

MyNRCSCareer

Your Field. Your Future.

Creating Your Federal Resume

Applying Via USAJobs

When you first register on the [USAJobs website](#) , you'll be prompted to create your federal resume. The resume-building process has four basic steps: Getting Started, Experience, Related Information, and Finishing Up. At any point, you can click the "Save For Later" button and return to your resume at a later time. As you complete the resume building process, keep an eye out for blue circles with question marks inside, as these can help explain the step you're working on.

Getting Started

On the Getting Started page, you'll be asked for your basic contact information. Be sure to fill out all of those boxes marked with a red asterisk — they're mandatory. The one major decision you face here is whether to make your resume confidential or non-confidential. Marking your resume as confidential will prevent federal recruiters from easily learning your current contact information and employer. If a federal recruiter is interested in your resume, they'll send you a message through [USAJOBS](#)  and you'll have the option to give them that information. Marking your resume as confidential will not hide the entire document from federal recruiters — you'll have the chance to do that later.

Experience

The Experience section is where you will list your career experience and educational achievements. Fill out both the work experience and education sections with a single record at a time. Once you click "Add Work Experience" or "Add Education" buttons, you'll be able to add information about other jobs you may have had or schools you may have attended. At the bottom of the Experience page, there's an optional section that will allow you to list any job related training you may have had. If you've taken relevant courses or attended valuable training sessions, be sure to include them here!

Related Information

The Related Information tab provides another opportunity for you to add information about yourself that recruiters may value. List personal and professional references, languages you speak, organizations to which you belong, publications you have contributed to and awards which you have received. Next to "Availability," you'll find descriptions of each of the job types. Read the descriptions and you'll be able to make an informed decision. "Desired Locations" will allow you to let recruiters know any geographic preferences you have. Feel free to select as many or as few as you like.

Finishing Up

- Learn more about [resume tips and FAQs here](#)  !
- Read some helpful [interview tips and FAQs here](#)  !