Five Steps to a Federal job

1) Find job openings.
Search for job openings in the Federal Government by visiting www.usajobs.opm.gov. Then, call specific agencies to learn about special hiring programs. Watch for job fairs and newspaper ads, too. Some agencies supplement their recruiting efforts with these traditional methods.

Tips: Look beyond job titles; Government titles may be different from those in the private sector. Search by location, keyword, and broad occupational group.

2) Decode vacancy announcements.
Scan the announcement for its most important parts: Closing date, job description, qualifications, and application instructions.

Tips: If you miss a closing date, check to see if the application period has been extended. Carefully check the required qualifications before applying.

3) Submit a resume.
If the agency offers an online resume form, fill that out. If the agency accepts paper resumes, fill out the OF-612 application, use the USAJOBS online resume builder, or create a paper resume that lists the following:

- Your name, address, telephone number, Social Security number, and country of citizenship and the vacancy announcement number
- Any college degrees earned or in progress with the month and date of graduation, name and address of the school, type of degree and major, and number of credits earned
- High school diploma or equivalency exam, month and year conferred, and name and address of school
- Any specific courses required for or related to the job
- Employment history—a chronological list of jobs, including job titles; descriptions of duties and accomplishments; names and addresses of employers, months and years of employment; earnings; supervisors’ names, addresses, and telephone numbers; and a statement indicating whether your current supervisor may be contacted
- Dates, titles, and grade levels of previous Federal Government jobs
- A statement saying if you are a military veteran who qualifies for preference

Tips: Match your experience to the duties and qualifications listed in the job announcement. Use key words from the vacancy announcement, where possible. Include relevant volunteer work.

4) Develop other required materials.
Some agencies ask for written statements about qualifications. Others require the completion of a questionnaire. A few request copies of college transcripts or other materials.

Tips: When writing about your qualifications, be specific and show your expertise. Follow instructions about length, format, and content.

5) Interview and accept a job offer.
Most, but not all, managers in the Federal Government conduct interviews before selecting a candidate. These interviews are like those in private industry. If you are selected for a job, a human resources specialist will telephone you with an offer.

Tips: Prepare for an interview by researching the agency to which you are applying. Bring picture identification to pass security screening.
Data Sheet

www.usa.gov/Agencies/Federal/All_Agencies/index.shtml
www.usajobs.gov or www.usajobs.com
www.studentjobs.gov
www.fbijobs.gov
www.state.gov/careers/

www.jobs.irs.gov
www.justice.gov/ndic/jobs/forms/of-306.doc
http://online.onetcenter.org/
www.cpol.army.mil/
www.dfas.mil/

Executive Branch

U.S. Agency for International Development
www.usaid.gov

Central Intelligence Agency
www.cia.gov

Defense Intelligence Agency
www.dia.mil

Federal Reserve System, Board of Governors
www.federalreserve.gov

Federal Bureau of Investigation
www.fbi.gov

Government Accountability Office
www.gao.gov

National Security Agency
www.nsa.gov

Tennessee Valley Authority
www.tva.gov

U.S. Department of State
www.state.gov

U.S. Nuclear Regulatory Commission
www.nrc.gov

U.S. Postal Service
www.usps.com/employment

Judicial Branch

U.S. Federal Courts
www.uscourts.gov

Legislative Branch

Library of Congress Employment Office
www.loc.gov

U.S. House of Representatives
Chief Administrative Officer
Human Resources Division
B72 Ford House Office Bldg.
Washington, DC 20515
www.house.gov

U.S. Senate
Senate Placement Office
Senate Hart Bldg., Room 142
Washington, DC 20510
(202) 224-9167
www.senate.gov

U.S. House of Representatives (all other offices)
B227 Longworth House Office Bldg.

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