



USAJOBS' Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

Check out a [Sample Resume](#)

### Resume Builder

1. **Getting Started** | 2. Experience | 3. Related Information | 4. Finishing Up

[Preview your Resume](#) as you build it!

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields. Click on the ? after each title for more information.

### Confidentiality ?

Select **confidential** to hide your contact information, current employer name, and references from recruiters performing resume searches. [Learn more](#)

Confidential  Non-Confidential

### Candidate Information ?

**Note:** If your resume is **confidential**, this information will not be visible to recruiters performing resume searches. [Learn more](#)

\* **Name Your Resume**  [What is this?](#)

\* **First Name**

**Middle Name**

\* **Last Name**

\* **Social Security Number** \*\*\*-\*\*-6789 [Edit Social Security Number](#)

\* **Home Address**

**Home Address 2**

\* **City/Town**

\* **Postal/ZIP Code**

\* **Country**

\* **Email**

\*

\* **Are you a U.S. Citizen?**  Yes  No


\* **Do you claim veterans' preference?**  Yes  No [Does this apply to me?](#)

### Selective Service

Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25.

### Highest Career Level Achieved ?

Note: This will change the Career Level on all your resumes.

**Federal Employee Information** 

\* Are you or were you ever a Federal civilian employee?  Yes  No

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### Highest Career Level Achieved

Note: This will change the Career Level on all your resumes.

Manager (Manager/Supervisor of Staff) 

### Federal Employee Information

\* Are you or were you ever a Federal civilian employee?  Yes  No

If yes, indicate the highest permanent Federal civilian grade you held:

[Pay Plan](#) (e.g., GS, WG, ST, etc.)

[Series](#)

[Grade](#)

From (mm/yyyy)

To (mm/yyyy or Present)

Are you ICTAP eligible?  Yes  No [Does this apply to me?](#)

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**READ THIS - important notice before listing your Education!**

Only list degrees from schools that have been accredited by accrediting institutions recognized by the U.S. Department of Education or other education that meet the provisions of the Office of Personnel Management's Operating Manual.  
[Learn more!](#)



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**Work Experience** ?

**Note:** If your resume is **confidential**, the name of your current employer (indicated by an end date of "present") will not be visible to recruiters performing resume searches. [Learn More](#)

\* **Employer Name**

\* **City/Town**

\* **State/Territory/Province**

\* **Country**

\* **Formal Title**

\* **Start Date**

\* **End Date:**

**Salary**

\* **Average Hours per week**

**May we contact your supervisor?**  Yes  No

**Is this a Federal position?**  Yes  No

\* **Duties, Accomplishments and Related Skills**

Character Count: 0 (3,000 character limit)



OR

I don't have any work experience.

**Education** ?

\* **School or Program Name**

\* **City/Town**

\* **State**

\* **Country**

\* **Degree/Level Attained**   
[Degree/Level Clarifications](#)

**Completion Date**

**Major**

**Minor**

**GPA**  of GPA Max.

**Total Credits Earned**

**System for Awarded Credits**  Semester Hours

- Semester Hours
- Quarter Hours
- Other

Honors

### Relevant Coursework, Licensures and Certifications

Character Count: 0 (2,000 character limit)

SPELL CHECK

ADD EDUCATION

OR

I have no relevant education.

### Job Related Training

List the titles and completion date of training courses that are relevant to the position you are seeking.

Character Count: 0

(max. 5,000 characters)

SPELL CHECK

PREVIOUS

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### References ?

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\* **Name**   
**Employer:**   
**Title**   
\* **Phone**   
**Email**   
\* **Reference Type**  Professional  Personal

**ADD REFERENCE**

### Additional Language Skills ?

**Language**

**Spoken:**  None  Novice  Intermediate  Advanced  
**Written:**  None  Novice  Intermediate  Advanced  
**Read:**  None  Novice  Intermediate  Advanced

**ADD LANGUAGE**

### Affiliations ?

\* **Organization Name:**   
\* **Affiliation/Role:**

**ADD AFFILIATION**

### Professional Publications ?

Enter any professional publications in the space provided

Character Count: 0 (max. 5,000 characters)

**SPELL CHECK**

### Additional Information ?

Enter job-related honors, awards, leadership activities, skills (such as computer

Enter job related hobbies, awards, leadership activities, skills (such as computer software proficiency or typing speed) or any other information requested by a specific job announcement. Need more space? Click [here](#) to expand this field.

Character Count: 0 (20,000 character limit)



### Availability ?

**Note:** Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration.

#### What type of work will you be willing to accept?

- |  |  |                                 |                                       |
|--|--|---------------------------------|---------------------------------------|
| <input type="checkbox"/> Permanent             | <input type="checkbox"/> Temporary                 | <input type="checkbox"/> Term   | <input type="checkbox"/> Intermittent |
| <input type="checkbox"/> Detail                | <input type="checkbox"/> Temporary Promotion       | <input type="checkbox"/> Summer | <input type="checkbox"/> Seasonal     |
| <input type="checkbox"/> Federal Career Intern | <input type="checkbox"/> Student Career Experience |                                 |                                       |

#### What type of work schedule will you be willing to accept?

- |                                       |                                    |                                     |
|---------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Full Time    | <input type="checkbox"/> Part Time | <input type="checkbox"/> Shift Work |
| <input type="checkbox"/> Intermittent | <input type="checkbox"/> Job Share |                                     |

### Looking for a Specific Work Environment ?

**Note:** Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration.

#### Please select your desired work environment

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Student                   | <input type="checkbox"/> Undergraduate             | <input type="checkbox"/> Graduate                |
| <input type="checkbox"/> Post-graduate             | <input type="checkbox"/> New Professional          | <input type="checkbox"/> Mid-Career Professional |
| <input type="checkbox"/> Retiree                   | <input type="checkbox"/> Federal Retiree           | <input type="checkbox"/> Highly Mobile           |
| <input type="checkbox"/> Revolving                 | <input type="checkbox"/> Term                      | <input type="checkbox"/> Mission-Focused         |
| <input type="checkbox"/> Experienced Professionals | <input type="checkbox"/> Requires Flexibilities    | <input type="checkbox"/> Telework                |
| <input type="checkbox"/> Part-Time                 | <input type="checkbox"/> Alternative Work Schedule |  |

### Desired Locations ?

**Note:** Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration.

Please select the Desired Location(s) you are willing to work in.

(For multiple locations, hold down the <Ctrl> key (PC) or <Command> key (Mac) as you select.)

Choose State	then Locale(s)		Click arrow to add ('X' to delete)
<div style="border: 1px solid #ccc; padding: 2px;">US Alabama Alaska Arizona Arkansas Armed Force Europe, th Armed Forces Americas</div>	<div style="border: 1px solid #ccc; width: 150px; height: 40px;"></div>		<div style="border: 1px solid #ccc; width: 150px; height: 40px;"></div>

Show locations for this region:

[United States](#) | [Africa](#) | [Asia](#) | [Europe](#) | [North America](#) | [South America](#) | [Australia](#) | [Caribbean and Central America](#) | [Middle East](#)

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Address <https://my.usajobs.gov/Resume/ResumeBuilderWizard4.aspx?ResumeID=164315775> Go Links

# USAJOBS

"WORKING FOR AMERICA"


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It's your one-stop source for Federal jobs and employment information.

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### Make Searchable ?

Activating your resume will allow recruiters to find your resume during resume searches.

**ACTIVATE RESUME** 

**OR**

Save your resume. To make future changes to your resume, click Resumes on your My USAJOBS home page.

**SAVE FOR LATER** 

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