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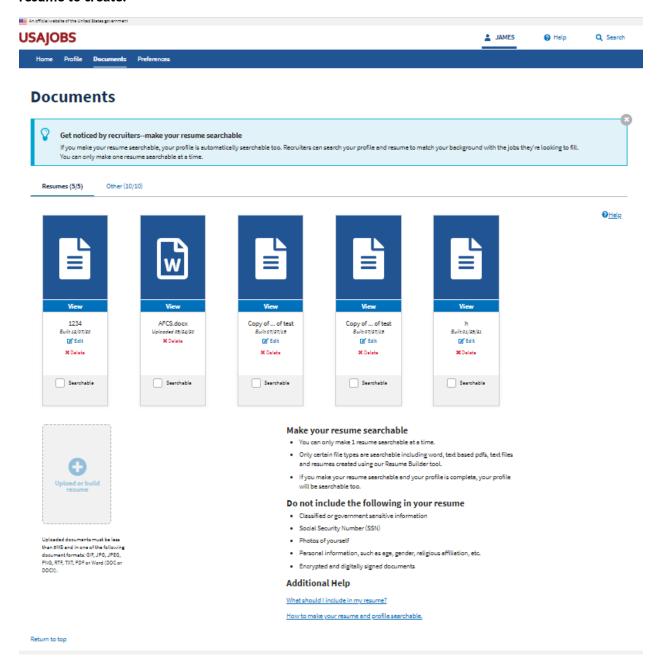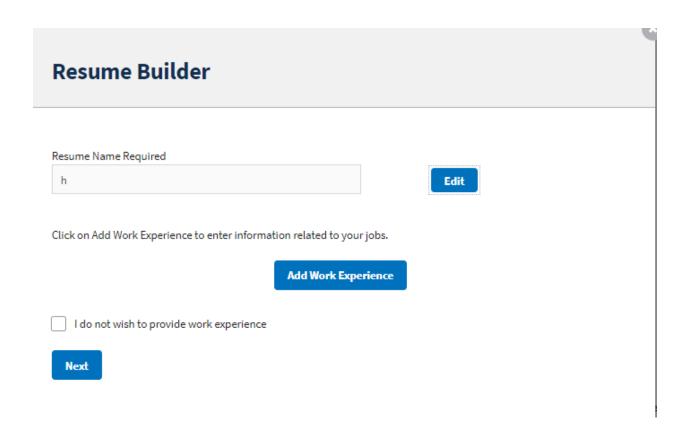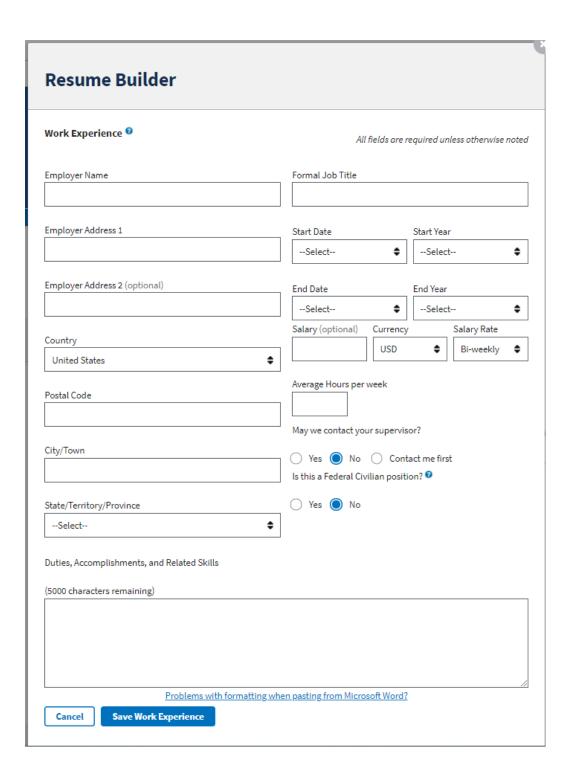


