

Welcome! This pamphlet is intended to show you how to create a resume on USAJobs in order to apply for positions within the New Hampshire National Guard. You can also use this resume to apply for any federal position.

First, if you don't already have an account with USA Jobs, you can create an account and resume by logging on to their site by clicking below or typing it into the address bar of your web browser.

<http://www.usajobs.opm.gov/>

Once you are there, click on "Create a Resume"

Next, click on "Create your account now"

Your screen should look similar to this:

USAJOBS - New Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://my.usajobs.opm.gov/new.asp?ID=enableRedirect&redirect=%2Findex%2Easp> Go Links

USAJOBS "WORKING FOR AMERICA" It's your one-stop source for Federal jobs and employment information.

FAQS | PRIVACY POLICY | HELP | SITE MAP

HOME | SEARCH JOBS | MY USAJOBS | FORMS | EMPLOYER SERVICES

Create New Career Center Account

* Required Information

*First Name

Middle Name

*Last Name

*Home Address

Home Address 2

*City/Town

*State/Province

*Postal/ZIP Code

*Country

**Fill in the
Required
Information
indicated
with an
asterisk ***

Fill in the Required Information indicated with an asterisk *

Note: Veterans Preference is not used for NHNG positions, however **is** used for other federal positions. You should select the button that's right for you.

Click the submit button and you're done! You're screen should look like this.

Helen Waite, Welcome to Your Personal Career Center Home Page
Find everything you need to manage your career development.

MY RESUMES
[Create a New Resume](#)

MY JOB SEARCH AGENTS
Get your job search agent results here.
[Create New Agent](#)

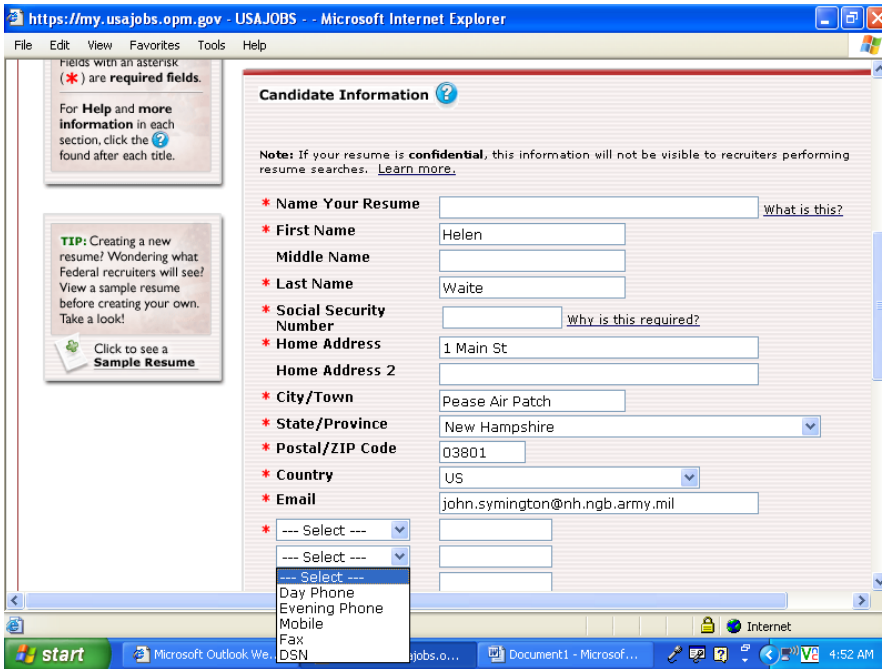
Current Profile Info
Helen Waite

OK, now you're ready to create your resume for use in applying for positions.

First, click on "Create a New Resume". You should be looking at a screen like this.



There are 4 buttons in this process to guide you through



Fill in the Required Information indicated with an asterisk *

https://my.usajobs.opm.gov - USAJOBS -- Microsoft Internet Explorer

File Edit View Favorites Tools Help

* Are you a U.S. Citizen? Yes No

* Do you claim veterans' preference? Yes No [Does this apply to me?](#)

- 5-point preference based on active duty in the U.S. Armed Forces
- 10-point preference for non-compensable disability or a purple heart
- 10-point preference based on a compensable service-connected disability of 10 percent but less than 30 percent
- 10-point preference based on spouse, widow, widower, or mother preference
- 10-point preference based on a compensable service-connected disability of 30 percent or more

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 permanent Federal civilian employee? Yes No

If yes, indicate the highest permanent Federal civilian grade you held:

Pay Plan (e.g., GS, WG, ST, etc.)

Series

Grade

start Microsoft Outlook We... https://my.usajobs.o... Document1 - Microsof... Internet 5:00 AM

Fill in the Required Information indicated with an asterisk *

https://my.usajobs.opm.gov - USAJOBS -- Microsoft Internet Explorer

File Edit View Favorites Tools Help

Getting Started **Experience** Related Information Finishing Up

PLEASE NOTE: Fields with an asterisk (*) are required fields. Click on the ? after each title for more information.

Resume Builder

- Getting Started
- 2. Experience**
- Related Information
- Finishing Up

Preview your Resume as you build it!

