

This tutorial will show you how to build, upload, and save a resume on USAJOBS®. Please follow these simple steps to become familiar with the resume builder and resume upload functionality of USAJOBS.



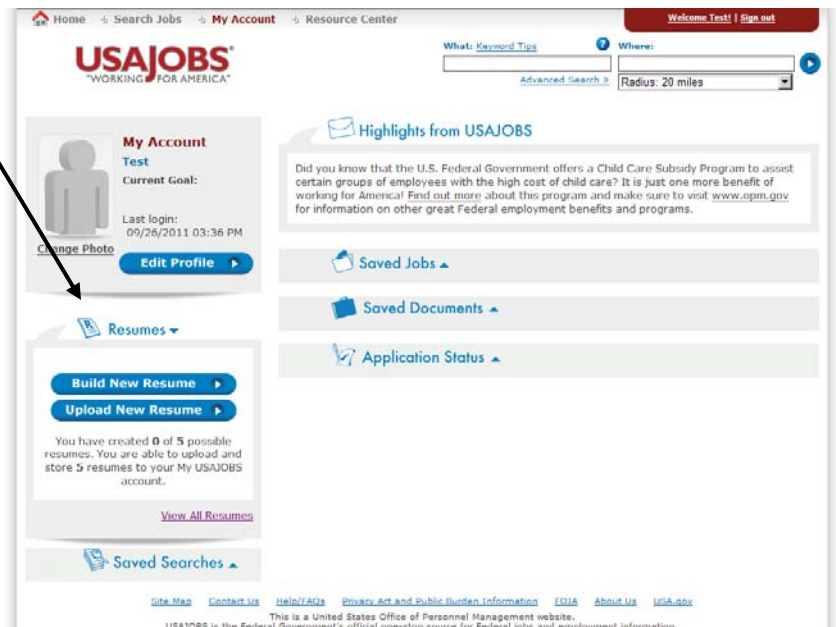
Begin the process by signing into your USAJOBS account.

If you do not have an account, click “CREATE AN ACCOUNT.”

**** NOTE:** You must have an account before creating or uploading resumes.

From your “My Account” page, click “Resumes” to expand the view of the available options in the dropdown menu:

- The “Build New Resume” option allows you to create or build a resume using the USAJOBS Resume Builder
- The “Upload New Resume” option allows you to upload your own resume(s) from your computer, flash drive, etc.



NOTE: You may store a total of 5 resumes. These 5 may be a combination of resumes you have created or built using Resume Builder, or uploaded.

After selecting to “Build New Resume”, you will be redirected to the “Experience” section of the USAJOBS Resume Builder. To build your work experience, you should:

- Complete all required fields (indicated by a red asterisk *).
- Use “Spell Check” to ensure correct spelling of information you entered.
- To add additional work experience, simply click “Save Experience” after completing all required fields. A blank “Experience” page will display and you should complete the required fields.
- When you have entered all your work experience, click “Next” to move to the next section.

The next section you will see is “Education.” To build your Education, you should:

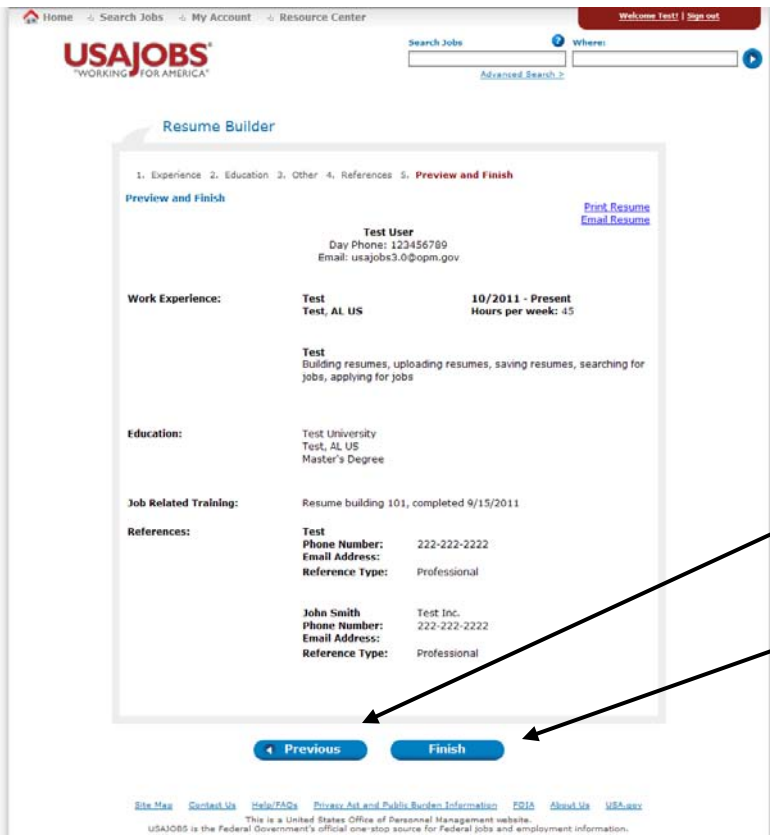
- Complete all required fields (indicated by a red asterisk *)
- Use “Spell Check” to ensure correct spelling of information you entered.
- To add additional Education, simply click “Save Education” after completing all required fields. A blank “Education” page will display and you should complete the required fields.
- When you have entered all your Education, click “Next” to move to the next section .

