

Top 5 Tips When Applying Through USAJobs

You asked what our top tips are when applying for a job in [USAJobs](#). Here they are:

- 1. Your Profile:** Make sure that your personal information is up to date. This is especially true for veterans and certain people with disabilities that have hiring preference.
- 2. The Resume:** USAJobs allows the user to have 5 resumes uploaded or created using the USAJobs resume builder. The advantage of the resume builder is that you get a standardized Federal resume and it is searchable, meaning USDA Forest Service Human Resource Specialists can do keyword searches, an option that is not available with uploaded resumes. Another positive feature of the resume builder is the ability to duplicate a resume. This allows the user to have a master resume with all of his or her qualifications and experience listed. They can then duplicate this resume and easily add or remove items to tailor the resume to the specific position they are applying for. Resume specifics are added or cut depending on the applicability to the position being applied for. Resumes should be kept brief, only using the work experience, training and education that are applicable to the position that is being applied for. The caveat to this is that the applicant should never sell himself or herself short. Leaving an applicable piece of information out of the resume could mean the difference between getting your foot in the door or landing your dream job and having to try again next time.
- 3. Saved Documents:** The saved documents section on USAJobs allows for up to 10 documents to be saved. Veterans and certain people with disabilities having hiring preference will save their supporting eligibility documents here. This is the place to save cover letters, performance reports from previous jobs and letters of recommendation.
- 4. Searching for Jobs:** The USAJobs search engine can be frustrating. Searching for jobs using [OPM Job Series](#) is an effective way to find job openings in your field. For example, typing 0462 into the USAJobs search engine will bring up all jobs in the Forestry Technician job series. This series includes all USDA Forest Service fire fighting positions. When looking at the [USDA Forest Service Job Outreach](#) webpage the job series number can be found within the farthest right column of the search results. Different filters on the USAJobs search engine such as “Location” and “Department and Agency” are some of the most effective ways to narrow a search.
- 5. Applying for Jobs:** When applying for jobs it is extremely important to read through the required documents and attach them to the application. Many qualified applicants have not made it from the application process to the applicant list because they forgot to attach a required document. Certain positions require the applicant to answer two groups of questions. The first group of questions are go/no-go questions that determine if the applicant meets the minimum qualifications. The second group of questions are point-based and used to rate the applicant as “qualified”, “best qualified”, etc. Be truthful when answering these questions because applicants will be required to back their answers up, but if unsure it is better for a Forest Service Human Resources Specialist to approve or deny an application rather than a computer system.

Check out the [Forest Service Northern Region](#) website for more information as well as connect via social media.

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