search

1. From the Saved Searches page, select **Edit** for the saved search you want to update. This takes you to the Edit Saved Search page.

The screenshot shows the 'Edit Saved Search' page on the VA for Vets website. The page includes a navigation bar with 'Job Search' selected, and a sidebar with 'Access My Dashboard'. The main content area contains the following sections:

- Edit Saved Search** (with a red asterisk indicating required information)
- Note:** Fields with an \* are required fields.
- How often do you want to receive search results?** (Radio buttons for Daily, Weekly, Bi-Weekly, Monthly, None)
- Title Search** (Text input field containing 'Physician Assistant')
- Search Keywords** (Text input field containing 'Physician Assistant')
- Search Locations** (Text input field for 'City, State, Zip, etc.' containing 'Virginia' and a dropdown for 'Radius: 50 miles')
- Saved Search Title\*** (Text input field containing 'Physician Assistant')

2. Complete each field.

**Note:** Fields marked with an asterisk ( \* ) must be completed.

- ! You may select  for information about the fields you need to complete. The information will appear in a new window.

3. Select **Save Agent**. This takes you to Saved Searches page with the search name listed on the page. When you access My Dashboard, the saved search will be listed in the My Saved Searches area.

- ! Selecting **Cancel** clears the information you have entered and takes you to the Saved Searches page.

## Tips for Job Seekers with Military Experience

### Define Federal Job Opportunities

You can't effectively market yourselves for a Federal job if you don't have a clearly defined goal. Because you may have a diverse background, you may make the mistake of creating a resume that is too general to be effective. Before writing a resume, you should do some soul-searching and research occupations in order to pinpoint a specific career path. If you are having trouble with this step, contact a career coach at 1-855-VA4Vets (1-855-824-8387).

### Create a Resume that Speaks to Employers' Needs

Consider a resume's purpose: To answer the employer's question, "What can this person do for me?" A great way to start thinking about employers' needs is to research target jobs. What types of skills and experiences are employers seeking? What aspects of your background are most relevant? Any information that does not relate to your goal should be eliminated or deemphasized, and this includes any unrelated military awards, training and distinctions. For example, that medal you won for rifle marksmanship doesn't belong on a civilian resume. This is often the hardest step for former military personnel, which is why it's so common to see military resumes span five pages or longer. You need to make the decision about which information to include. Ask yourself: "Will a potential employer care about this experience?" Only include information that will help you get an interview.

### Assume the Hiring Manager Knows Nothing about the Military

Demilitarize job titles, duties, accomplishments, training and awards to appeal to civilian hiring managers. Employers with no exposure to the military do not understand military terminology and acronyms, so translate these into "civilian terms." Use job postings as a tool to substitute civilian keywords for military terms. Consider showing your resume to several nonmilitary friends and ask them to point out terms they don't understand.

### Showcase Track Record of Accomplishments

Military careers offer excellent opportunities for training, practical experience and advancement. You should tout your accomplishments so the average civilian understands the importance of achievements and the measurable outcomes. The following is an example of a demilitarized accomplishment statement:

"I increased employee retention rate by 16 percent through training, team building and recognition programs. My IT organization earned a reputation for being one of the most progressive and innovative in the Army's communications and IT community."

The following is an example of incorporating a military award so employers understand its value:

“I received an Army Achievement Medal for completing 400+ medical evaluations and developing a patient database using Microsoft Access. The database improved reporting functions and tracked patient demographics, records, medications, appointments and status.”

### **Show Off Military Background**

You may have heard that you need to develop a functional resume format to mask or downplay your military experience, but the opposite is true. A Veteran’s military experience is an asset and should be marketed as such. Many employers realize the value of bringing Veterans on board. Attributes honed in the military include dedication, leadership, teamwork, positive work ethic and cross-functional skills. You should make sure your resume clearly communicates the value that you bring to the table.

### **Leave Out the Details about Combat**

Defending your country and its interests is among the most admirable pursuits, but the sad truth is actual references to the horrors of combat leave many employers squeamish. For example, if a Veteran worked in a short-range air defense engagement zone, this experience might not relate to his or her future goal. You should tone down or remove references to the battlefield. Address those experiences in terms that are understandable to civilians without the squeamish details. For example: “Successfully led and directed the training and task-accomplished efforts of a 144-member group of diverse employees in a high-stress environment.”

### **Test Drive the Resume**

For some Veterans, developing a resume that works in the civilian world is an ongoing process. After you have polished your resume, you should start a distribution and keep track of your resume's response rate. You should solicit feedback and listen carefully to suggestions for improving your resume. You should continue to tailor your resume to specific position descriptions until it successfully generates job interviews.

If you need assistance using the *VA for Vets* career center or submitting a resume for a job, contact a career coach at 1-855-VA4Vets (1-855-824-8387).

## Appendix A: Apply for Jobs through USAJOBS

VA fills jobs two ways:

- Competitively—Jobs that are filled competitively are advertised through the USAJOBS website.
- Non-competitively—Jobs that are not advertised; VA searches the *VA for Vets* Career Center resume database to identify qualified Veterans eligible for appointment without competition.

You may apply for a job you find on the *VA for Vets* Career Center through the USAJOBS website.

**Note:** On October 11th, USAJOBS launched a new release (version 3.0). Since this release, some people have experienced technical issues when applying for a job through USAJOBS from the *VA for Vets* Job Detail page.

The screenshot displays the VA for Vets Job Search interface. At the top, there is a navigation bar with the VA for Vets logo and a 'View full VA for Vets Navigation' dropdown. Below this is a 'Job Search' header with a message about the USAJOBS 3.0 update. A secondary navigation bar includes links for 'Get Started', 'Military Skills Translator', 'Assessments', 'Resume Builder', and 'Job Search'. The main content area is titled 'Job Search > Job Detail' and features a 'Registered Nurse' job listing from the 'Veterans Health Administration'. The job details include department, agency, announcement number, open period, series and grade, position information, duty locations, and who may be considered. A 'Job Summary' section provides the Vacancy Identification Number (VIN): 556263. On the right side, there is a sidebar with a large 'Apply on USAJOBS' button, a 'Go to section of this Job' dropdown, and links for 'Print Preview', 'Save Job', and 'Share Job'. Below these are 'Agency Information' and 'Questions about this job' with contact details for Thomas D. Masters.

1. Select **Apply on USAJOBS**. This opens a new window to log in to USAJOBS.

**Note:** *VA for Vets* window will remain open.



If you do not have a USAJOBS account, please refer to the USAJOBS Quick Start Guide (<https://vaforvets.va.gov/veterans/resources/Documents/USAJOBS%20Quick%20Start%20Guide.pdf>) to learn how to create a USAJOBS account.

2. Upon signing in, you should be prompted to select your resume and related documents to apply to the position.



If you are not directed to the position selected from *VA for Vets*, you can search for the position by returning to your *VA for Vets* window, copy the announcement number and paste it into the What field on your My Account page in USAJOBS.

3. Select **Apply Now**. This submits your resume to the federal agency to which you are applying for a job.