



# HOW TO APPLY



## Create your USA Jobs Profile

01

Before starting any job application, it's crucial to complete your USA Jobs profile. Add information about previous experiences, group affiliations, and more.



## Review the Job Announcement

02

Job announcements contain valuable information about the job and it's important you read each section carefully before applying.



## Upload Required Documents

03

Some documents or forms may be required, such as transcripts, make sure to upload all necessary documents mentioned in the "How to Apply" section of the announcement.



## Apply!

04

Submit your application!  
Some applications require additional steps, such as a questionnaire, this will be mentioned in the job announcement. Make sure to submit your application by the closing date!

Check out **USAJOBS** and their Help Center to apply & learn more!