Work Experience ?

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. [Learn more.](#)

* **Employer Name**

* **Employer City/Town**

* **Employer State/Province**

* **Employer Country**

* **Formal Title**

* **Start Date**

* **End Date**

Salary

* **Average Hours per week**

May we contact your supervisor? Yes No

Is this a Federal Position? Yes No

Series:

Pay Plan and Grade:

Done Microsoft Outlook We... https://my.usajobs.o... Document1 - Microsof... Internet 5:03 AM

Fill in the Required Information indicated with an asterisk *

*** Duties, Accomplishments and Related Skills**

I did everything the boss didn't want to do

(You have 2957 characters remaining for your description...)

ADD WORK EXPERIENCE

OR

I have no relevant work experience.

Education ?

*** School or Program Name** My High School/Colleg

*** City/Town** Overshoe

*** State** NH

*** Country** US

*** Degree/Level Attained** Degree/Level Clarifications
Some College Coursework Completed

Completion Date

Fill in the Required Information indicated with an asterisk * and answer all other questions as applicable.

*** Country** US

*** Degree/Level Attained** Degree/Level Clarifications
Some College Coursework Completed

Completion Date November 2005

Major Aircraft Maintenance

Minor Human Resources

GPA 3.00 of 4.00 GPA Max.

Total Credits Earned 56

System for Awarded Credits
 Semester Hours
 Quarter Hours
 Other

Honors Select

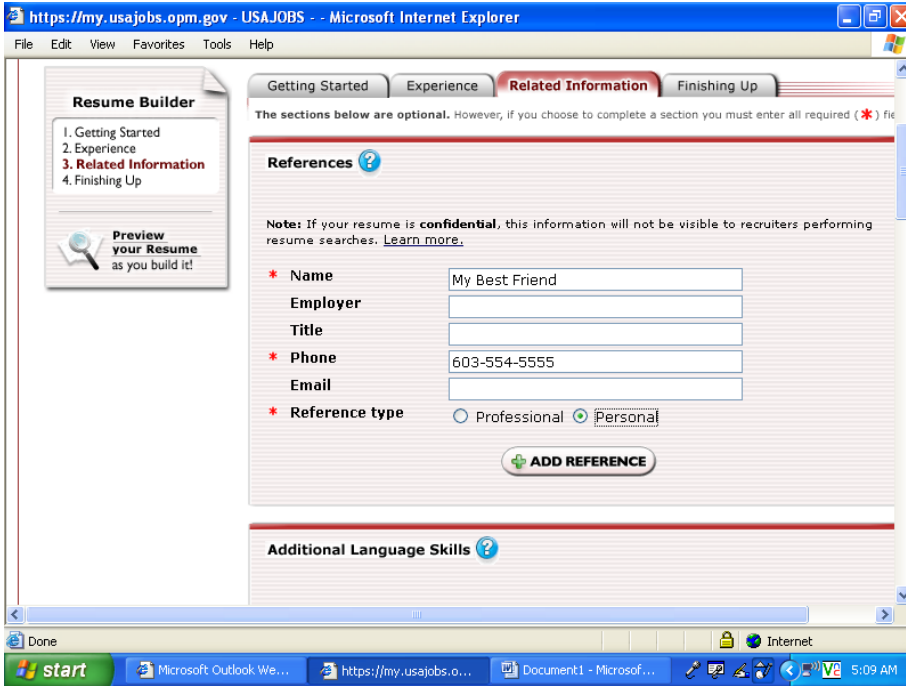
Relevant Coursework, Licensures and Certifications

A&P License, Accounting Courses, Civil Engineering certificates, Aquisition Courses, etc would go here...

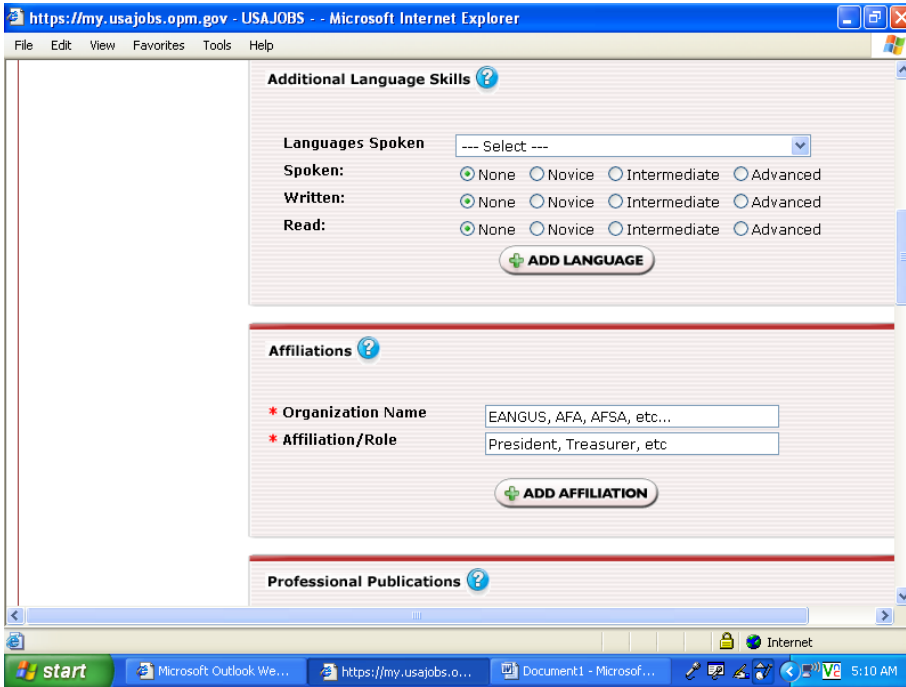
(You have 1895 characters remaining for your description...)