The third section you will see is “Other.” There are no required fields in this section. You have the opportunity to provide information associated with:

- Any job related training you have completed .
 - Use “Spell Check” to check your entry.
- Language skills you may have.
 - To add additional languages, click “Add Language”
- Any specific organizations or affiliations that you are a member of.
 - To add multiple organizations or affiliations, click “Add Affiliation”
- Professional publications
 - Use “Spell Check” to check your entry.
- Additional information that you want potential employers to be aware of.
 - Use “Spell Check” to check your entry.
- When you have completed the Other section, click “Next” to move to the next section.

The fourth section allows you to enter either professional or personal references. You may enter and save up to 5 references. You do not have to provide references unless you want to. If you do not want to provide references, click “Next” to move to the next section of the Resume Builder.

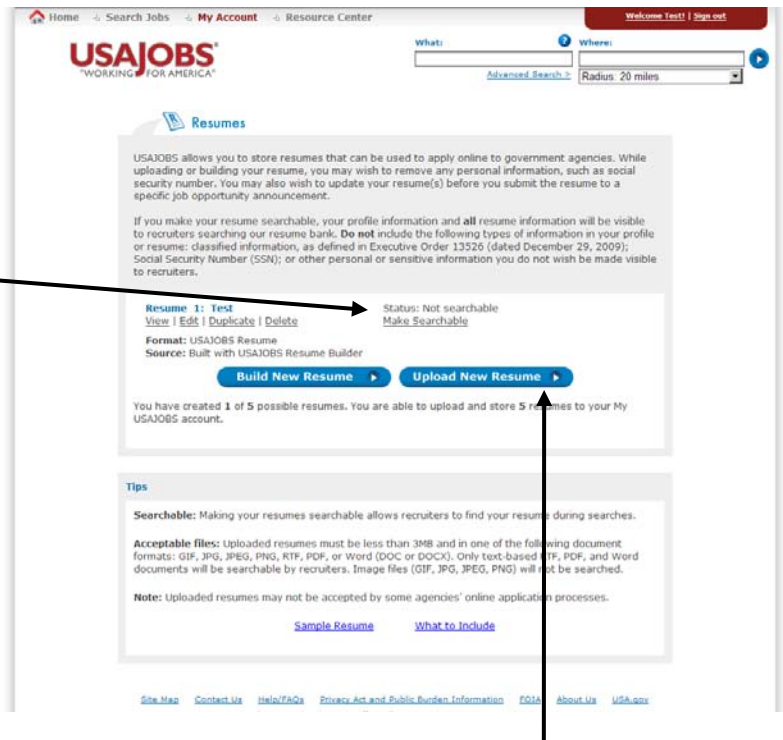
- Complete all required fields (indicated by a red asterisk *).
- To add additional References, click “Save Reference.”
- When you have completed the Reference section, click “Next” to move to the fifth and final section.



