

# USAJOBS 3.0 Resume Screen Shots

(as of 8/9/2011)

## Resume List:

**Resumes**

USAJOBS allows you to store resumes that can be used to apply online to government agencies. While uploading or building your resume, you may wish to remove any personal information, such as social security number. Additionally, you should confirm your resume and supporting documentation do not reference any government-sensitive information. You may also wish to update your resume(s) before you submit the resume to a specific job opportunity announcement.

**Resume 1: test3**  
View | Edit | Duplicate | Delete | Renew  
Status: Searchable  
Make Non-Searchable  
Expiration Date: 1/25/2013

**Format:** USAJOBS Resume  
**Source:** Built with USAJOBS Resume Builder

[Build New Resume](#) [Upload New Resume](#)

You have created **1** of **5** possible resumes. You are able to upload and store **5** resumes to your My USAJOBS account.

**Tips**

**Searchable:** Making your resumes searchable allows recruiters to find your resume during searches.

**Acceptable files:** Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.

**Note:** Uploaded resumes may not be accepted by some agencies' online application processes.

[Sample Resume](#)   [What to Include](#)

## Resume > Experience:

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"WORKING FOR AMERICA"

Search Jobs Keyword Tips Where:  Advanced Search >

### Resume Builder

Resume Name

1. Experience 2. Education 3. Other 4. References 5. Preview and Finish [Preview your resume](#)  
Only information already saved will display in Print Preview.

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

#### 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.

To edit your work experience, click the employer name below, make your edits, and then click the "Save Experience" button.

Employer Name	Location	Job Title	Start	End
<a href="#">test</a>	roanoke, Virginia	test analyst	6/2011	Present

Employer Name

Employer Address 1

Employer Address 2

Country

Postal Code

City/Town

State/Territory/Province

Formal Job Title

Start Date

End Date

Salary

Average Hours per week

May we contact your supervisor?  
 Yes  No  Contact me first

Is this a Federal position?  
 Yes  No

Duties, Accomplishments and Related Skills  
[Expand this area](#)

[Problems with formatting when pasting from Microsoft Word?](#)  
(5000 characters remaining)

[Spell Check](#) ✓

[Save Experience](#) ▶

[Save](#) [Next](#) ▶

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USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Resume > Education:

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**READ THIS - important notice before listing your Education!**  
Only list degrees from accredited schools or other education programs that meet the provision of the [Office of Personnel Management's Operating Manual](#).

[Learn more!](#)

#### Education ?

\* School or Program Name

\* Country

\* State/Territory/Province

\* City/Town

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

Completion date

Major

Minor

GPA  of GPA Max.

Total Credits Earned

System for Awarded Credits  Semester Hours  
 Quarter Hours  
 Continuing Education Units

Honors

Relevant Coursework, Licensures and Certifications

[Problems with formatting when pasting from Microsoft Word?](#)  
(2000 characters remaining)

[Spell Check](#) ✓

[Save Education](#) ▶

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

#### Job Related Training

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

(5000 characters remaining)

✓

#### Language Skills

Language:

Spoken:  None  Novice  Intermediate  Advanced

Written:  None  Novice  Intermediate  Advanced

Read:  None  Novice  Intermediate  Advanced

▶

#### Organizations/Affiliations

Organization Name:

Affiliation / Role:

▶

You may have up to 4 affiliations.

#### Professional Publications

Enter any professional publications in the space provided

(5000 characters remaining)

✓

#### Additional Information

Enter job-related honors, awards, leadership activities, skills (such as computer software proficiency or typing speed) or any other information requested by a specific job announcement.

[Expand this area](#)

(20000 characters remaining)

✓

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

#### References

Name	Employer	Title	Reference Type	Delete
<a href="#">Cyndi Smith</a>	Technology Today		Professional	

\* Name:

Employer:

Title:

\* Phone:

Email:

Reference Type  Professional  Personal

You may have up to 5 references.

[Save Reference >](#)

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### Resume Builder

1. Experience 2. Education 3. Other 4. References 5. **Preview and Finish**

**Preview and Finish** [Print Resume](#)  
[Email Resume](#)

**Katrina Wagner**  
123 Test Street  
New York, NY 10101  
Mobile: 202-222-2222  
Email: katrina.wagner@associates.dhs.gov

**Work Experience:**

<b>Technology Today</b> 123 Technology Way Roanoke, VA 24018 US	<b>06/2011 - Present</b> Hours per week: 32
-----------------------------------------------------------------------	------------------------------------------------

**Test Analyst**  
- Led system testing for a large team of individuals - Facilitated writing of test scripts - Managed test outcomes

**Education:**

**Virginia Tech**  
Blacksburg, VA US  
Bachelor's Degree - 05/1996  
Semester hours  
Major: Finance  
GPA: 4.0

**Job Related Training:**

**PeopleSoft Human Resources training - October 2010**

**Languages:**

**Spanish**

<b>Spoken:</b>	<b>Intermediate</b>
<b>Written:</b>	<b>Intermediate</b>
<b>Read:</b>	<b>Intermediate</b>

**References:**

<b>Cyndi Smith</b>	<b>Technology Today</b>
<b>Phone Number:</b>	<b>202-222-2222</b>
<b>Email Address:</b>	
<b>Reference Type:</b>	<b>Professional</b>

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