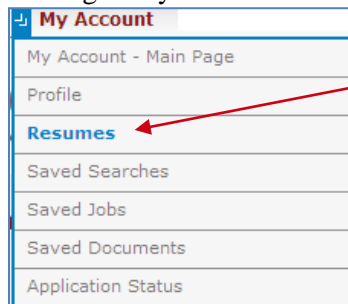## What is a "searchable" USAJOBS resume?

As a job applicant, you may use USAJOBS (www.USAJOBS.gov) to create and store up to five resumes along with your Federal job searches.
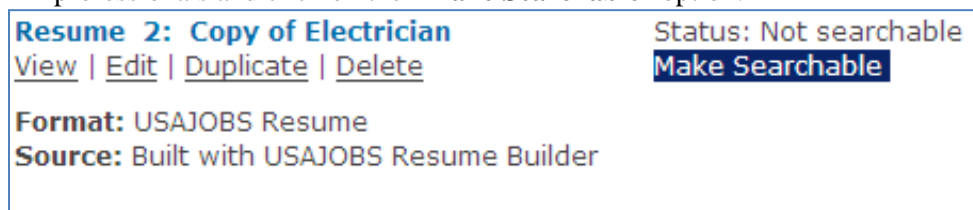
Federal human resources (HR) professionals often serve as a source for finding candidates for possible job consideration. If you designate one of your USAJOBS resumes as "searchable," you allow your resume to be searchable and viewable by Federal HR professionals. You may choose not to designate your resume as searchable until you are finished polishing your resume.

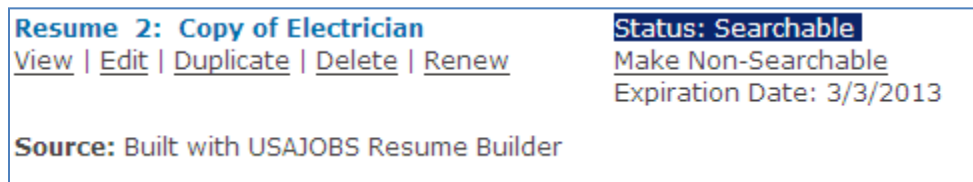## How do you make your USAJOBS resumes searchable?

1. Log into your USAJOBS account and go to **My Account, Resumes**.

2. From the Resumes page, select the resume that you would like to designate as searchable by the Federal HR professionals and click on the "**Make Searchable**" option:

3. Your resume status will show "**Searchable:**"

Note: You may decide to remove the searchable feature at any time by clicking on "**Make Non-Searchable**" option.