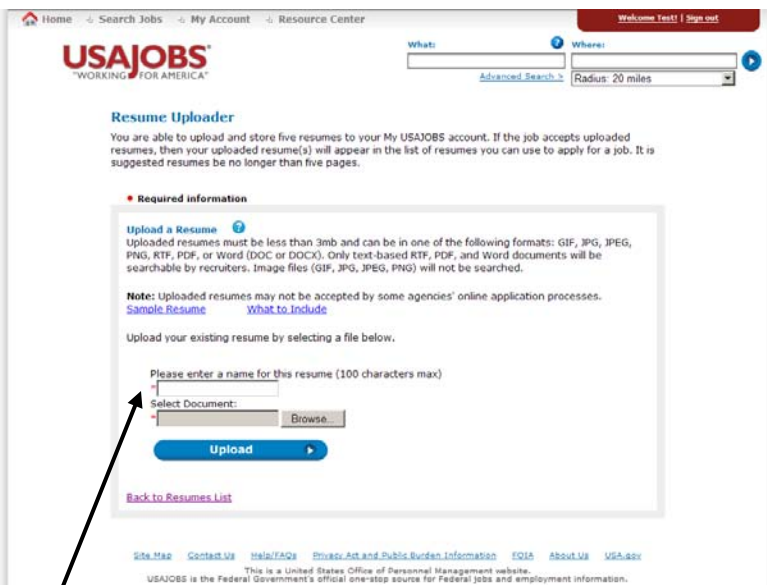
The final section allows you to Preview and Finish your resume. You also have the options to either print your resume or email your resume.

- Review all information for correctness.
- Click “Previous” to edit information.
- Click “Finish” to complete your resume.

Once you have finished building your resume, you will be redirected to the Resumes page and can view, edit, duplicate, or delete previously built resumes. You can also change the status of your built resume from Not searchable to Searchable by clicking on the “Make Searchable” link. You can change your resume status back to Not searchable at any time by clicking the “Make Non-Searchable” link.



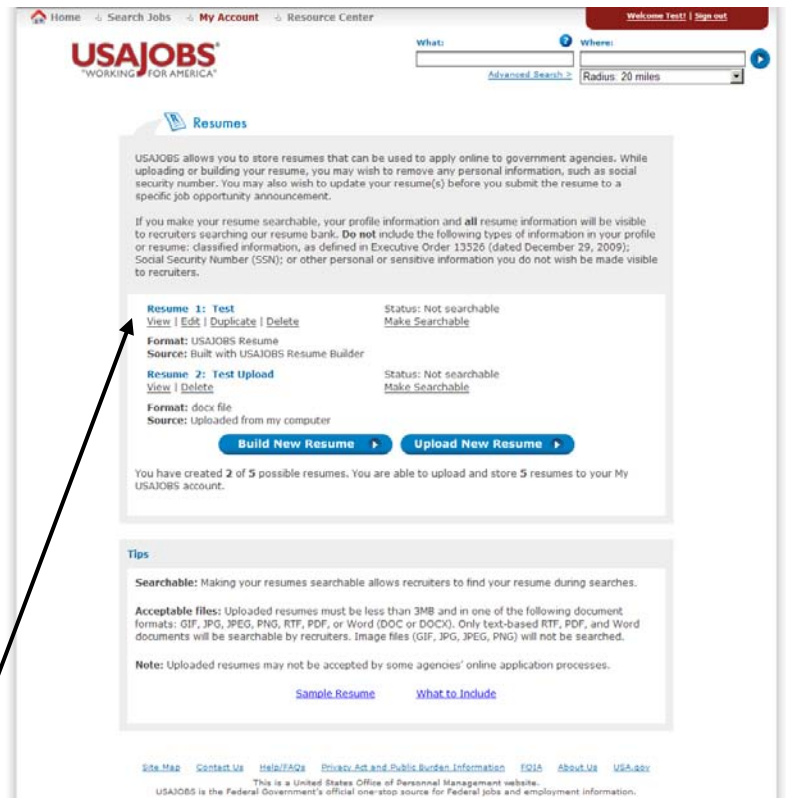
To upload a saved resume, click “Upload New Resume.” This option can also be used from your My Account page within the Resumes dropdown.



Once on the Resume Uploader page, you will see the different document formats that are acceptable for uploading (e.g. doc, docx, rtf, pdf, png, gif, jpg, jpeg). You are also able to view a “Sample Resume” and tips on “What to Include” in your resume.

- To upload your resume, you are required to enter a name (e.g., Resume-October2011) for each resume that you upload.
- Use “Browse” to select the resume that you wish to upload.
- Click “Upload.”

After a successful upload, you will return to the “Resumes” page where you can view or delete your uploaded resume(s). You can also change the status of your uploaded resume(s) from Not searchable to Searchable by clicking on the “Make Searchable” link. You can change your resume status back to Not searchable at any time by clicking the “Make Non-Searchable” link.



The number of resumes you have created or uploaded will display. To build or upload additional resumes, simply repeat the steps described in this tutorial. Remember, you can only have 5 resumes on file at any time.