

Do's & Don'ts for applying for a Federal Technician Position

DO:

1. Be sure your application is bold and easy to read.
 2. Type your application or have it typed whenever possible and be sure it is neat and accurate.
 3. Be sure there are no spelling errors, typos, smudges or mistakes; many judgments are made about an applicant from the way in which the form is completed. If you must fill in the form by hand, use black ink and print legibly.
 4. Select people for references having knowledge of your performance, character, and dependability; preferable someone who knows how you perform in a work situation. **Be sure to let them know you are using them as a reference.**
 5. Read the vacancy announcement carefully for the position for which you are applying. Underline the skills required for the position.
 6. Describe your experience so that you emphasize the work that uses the same skills required by the position (Civilian & Military)
 7. Use active verbs to describe the work you actually did. BE SPECIFIC
 8. Before you fill in the blanks, be sure you understand what information is being requested.
 9. Keep your experience descriptions brief, but thorough.
 10. Address each KSA (Knowledge, Skill, Ability) individually. The KSAs are listed on the reverse side of the Job Vacancy Announcement. If you have the experience required by a KSA, state how you acquired that experience (which previous position). NOTE: Experience does not have to be from a paid position.
 11. Include all experience, whether paid or volunteer. If you don't include it, it won't be considered.
 12. BE SURE TO SIGN AND DATE THE APPLICATION.
 13. BE SURE TO PUT THE ANNOUNCEMENT NUMBER ON YOUR APPLICATION.
 14. BE SURE TO KEEP A COPY OF YOUR APPLICATION.
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DON'T

1. Exaggerate.
2. Be humble
3. Describe the work of the organization generally or the work of others.
4. Omit church, community, or club work
5. Submit an application that is messy, hard to read, or confusing to follow.
6. Make your application a "challenge" to the reader.
7. Attach your position description. Use it only to assist you in describing what you do. It doesn't reflect the total range of your experiences nor does it state your duties concisely enough.
8. Put untrue statements on your application, you may be questioned during the interview. Also, falsification of the application can be grounds for disciplinary or adverse action.
9. Show a break in service or a gap in employment without giving an explanation for it. Be sure to account for all time.
10. Send the application to the HRO without someone checking it over.
11. Make copies of copies of copies. They get harder to read after each copy is made.