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  <meta name="author" content="United States Department of Labor"/>
  <meta name="created" content="2026-07-31T21:03:00"/>
  <meta name="changedby" content="Vhay, Frances J - ODEP"/>
  <meta name="changed" content="2026-08-10T14:40:00"/>
  <meta name="AppVersion" content="16.0000"/>
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  <meta name="MediaServiceImageTags" content=""/>
  <meta name="docLang" content="en"/>
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margin-bottom: 0.1in; direction: ltr; background: transparent }
    h1 { color: #0f4761; line-height: 115%; text-align: left; page-b
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06in; direction: ltr; background: transparent; page-break-after: avoid }
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    h1.cjk { font-family: ; font-size: 20pt }
    h1.ctl { font-family: ; font-size: 20pt }
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    h2.ctl { font-family: ; font-size: 16pt }
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    h3.ctl { font-family: ; font-size: 14pt }
    a:link { color: #467886; text-decoration: underline }
  </style>
</head>
<body lang="en-US" link="#467886" vlink="#800000" dir="ltr"><h1 class="western"
align="center" style="margin-top: 0in">
WRP Talent Program Application</h1>
<p style="margin-bottom: 0.11in">Applicants who applied to the WRP in
a previous year see the following page before being taken to the
application.</p>
<h2 class="western">Start your application for the [Year] cohort year</h2>
<p style="margin-bottom: 0.11in">You last applied to the Workforce
Recruitment Program for the 2026 year. We can use information from
your previous application to update your current application. You'll
need to review and update outdated information. You'll update your
resume, job preferences, graduation date, work experience, and career
interest statement.</p>
<p style="margin-bottom: 0.11in">Radio button options:</p>
<ul>
  <li><p style="margin-bottom: 0.11in">Yes, use my previous
application.</p></li>
  <li><p style="margin-bottom: 0.11in">No, do not use my previous

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application. I will manually update my information.</p>

<p style="margin-bottom: 0.11in">Buttons:</p>
<p style="margin-bottom: 0.11in">Back or Save and continue</p>
<h2 class="western">You're invited to join the Workforce Recruitment Program (WRP) [Year]
</h2>
<p style="margin-bottom: 0.11in">College students and recent graduates with disabilities can join the Workforce Recruitment Program (WRP) and be included in a talent program that federal government managers use to hire for internships and permanent jobs. Please complete the application fields below to join the WRP Talent Program.</p>
<h2 class="western">Page 1 of 6:

Update and select your resume</h2>
<p style="margin-bottom: 0.11in">You must submit a resume that includes your work, internships and volunteer experiences. You can select one below or upload a new one. Be sure to select a current resume that reflects your most recent experiences. To preview or modify a resume, select More.</p>
<p style="margin-bottom: 0.11in">Buttons:</p>
<p style="margin-bottom: 0.11in">Upload a resume or Build a resume (Uploading or selecting a resume is required.)</p>
<h3 class="western">Page 1 Navigation</h3>
<p style="margin-bottom: 0.11in">Save and continue button at the bottom of the page.</p>
<p style="margin-bottom: 0.11in">Edit your application appears in the sidebar below help content, where applicant can see a summary of completed pages and can navigate to other application pages.</p>
<h3 class="western">Page 1 Informational help content (in sidebar)</h3>
<p style="margin-bottom: 0.11in">What's required in a federal resume?</p>
<p style="margin-bottom: 0.11in">Check the job announcement to see if there is more required information to include in your resume.</p>

<p style="margin-bottom: 0.11in">Contact Information—your name and the best way to contact you.</p>
<p style="margin-bottom: 0.11in">Relevant work experience—include the employer's name, job title, start and end dates (month/year), the number of hours worked per week and describe how you meet the required qualifications of the job. Federal jobs should include series and grade.</p>
<p style="margin-bottom: 0.11in">Education, certifications or licenses—If the job announcement requires any education, certifications or licenses, include the required information. If required, include school or institution name, completion date, degree type and GPA.</p>

<p style="margin-bottom: 0.11in"><u>How
to write a resume for a federal job</u>.</p>
<p style="margin-bottom: 0.11in">Do not include the following in resumes and documents</p>

<p style="margin-bottom: 0.11in">Classified or government sensitive information</p>
<p style="margin-bottom: 0.11in">Social Security Number (SSN)</p>

i>

- Photos of yourself
- Personal information, such as age, sex, religious affiliation etc.