ADD EDUCATION

OR



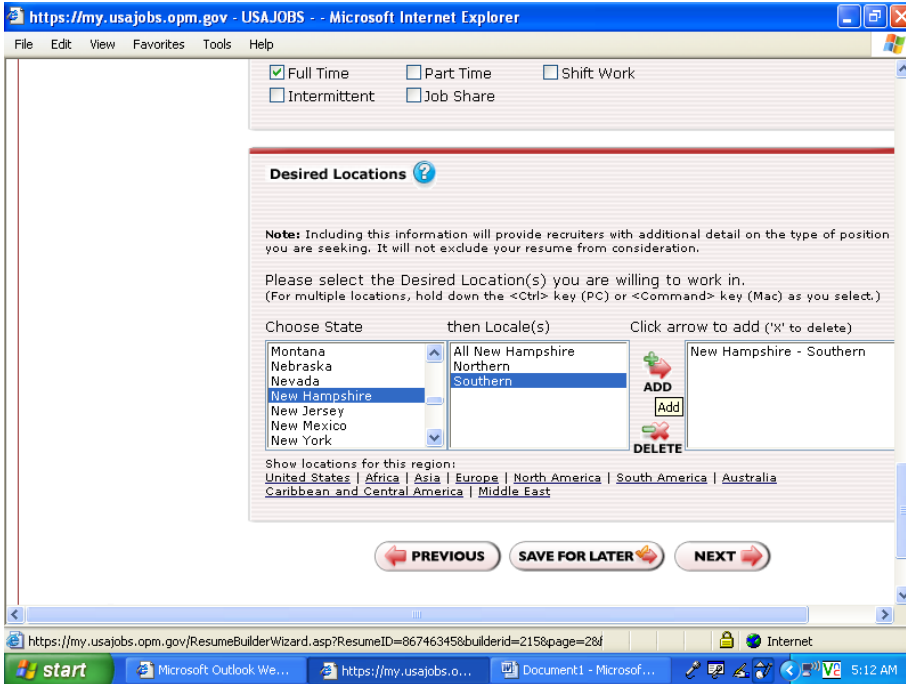
Fill in the Required Information indicated with an asterisk * and answer all other questions as applicable.



The screenshot shows two sections of the application form. The first section, titled "Professional Publications", contains a text area with the text "Widget Counter Monthly" and a character count: "(You have 1978 characters remaining for your description...)(max. 2,000 characters)". The second section, titled "Additional Information", contains instructions: "Enter job-related honors, awards, leadership activities, skills (such as computer software proficiency or typing speed) or any other information requested by a specific job announcement. Need more space? Click here to expand this field." followed by a text area with the text "Put other awards and things here".

The screenshot shows two sections of the application form. The first section, titled "Availability", includes a note: "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." followed by the question "What type of work will you be willing to accept?". Below this are several radio button options: Permanent (checked), Temporary, Term, Intermittent, Detail, Temporary Promotion, Summer, Seasonal, Federal Career Intern, and Student Career Experience. The second question is "What type of work schedule will you be willing to accept?" with radio button options: Full Time (checked), Part Time, Shift Work, Intermittent, and Job Share. The second section, titled "Desired Locations", includes the same note as the first section.

Fill in the Required Information indicated with an asterisk * and answer all other questions as applicable.



Fill in the Required Information indicated with an asterisk * and answer all other questions as applicable.



When you're done, click on "Finish".

The screenshot shows a Microsoft Internet Explorer browser window displaying the USAJOBS website. The address bar shows the URL: <https://my.usajobs.opm.gov> - USAJOBS - Resume Listings and Activity. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The website header features the USAJOBS logo with the tagline "WORKING FOR AMERICA" and the text "USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information." A navigation menu includes links for HOME, SEARCH JOBS, MY USAJOBS, FORMS, and EMPLOYER SERVICES. A "Log Out" link is also present. Below the navigation, there are links for Profile, Resume, Agent, Applications, and Log Out. A paragraph explains the USAJOBS Resume Builder. A red-bordered box contains the "Resume Listings and Activity" section, which lists "Resume 1: Helen's Resume" with options to Preview, Edit, Duplicate, Delete, or Renew. It also shows the status as "Searchable" and an expiration date of "9/22/2007". A "Create a New Resume" button is located below this section. The browser's taskbar at the bottom shows the Start button, several open applications (Microsoft Outlook, the current browser window, and a Microsoft Word document), and the system clock showing 5:13 AM.