An official website of the United States government

## 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)

❓Help

| View | View | View | View | View |
|---|---|---|---|---|
| 1234 | AFCS.docx | Copy of ... of test | Copy of ... of test | h |
| Built 12/07/20 | Uploaded 09/24/20 | Built 07/27/22 | Built 07/27/22 | Built 01/29/21 |
| ✏ Edit | ✖ Delete | ✏ Edit | ✏ Edit | ✏ Edit |
| ✖ Delete | | ✖ Delete | ✖ Delete | ✖ Delete |
| ☐ Searchable | ☐ Searchable | ☐ Searchable | ☐ Searchable | ☐ Searchable |

➕
Upload or build resume

Uploaded documents must be less than 3MB 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*
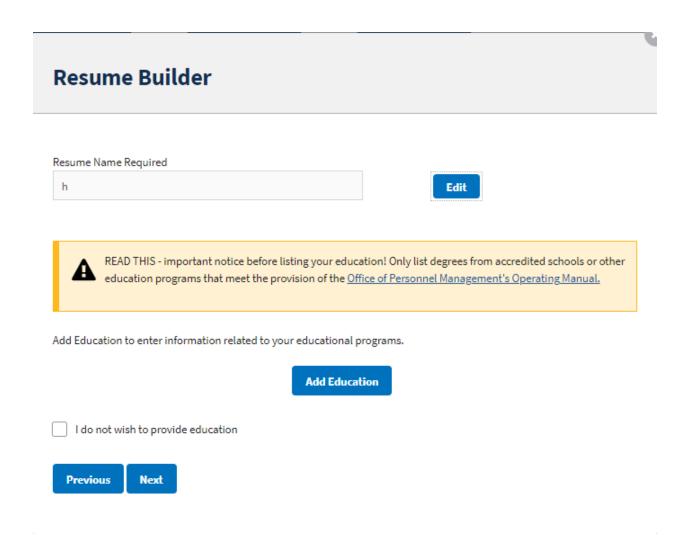
Resume Name

[                    ]

[ 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.**
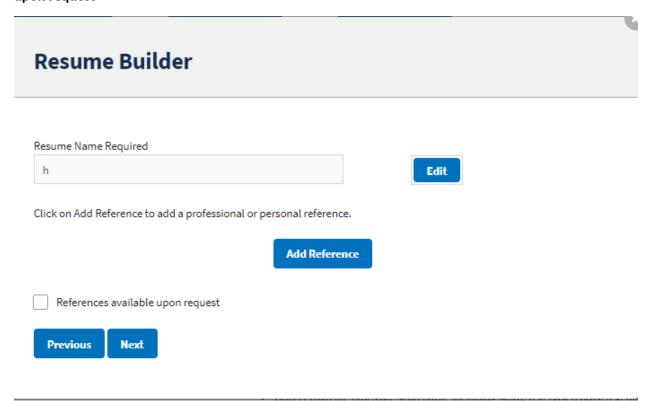
## Resume Builder

Resume Name Required

[ h ]                    [ 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

Employer Address 1

Start Date
--Select--

Start Year
--Select--

Employer Address 2 (optional)

End Date
--Select--

End Year
--Select--

Country
United States

Salary (optional)

Currency
USD

Salary Rate
Bi-weekly

Postal Code

Average Hours per week

May we contact your supervisor?

City/Town

○ Yes  ● No  ○ Contact me first

Is this a Federal Civilian position? ⓘ

State/Territory/Province
--Select--

○ Yes  ● No

Duties, Accomplishments, and Related Skills

(5000 characters remaining)

Problems with formatting when pasting from Microsoft Word?

