

How to Apply - Application Steps

The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. The Department of the Navy provides competitive salaries, comprehensive benefits, and extensive professional development and training. From pipefitters to accountants, scientists to engineers, doctors to nurses — in the Department of the Navy, the careers and opportunities to make a difference are endless.

The Department of the Navy uses a fully automated process to fill its positions. You can apply online through USAJOBS, which is available 24/7. Below are the key steps of the application and hiring process, by clicking each you will find information, resources, and tips to help.

Contents

How to Apply - Application Steps	1
Step 1: Write a Resume	1
Step 2: Register with USAJOBS	4
Step 3: Find Job Openings.....	5
Step 4: Apply	6
Step 5: After You Apply	8
Step 6: Interview	8
Step 7: Offer of Employment	9

Step 1: Write a Resume

Department of the Navy employment opportunities require submitting a resume. A resume is a way to market an all-important product – YOU. After all the time, energy, effort, and hard work you have invested in your education, training and career marketing through a resume is your first step towards Federal employment.

Federal resumes differ from private sector resumes. Federal resumes require detailed information about your specific work experience and other job-related information. Because Federal human resources (HR) professionals operate under various Federal employment laws, rules and regulations, they cannot infer from your previous job titles or Navy Ratings your applicable experience. It is up to you to describe your past work experience how you qualify for jobs to which you apply.

Tips for Creating a Powerful Resume

Here are some hints to help your resume get noticed and help you get the interview:

Get organized: Gather your previous resumes, descriptions of jobs you have held, past performance evaluations, letters of commendation, and awards. Sort them and put them in chronological order. Read them carefully and take notes on important points or themes.

Plan: Think before you begin to write. What are your career goals? Where do you prefer to work? What type of positions will you apply for?

Tailor your resume to the announcement: Your resume should focus on your knowledge, skills, abilities, and competencies that relate to your overall career goals. Resume for a specific job opportunity (with a specific closing date): Announcements for particular job vacancies provide details on specific duties and requirements. Your resume should address the knowledge, skills, abilities, and competencies that pertain to those unique duties and requirements.

Write a first draft: Then walk away from it. Take a second look and revise, reorganize, and improve as necessary. Make sure spelling, punctuation, and all grammar basics are perfect.

Be descriptive: Descriptions of your experience should be simple. We want to know what you did on the job. Think about:

The projects you have worked on

What your specific duties were

What you needed to know to do the job

What tools, software, or equipment you used

What you accomplished

If you are a veteran explore the Military Service to Federal Jobs Crosswalk for help with how your skills and experience (See Tips Sheet – Military Experience to Federal Jobs Crosswalk (put .PDF here)

Be clear: Use nouns and verbs that present an accurate, clear summary of your Accomplishments. Use correct tense for past or current positions. For example:

Write "Utilized Microsoft Project to develop timelines. Prepared budget requests, hired staff, selected vendors, negotiated contracts, and designed and implemented a new Unix client-server information system," rather than "Performed the full range of project management duties for a new information system."

Rather than writing "Communicates orally and in writing." it is better to say "Writes complex technical documents and reports; prepares policy statements, and develops and presents PowerPoint briefings to large groups."

It's better to write, "Directs work, interviews and hires employees, establishes and reviews performance standards, identifies training needs, effects disciplinary action, and performs other supervisory duties for 10 employees," rather than just saying "Supervising."

Use action words, modifiers, and phrases such as:

Designed and implemented new organizational structure plan

Negotiated contracts valued to \$90,000

Delivered report on waste management

Eliminate unnecessary or flowery language: Avoid adjectives and adverbs. Instead of saying, "I was responsible for the processing of a wide variety of extremely complex financial transactions using two technically advanced automated accounting systems," you might say, "I was responsible for processing a variety of financial transactions using two automated accounting systems."

Don't repeat: Once a skill such as "management" or "budget" is pointed out, you need only cite the skill again if you are describing a different position.

