HOW DO U.S. CITIZENS APPLY FOR A CIVILIAN POSITION WITH THE U.S. ARMY?

Create a Resume

https://help.usajobs.gov/index.php/How_to_create_your_resume

1. Upload a resume (less than 3 MB), or
2. Create a resume on USAJOBS Resume Builder (preferred method)

1

Search Job Vacancy Announcements:
All Federal Careers:
https://www.usajobs.gov/

2

Student and Recent Graduate:
https://www.usajobs.gov/StudentsAndGrads
(Click on the blue Find Internships or Find Recent Graduate Jobs box)

How do you know if you are eligible to apply?

3

Look at the "Who May Apply" section of the job announcement

What skills do you need to qualify?

4 Review the "Qualifications Required" section of the job announcement

Ready to Apply?

Click on the "Apply Online" button at the top right of the job announcement

- This will take you to the page to select your resume and any other documents that are required in the job announcement.

5

Read and verify the certification question(s) and click on the "Apply for this position now!" button.

Did you know? You can check the status of your application – Login to your USA jobs account and click on "Application Status" on the left hand side of page.

If the Human Resources Office finds that you are not qualified for the position no further action is taken on your resume and you will be notified by e-mail.

If you are qualified your resume is forwarded to the hiring supervisor.

Supervisor reviews the resumes and makes a selection.

An interview may not be required.

If you are selected you are notified by the Human Resources Office.

ARMY
CIVILIAN SERVICE
★ ★ Real opportunities. Important work. ★ ★