Cancel    **Save Work Experience**

**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

| United States | ⇕ |

Minor (optional)

Postal Code

GPA (optional)

of GPA Max. (optional)

City/Town

Total Credits Earned (optional)

State/Territory/Province

| Alabama | ⇕ |

System for Awarded Credits (optional)

◯ Semester Hours    ◯ Quarter Hours    ◯ Continuing Education Units

Degree/Level Attained

| --Select-- | ⇕ |

Honors (optional)

| --Select-- | ⇕ |

Completion date (optional)

| --Select-- | ⇕ |    | --Select-- | ⇕ |

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
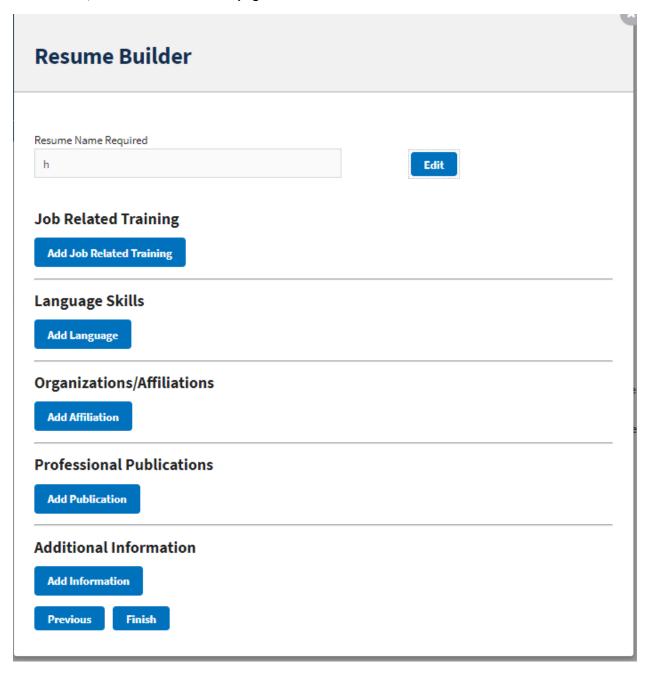
Resume Name Required

| h | **Edit** |

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

**Add Reference**

☐ References available upon request

**Previous** **Next**

**References Page**

# Resume Builder

## References

*All fields are required unless otherwise noted*

Name

Phone

Employer (optional)

Email

Reference Type

Title (optional)

◉ Professional    ○ Personal

Cancel    **Save Reference**

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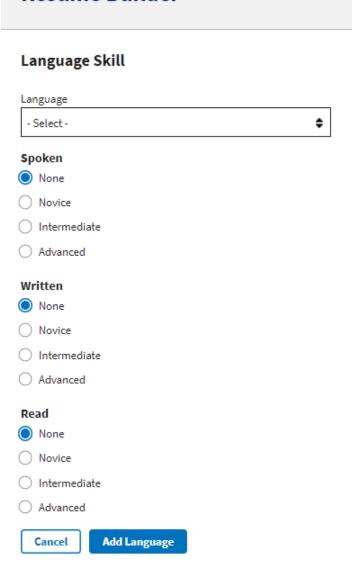
## Resume Builder

Resume Name Required

h

**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.
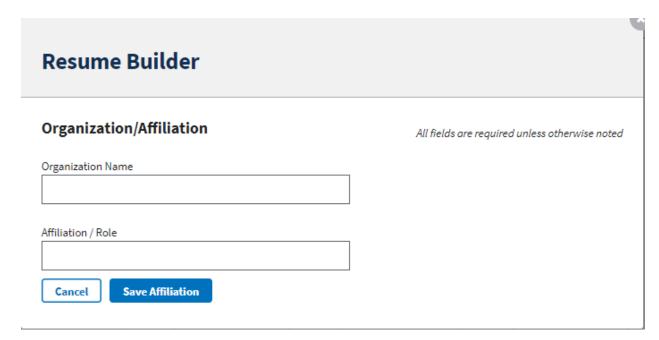
Cancel | **Save Job Training**

# 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**