Use plain English: Describe skills and experience in terms common to your occupation and profession that could be readily understood in both the public and private sectors. Minimize the use of acronyms. If you must use them, spell them out at least once and explain what they represent, what processes or systems they describe, and how you have used the knowledge, skills, or abilities associated with them.

Keep paragraphs short: To make your resume easier to read to the human and electronic eye, add a carriage return (blank line) after every 20 lines or so. It's OK to have more than one paragraph for each experience, just keep the paragraphs short.

Don't be fancy: Don't use graphics, italics, underline, shadows, reverses (white letters on black background), or symbols such as % # * = and don't type your information in all capital letters.

List only recent training and awards: List only training and awards received in the last 5 years. Don't attach copies of training certificates, transcripts, or awards unless specifically requested in the job opportunity announcement.

List certifications and licenses: If applying for a position that requires you to possess a license or certification, list all current licenses, certificates, and/or contracting warrants under the Professional Licenses and Certificates section of your resume. Identify the city and/or State of certification, name of certifying organization, and expiration date, if any. For example, "Certified Public Accountant, Illinois, 06-95."

Test your text: When you finish writing a section, ask yourself:

Would a person who is not familiar with my occupational background understand the kind of work that I do?

Is there nonessential information in what I have written?

Have I omitted any relevant special experience or skills I possess that might distinguish me from other candidates?

Have I adequately described the major characteristics of my occupation, or background and skills that are most common to my occupation?

Have I clearly described my accomplishments?

The USAJOBS resume builder (available after you create a USAJOBS account, will prompt you to enter all the necessary information to create a Federal resume. There are resources available that will provide you with further assistance including those below:

OPM USAJOBS [10 tips for Letting a Federal Employer You're your Worth](#)

OPM USAJOBS Help on [How to create your Resume](#)

OPM USAJOBS [Tutorial on the Resume Builder Process](#)

Fleet and Family Service Centers (FFSC) – FFSC staff can assist with Federal resume writing, resume review and tips.

[Online training sessions offered by TurboTap](#). This site offers various resume writing sessions, including those focused on decoding military skills for civilian employers.

Step 2: Register with USAJOBS

Creating an account with USAJOBS is free and necessary to apply to Navy and Marine Corps positions. Now that you have created your resume, you are ready to establish an account.

Preparation:

The registration process involves providing basic information including your name, address, phone number, and email address to create a user name and password.

Steps to Register:

Go to www.usajobs.gov

Click "Create Account" and submit your information to register (or just log in if you have already registered previously)

Steps to Establish a Resume:

Click "Resume" and "Create a New Resume"

Input your information and click "Save for Later"

Functionality of USAJOBS Account: Congratulations on creating your new USAJOBS account and profile. Highlights of functionality include:

Manage and edit your account profile using "My Account"

Build/upload resumes using "Resumes"

Save job searches using "Save Searches"

View previously saved jobs under "Saved Jobs"

Upload job application supporting documents under "Saved Documents"

View the status of application packages using "Application Status"

View notices using "Inbox"

In USAJOBS, you may:

Build and store up to five(5) distinct resumes

Store up to ten(10) supporting job application documents

Search for Federal civilian job opportunity announcements

Create job search agents to alert you (via email) of newly opened announcements

[Tip Sheet – Set Your USAJOBS Status Notifications](#)

Apply for Federal civilian job opportunities

Be informed of your Federal civilian job application status

Other Tips

Make your USAJOBS Resume searchable: This allows your resume to be viewable by the Federal human resources professionals when they search in USAJOBS resume database for potential job candidates. (Go to My Account, Resumes).

[Tip Sheet – Make Your Resume Searchable](#)

Store commonly required job application documents in USAJOBS: Such documents can include: SF-50 “Notification of Personnel Action” (for current/former Federal employees) and veterans’ documents such as DD214 and SF15. (Go to My Account, Saved Documents)

[Tip Sheet – Save Your documents in USAJOBS](#)

If you are a Department of the Navy employee, check out supplemental instructions on completing USJAOB My Account, Profile, Hiring Eligibility question #4 pertaining to your current Federal Employment.

