

Resume Builder is found on the documents page once a user is logged in. Select Upload or Build resume to create.

An official website of the United States government

USAJOBS

JAMES Help Search

Home Profile Documents Preferences

Documents

Get noticed by recruiters--make your resume searchable

If you make your resume searchable, your profile is automatically searchable too. Recruiters can search your profile and resume to match your background with the jobs they're looking to fill. You can only make one resume searchable at a time.

Resumes (5/5) Other (10/10)

View

1234
Built 02/07/20
Edit Delete

Searchable

View

AFC5.docx
Uploaded 09/24/20
Delete

Searchable

View

Copy of ... of test
Built 07/27/20
Edit Delete

Searchable

View

Copy of ... of test
Built 07/27/20
Edit Delete

Searchable

View

h
Built 02/26/20
Edit Delete

Searchable

+

Upload or build resume

Uploaded documents must be less than 5MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, TXT, PDF or Word (DOC or DOCX).

Make your resume searchable

- You can only make 1 resume searchable at a time.
- Only certain file types are searchable including word, text based pdfs, text files and resumes created using our Resume Builder tool.
- If you make your resume searchable and your profile is complete, your profile will be searchable too.

Do not include the following in your resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

Additional Help

[What should I include in my resume?](#)

[How to make your resume and profile searchable.](#)

[Return to top](#)

Provide a name for the resume

Resume Builder

Resume Name *All fields are required unless otherwise noted*

Next

Click Add Work experience to add a new work experience or specific “I do not wish to provide work experience” by checking the box. Click Next to continue.

Resume Builder

Resume Name Required

Edit

Click on Add Work Experience to enter information related to your jobs.

Add Work Experience

I do not wish to provide work experience

Next

Work experience page

Resume Builder

Work Experience [?]

All fields are required unless otherwise noted

Employer Name	Formal Job Title		
<input type="text"/>	<input type="text"/>		
Employer Address 1	Start Date	Start Year	
<input type="text"/>	--Select--	--Select--	
Employer Address 2 (optional)	End Date	End Year	
<input type="text"/>	--Select--	--Select--	
Country	Salary (optional)	Currency	Salary Rate
United States	<input type="text"/>	USD	Bi-weekly
Postal Code	Average Hours per week		
<input type="text"/>	<input type="text"/>		
City/Town	May we contact your supervisor?		
<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Contact me first		
State/Territory/Province	Is this a Federal Civilian position? [?]		
--Select--	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Duties, Accomplishments, and Related Skills			
(5000 characters remaining)			
<input type="text"/>			

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

Click Add Education to add a new work experience or specific “I do not wish to provide education” by checking the box. Click Next to continue.

Resume Builder

Resume Name Required

h

Edit



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](#).

Add Education to enter information related to your educational programs.

Add Education

I do not wish to provide education

Previous

Next

Education page

Resume Builder

Education

All fields are required unless otherwise noted

School or Program Name

Major (optional)

Country

Minor (optional)

Postal Code

GPA (optional)

of GPA Max. (optional)

City/Town

Total Credits Earned (optional)

State/Territory/Province

System for Awarded Credits (optional)

Semester Hours

Quarter Hours

Continuing Education Units

Degree/Level Attained

Honors (optional)

Completion date (optional)

Relevant Coursework, Licensures, and Certifications (optional)
(2000 characters remaining)

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

Cancel

Save Education

Next is references, Click "Add Reference" to create a new reference or select "references available upon request"

Resume Builder

Resume Name Required

Edit

Click on Add Reference to add a professional or personal reference.

Add Reference

References available upon request

Previous

Next

Resume Builder

References

All fields are required unless otherwise noted

Name

Phone

Employer (optional)

Email

Title (optional)

Reference Type

Professional Personal

Cancel

Save Reference

Final Step is your Job Related Training, Language Skills, Organizations/Affiliations, Professional Publications, Additional Information pages

Resume Builder

Resume Name Required

[Edit](#)

Job Related Training

[Add Job Related Training](#)

Language Skills

[Add Language](#)

Organizations/Affiliations

[Add Affiliation](#)

Professional Publications

[Add Publication](#)

Additional Information

[Add Information](#)[Previous](#)[Finish](#)

Job Related Training

Resume Builder

Job Related Training

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

Cancel

Save Job Training

Language Skills

Resume Builder

Language Skill

All fields are required unless otherwise noted

Language

- Select -

Spoken

- None
- Novice
- Intermediate
- Advanced

Written

- None
- Novice
- Intermediate
- Advanced

Read

- None
- Novice
- Intermediate
- Advanced

Cancel

Add Language

Organizations/Affiliations

Resume Builder

Organization/Affiliation

All fields are required unless otherwise noted

Organization Name

Affiliation / Role

Cancel

Save Affiliation

Professional Publications

Resume Builder

Professional Publications

Enter any professional publications in the space provided.

Cancel

Save Publications

Additional Information

Resume Builder

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.

Cancel

Save Information