

## How to Apply Using USAJOBS.gov

How does the application process work? This is a quick summary of how the federal application process works when you use USAJOBS to apply for positions.

1. **Create an account** with login.gov (<https://secure.login.gov>).
2. Once you have a login.gov account, you need to **create a profile** on USAJOBS to apply to any job. With a USAJOBS profile you can:
  - a. Apply to any job on USAJOBS.
  - b. Save jobs you're interested in.
  - c. Save and automate job searches.
  - d. Upload and save resumes or create one using the resume builder.
  - e. Upload and save required documents.
3. **Start your job search** by typing in a keyword or location. Use our search filters to narrow your results by salary, work schedule, agency and more. You can search for jobs anytime, but it's best to create and sign into your profile before doing a search. Why? Because, we can use your profile information to improve your job search results
4. If you find a job you're interested in, read the entire announcement to make sure you're eligible and you meet the qualifications. For each job there are specific qualifications—your application must show how you meet the required qualifications. Read the "This job is open to" section to see if you're eligible to apply. Read the Qualifications section to see if you meet the job's qualifications. Contact the agency representative if you have questions.
5. Read the How to Apply section of the job announcement before starting your application. Click Apply to start your application—we'll walk you through a five-step process where you'll attach a resume and any required documents. During the application process you can review, edit, and delete your information. We'll automatically save your progress as you go, so you won't lose any changes.
6. When your application is ready in USAJOBS, we'll send you to the agency application system where you can submit your application. Before you submit, you may need to complete other agency-required steps such as: Providing more personal information. Providing more documentation. Answering eligibility questions. Completing an occupational questionnaire—look for a preview of the questions under the "Required documents" section.
7. After you submit your application, go back to the Application section of your USAJOBS account and make sure the hiring agency received your application. Your application status will say you applied with the date you submitted your application if it went through.
8. You can always check the status of your application in your USAJOBS profile with the Track This Application link.