

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 ensure your resume is considered for open positions at VA.

Selecting "Apply on USAJOBS" from the VA for Vets Job Search page, takes you to the USAJOBS Sign In page.

Signing In to Your USAJOBS Account

If you do not have an account with USAJOBS, select "create a new account" or "create an account".

🏠 Home	ے Search Jobs ک My Account ک Resource Center SIGN IN OR <u>CREATE AN ACCOUNT</u>
	USAIORS
	WORKING POR AMERICA
	Sign in to my account or create a new account
	Username or Email:
	Paceword
	Forgot your Username and/or
	Password2
	This U. S. Federal Government system is to be used by authorized users only. Information from this system include resides on computer system include
	Federal records that may contain sensitive information protected by various Federal statutes, including the
	Privacy Act, 5 U.S.C. § 552a.
	All access or use of this system constitutes user understanding and acceptance of these terms and constitutes
	unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.
	Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or
	(5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may
	result in criminal, civil, or administrative penalties.
	I agree. Sign me in. 🕥



This takes you to the Create New Account page.

Home 4 Se	AIORS	NT
"WORK	ING FOR AMERICA"	
	Create New Account	
	Welcome to USAJOBS!	
	USAJOBS is the official job site of the U.S. Federal Government. It's your one-stop source for Federal jobs and employment information.	
	With your new account you'll be able to:	
	 Build and store up to five distinct resumes Save and automate job searches Save and apply for jobs Search by Agency, Occupation, Location Apply to Federal Agencies Learn how to use USAJOBS Learn about the Federal hiring process Discover special hiring programs See which jobs are in demand 	
	Form Sections:	
	Personal Information Account Information	
	* Required information	
	Personal Information	
	First Name	
	Middle Name	
	★ Last Name	
	Telephone Numbers SELECT -	
	- SELECT -	
	- SELECT -	
	Email	
	Confirm Email	

Complete all fields noted as required information. Then read the terms and conditions. If you agree with the terms and conditions, select "I agree. Create my account." This takes you to USAJOBS My Account page.

I have an account on USAJOBS...

Sign in by:

- 1. Entering your username and password.
- 2. Reading the terms. If you agree with the terms, select "I agree. Sign me in." This takes you to My Account page.



Applying for a Job You Found Using the VA for Vets Career Center

y Alterney Search Jobs J My Acco tps://my.usajobs.gov/Applicant/MyAccount/Home USAJOBS "WORKING FOR AMERICA"	Advanced Search > Redius: 20 miles
My Account Loretta Change Photo Change Photo	Highlights from USAJOBS Welcome to the new USAJOBS! If you are an existing user, please take a few minutes to review and edit all your profile information for accuracy, as it has been transferred to a new system. While you are there, check out some of the new profile questions. Having a completed USAJOBS profile will help you: • Save time during a job application • Get your resume discovered by recruiters, if you opt to make your resume searchable • Customize your search experience
Resumes .	📩 Saved Jobs 🔺
Saved Searches	Saved Documents 🔺
	Market Application Status 🔺
<u>Site Map</u> <u>Contact Us</u> USAJOBS is the Fed	Help/FAQs Privacy Act and Public Burden Information FOIA About Us USA.gov This is a United States Office of Personnel Management website. eral Government's official one-stop source for Federal jobs and employment information.

In the What: field, enter the job announcement number then select \bigcirc . This takes you to the results page. If the search results in no jobs found, ensure you entered the job announcement number correctly. If you entered the job announcement number correctly, select "Jobs for Federal Employees." The job announcement should appear. Select the job title to apply for the job.

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	Refine Your Results		Sort By:SELECT	PREVIOUS NEXT				
	C Jobs for U.S. Citizens O Jobs for Federal Employees 3	Search Results 1-1 of 1 Page: [1]	Page 1 of 1	Spotlight				
	You Added (?)			USAJOBS				
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	Clear all and start new search	OUR MISSION: To fulfill President Lincolns promise To care for him who for his widow, and his orphan by serving and honoring the men and wor How would you like to become a part of a team providing compassional	shall have borne the battle, and men who are Americas Veterans.					
	Create Saved Search and email me jobs	Agency: Veterans Benefits Administration Location: Washington DC Metro Area, DC United States		USAJOBS Tutorials Welcome to the new USAJOBS! Tutorials a				
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				VIEW ALL SPOTLIGHT:				
		Search Results 1-1 of 1 Page: [1]	Page 1 of 1					
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Note: To get the job announcement number, go back to your *VA for Vets* browser window, copy the job announcement number then paste it into the "What" field.





Applying for the Job

Select "Apply Online". If you do not have a resume associated with your account with USAJOBS you will be prompted to add your resume. Select "Add a Resume". You will be prompted to build a resume or upload a resume.







If you already have a resume built in *VA for Vets*, simply save the resume from *VA for Vets* on to your computer. After you have saved your resume to your computer, select "Add a Resume" on USAJOBS and follow the prompts to upload your resume.

Saving the Resume You Built in VA for Vets to Your Computer





After you have built your resume in *VA for Vets*, select "Convert to Word Document Format." A File Download dialog box appears. Select "Save."

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Do you	want to open or save this file?
	Name: Training_Specialist_2.doc Type: Microsoft Office Word 97 - 2003 Document, 25.5KB From: my.vaforvets.va.gov
	Open Save Cancel
?	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>

If you did not save your resume to your computer when you first built the resume, simply select the resume from My Dashboard page. This takes you to the Resume Builder page. Select "Save and Continue" until you get to finishing up where you can select "Convert to Word Document Format."

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About VA for	Vets What's Ne	w Join VA	Reintegration	Stay VA	Career Center		Search VA fo	r Vets	٩			
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