[Tip Sheet – DON Employee Application Information](#)

Step 3: Find Job Openings

Your Job Search: There are two (2) areas where you can start a job opportunities search:

1. "Search Jobs" from the upper left tool bar, or
2. "Search Jobs" on the "My Account" page using keyword and/or location options

"Advanced Search" allows applicants to filter their search through a variety of parameters (e.g., hiring agency, occupational series, salary/grade, etc.).

The "Search Results" page provides various options such as refine search, view announcement, and save the search parameters used as a search agent.

For Department of the Navy job opportunity announcements, either go directly to our USAJOBS site (See DONJOB SEARCH tab at the top of the page) or, under "Advanced Search", select "Department of Defense (Dept of the Navy)." You may further narrow your search to specific Major Command(s) within the Department of the Navy.

How Do You Know You Can Apply: Get to know your Federal hiring eligibilities by reviewing information (See Tabs on Left Side of Page):

[Current Students](#)

[Recent Graduates](#)

[Experienced](#)

[Veterans](#)

[Military Spouse](#)

[BEGIN YOUR SEARCH NOW!](#)

Step 4: Apply

Review the Job Opportunities Announcement: Before applying to any Federal job opportunity announcement, carefully read and follow its instructions. Pay close attention to Who May Apply, Qualifications and Required Documents sections of the announcement. These sections describe what type of applicant is eligible to apply, the education and experience required to be qualified for the position, and which documents you need to submit to support your application. Recommend you print the announcement (use “Print Preview” button in the announcement) and the assessment questionnaire for reference.

[Tip Sheet – Read the Job Opportunity Announcement](#)

Don’t Let Our Job Opportunity Announcements Confuse You: We know that Federal positions may seem a bit bewildering, but they are surprisingly easy to understand if you know how to interpret the terminology. This should help:

Vacancy Announcement Number – Each Federal job opening receives its own ID number, known as a vacancy identification number or VIN.

Opening Date – This is the date when the vacancy announcement is initially opened to begin receiving applications from candidates.

Closing Date – This is the final date that applications may be submitted for consideration for an available position. Your application must be received by Midnight (Eastern Standard Time EST) on that date to be considered.

Position – This is the specific title of the job that is being announced.

Series & Grade – The pay plan designated is represented by an occupation series number and grade level.

Promotion Potential – If a position offers the potential for promotion, it will be noted in this area, along with a description of the full performance level for the position.

Salary – This figure describes the salary range for the position.

Duty Location – This is where the position is geographically located.

Who May Apply – A simple description of who will be considered eligible for the position is noted here, for example: "Federal Civil Service Employees" or "Public."

Major Duties – The duties and responsibilities of the position will be detailed here.

Qualifications Required – The basic knowledge, skills, abilities and competencies you must have to qualify for a position, such as similar experience or a related educational background, are stated here.

How You Will Be Evaluated – The details about how you will be evaluated for the position — whether you will be ranked on your knowledge, skills and abilities, or other characteristics — will appear here.

How to Apply – All of the materials you must submit with your application will be listed here.

Apply Online: While you are in the job opportunity announcement you click “Apply Online” to begin the application process.

Once “Apply Online” is selected, you will be asked to select a resume saved in “Resumes” and any “Saved Documents.” Select the appropriate resume and click the “Apply for this position now” button which will direct you to complete an assessment questionnaire.

Enter Biographic Data when prompted and click “Save”

Complete the eligibility information questions (see Eligibility Information Questions below) then click “Next”

Complete the vacancy specific questions (see Vacancy Specific Questions below) then click “Next”

Attach or re-use documents previously submitted for another job opportunity announcement (if wanted) in the Re-Use Documents page then click “Next”

Follow screen directions to upload new resume or documents now included in steps above (see Submit Documentation below)

Once all required sections and documentation have been completed, click “Submit My Answers” button. Without pushing this button, your work so far has been saved but not submitted for the job opportunity announcement.