File types

Your resume must be 5 MB or less. We recommend saving and uploading your resume as a PDF to maintain formatting and number of pages. We also accept GIF, JPG, JPEG, PNG, RTF, TXT, ODT or Word (DOC or DOCX). We do not accept PDF portfolio files. Use a standard 8.5x11-inch size for your document.

We recommend using a sans-serif font size like Lato, if available. Other recommended options are Calibri, Helvetica, Arial, Verdana, Open Sans, Source Sans Pro, Roboto or Noto Sans. Make your page margins 0.5 inches. Consider using 14-point size font for titles and 10-point for the main text in your resume.

Additional help

- <https://help.uat.usajobs.gov/how-to/account/profile/searchable> **How to make your resume searchable.**

2 of 6: Most recent academic information

Add your most recent academic information.

Required fields have a red asterisk (*****).

School that I attend *****

- Drop down list of schools provided in Excel Document C

Country *****

- Drop down showing countries of the world

Postal code (optional)

City or town *****

State, territory or province *****

- Drop down that will show states or territories, if applicable, depending on the country selected. For the United States, a list of U.S. states and territories is shown.

Major *****

If major is not in the list, select other.

- Drop down list of majors and minors provided in Document D

Minor/second major (optional)

If minor/second major is not in the list, select other.

- Drop down list of majors and minors provided in Document D

Degree *****

- Drop down with the following options: Technical or occupational certificate, Associate's degree, Bachelor's degree, Master's degree, Doctorate degree, Professional degree (e.g. MD, JD, DDS)

Grade point average (GPA) (optional)

Expected or actual graduation date *****

Month *****

Year *****

- Drop down field with twelve months and text box to type in the graduation year

Technical skills *****

List any computer, technology, language proficiency, or N/A if you have none.

- Text box with 100-character limit.

Page 2 Navigation

Back and **Save and continue** buttons at the bottom of the page.

Edit your application appears in the sidebar, where applicant can see a summary of the completed pages and can navigate to other application pages.

3 of 6: Work history

How much full-time work or volunteer experience do you have? Full-time work is defined as 40 hours per week. ***** To count part-time experiences, calculate months or years based on a 40-hour work schedule. For example, if you worked 20 hours per week for one year, that counts as six months of experience. If you volunteered 10 hours per week for one year, that counts as three months of experience.

- Drop down with the following options: **0-5 months**, **6-11 months**, **1-2 years**, **3-4 years**, **5-7 years**, **8+ years**

Do you have a current or did you previously have a federal government security clearance? *****

- Radio buttons with **Yes** and **No**

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<li><p style="margin-bottom: 0.11in">If <b>Yes</b> is selected, the
following dependent question appears: <b>What is the level of your
security clearance(s)?</b> <font color="#ff0000">*</font>
</p>
<ul>
  <li><p style="margin-bottom: 0.11in">Check boxes next to the
following options are shown: <b>Confidential</b>, <b>L Access
Authorization</b>, <b>Public Trust - Background Investigation</b>
>,
  <b>Q – Nonsensitive</b>, <b>Q Access Authorization</b>, <b>Secre
t</b>,
  <b>Sensitive Compartmented Information</b>, <b>Top Secret</b>,
  <b>Other</b></p>
  <ul>
    <li><p style="margin-bottom: 0.11in">If <b>Other</b> is
checked,
    then the following dependent text field appears: <b>Desc
cribe the
type of clearance.</b> <font color="#ff0000">*</font></p>
  </li>
  </ul>
  </ul>
</ul>
<p style="margin-bottom: 0.11in"><b>Do you currently or have you
previously worked for the federal government?</b><font color="#ff0000"><b>&nbsp;
*</b></font></p>
<ul>
  <li><p style="margin-bottom: 0.11in">Radio buttons with<b> Yes </b>and<b>
>
  No</b></p></li>
  <li><p style="margin-bottom: 0.11in">If <b>Yes</b> is selected, the
following dependent question appears: <b>Please list up to five
agencies that you worked for.</b><font color="#ff0000"><b> </b></font><f
ont color="#ff0000">*</font></p>
  <ul>
    <li><p style="margin-bottom: 0.11in">This is a drop-down list
showing all the U.S. federal agencies. Applicants can choose fro
m
that list, then select the <b>Add agency</b> button next to the
field to add it to their application.</p></li>
  </ul>
</li>
</ul>
<p style="margin-bottom: 0.11in"><b>Have you previously been hired
through WRP?&nbsp;</b><font color="#ff0000"><b>*</b></font></p>
<ul>
  <li><p style="margin-bottom: 0.11in">Radio buttons with<b> Yes </b>and<b>
>
  No</b></p></li>
  <li><p style="margin-bottom: 0.11in">If <b>Yes</b> is selected, the
following dependent question appears: <b>Share details about your
WRP job or internship on the next page, if you haven't before. We
will return you to your application after you save. </b><font color="#ff
0000"><b>*</b></font></p>
  <ul>
    <li><p style="margin-bottom: 0.11in">The following two radio
options are provided: <b>Enter employer details on the next page
.</b>
or <b>I have already provided hiring details to WRP.</b></p>
  </li>
  <li><p style="margin-bottom: 0.11in">If <b>Enter employe