Applicants will then receive a confirmation message online and via email when submission is complete. Newly submitted documents have to undergo a virus scan which takes approximately one hour. Recommend strongly to check back to ensure documents successfully processed.

Eligibility Information Questions: You will be prompted to answer questions related to your eligibility for Federal employment. These questions determine what types of jobs you are eligible to apply for based on your past experience, veteran status and other factors. You will only answer these questions once. The system will save your responses and include them with all future applications. However, when you apply for another vacancy announcement, you may update the information on file. Review your resume to make certain that it supports your responses to these core questions and the online vacancy specific self-assessment questions described next.

Vacancy Specific Questions: Once you have completed the eligibility questions, you will be taken directly to the vacancy application questions. During this stage applicants address statements related to possession of specialized experience and task based questions linked to the key knowledge, skills, abilities and competencies of the applicant. Answer all of the questions honestly and thoroughly. Submit Documentation: Job opportunity announcements will list documents that you must submit in order to complete your application. Your application will be considered incomplete and **YOU MAY BE FOUND INELIGIBLE**, if you fail to submit the required documentation in accordance with the information provided in the “Required Documents” section of a job opportunities announcement.

Step 5: After You Apply

Once your complete application is received and the job opportunity announcement closes, the Human Resources professionals conduct an evaluation of your qualifications, determine your ranking, and refer the most highly qualified candidates to the hiring manager for further consideration, possible interview, and selection.

Although each agency is different, the Department of the Navy provides notification updates after the job opportunity announcement closes. Make sure you update your contact information in USAJOBS to ensure you can be contacted throughout the process.

Viewing Vacancy Status: There are two (2) ways to view vacancy status:

1. Select Application Status from the "My Account" tab on the header of USAJOBS to view an application status. To find the contact information if the job is closed, and you have already applied for the job by clicking the "Apply Online" button, you can find the JOA in your Application Status list and click on the job title. This will open the whole job announcement.
2. Additional information may be available by viewing the "More Information" link from the application status page.

Mandatory Applicant Notifications: The Office of Management and Budget has mandated that agencies are responsible for evaluating and providing status to applicants at four points. These points are:

When the application is received

When the applicant is assessed for qualifications or found ineligible

When the applicant is referred to the selecting official or no longer under consideration

When the applicant is selected or no longer under consideration

Additional Contact: Applicants may be contacted directly by the hiring manager once referred and will receive final notification through USAJOBS when the vacancy has been filled or cancelled.

Step 6: Interview

Navy and Marine Corps hiring managers use interviews to further narrow down the best-qualified candidates referred to them by learning as much about each as they can. An interview is a fact-finding mission for both the hiring manager and the applicant, and is a continuation of the evaluation and selection process. Occasionally, an applicant may be hired based solely on his/her application materials without an interview.

Congratulations if you have been selected for an interview. Be prepared to summarize your background, articulate those experiences which make you the best candidate for the position, and respond to fact-finding questions.

There are many interview tips and resources available to you, including:

[OPM USAJOBS Interviewing Tips](#)

Step 7: Offer of Employment

After carefully evaluating candidates (by reviewing resumes, interviewing, and checking references) Navy and Marine Corps hiring managers coordinate the selection decision with their chain of command and then are ready to communicate their decision.

Congratulations if you were selected for the job! Hiring managers may contact you directly to make an initial contingent job offer and negotiate terms and conditions. This contact is however, contingent upon completing a variety of pre-employment screenings and completion of new employee forms.

If you aren't chosen – don't give up - keep trying! The Department of the Navy posts new job opportunity announcements regularly and are searching for talented people like you to consider for future vacancies.