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r details
en to the
g returned

on the next page. is chosen, then applicants are tak
WRP hiring information page (see Document B) before bein
to page 4.</p>

<h3 class="western">Page 3 Navigation</h3>

<p style="margin-bottom: 0.11in">Back and Save and continue
buttons at the bottom of the page.</p>

<p style="margin-bottom: 0.11in">Edit your application appears
in the sidebar below help content, where applicant can see a summary
of the completed pages and can navigate to other application pages.</p>

<h3 class="western">Page 3 Informational help content (in sidebar)</h3>

<p style="margin-bottom: 0.11in">If you get a federal job, you'll
need to pass a background check to make sure you are reliable,
trustworthy and fit for the position. Some jobs also require a
security clearance. This means a more intense background check and a
longer process.</p>

<p style="margin-bottom: 0.11in"><u><a href="h
ttps://help.uat.usajobs.gov/faq/job-announcement/security-clearances" target="_b
lank">What

are background checks and security clearances</u>?</p>

<p style="margin-bottom: 0.11in"><u><a href="h
ttps://help.uat.usajobs.gov/faq/application/eligibility/security-clearance" targ
et="_blank">Do

all jobs require a security clearance</u>?</p>

<h2 class="western">4 of 6: Job preferences</h2>

<p style="margin-bottom: 0.11in">Employment type <font color="#ff000
0">*

Select all the types of employment you are open to:</p>

<p style="margin-bottom: 0.11in">Check boxes next to the
following options: Spring internship, Summer internship,
Fall internship, Long-term or permanent employment</p>

>

<p style="margin-bottom: 0.11in">What date are you available to
begin an internship or job? (optional)</p>

<p style="margin-bottom: 0.11in">Month</p>

<p style="margin-bottom: 0.11in">Drop down showing twelve
months</p>

<p style="margin-bottom: 0.11in">Day</p>

<p style="margin-bottom: 0.11in">Year

</p>

<p style="margin-bottom: 0.11in">Job preference 1 <font color="#ff00
00">*

Please indicate your first preference for types of employment.

This should be based on your academic background and career

interests. To learn information about these categories, <font color="#46788
6"><u><a href="https://www.dol.gov/agencies/odep/wrp/resources/WRP-Job-Preferenc
e-Categories" target="_blank">see

the job preferences description list</u>.</p>

- <p style="margin-bottom: 0.11in">Drop down with the options listed in Document E</p>

<p style="margin-bottom: 0.11in">Job preference 2 (optional)
Please indicate your second preference for types of employment. This should be based on your academic background and career interests. To learn information about these categories, <u>see the job preferences description list</u>.</p>

- <p style="margin-bottom: 0.11in">Drop down with the options listed in Document E</p>

<p style="margin-bottom: 0.11in">Career interests *
Describe your career interests and what types of jobs or internship opportunities you are interested in.</p>

- <p style="margin-bottom: 0.11in">Text box with 300 character limit.</p>

<h3 class="western">Page 4 Navigation</h3>

<p style="margin-bottom: 0.11in">Back and Save and continue buttons at the bottom of the page.</p>

<p style="margin-bottom: 0.11in">Edit your application appears in the sidebar below help content, where applicant can see a summary of the completed pages and can navigate to other application pages.</p>

<h3 class="western">Page 4 Informational help content (in sidebar)</h3>

<p style="margin-bottom: 0.11in">Explore careers in the federal government</p>

<p style="margin-bottom: 0.11in">Find your perfect job with the <u>Career Explorer</u>.</p>

<p style="margin-bottom: 0.11in">Review some career interests examples</p>

<p style="margin-bottom: 0.11in">You must complete a career interest text field of no more than 300 characters as part of the WRP application. Below are career interest statement examples. The goal of your career interest statement is to inform potential employers about your current and future job interests and goals in 300 characters or less.</p>

<p style="margin-bottom: 0.11in">Example 1 (Undergraduate)</p>

<p style="margin-bottom: 0.11in">As a college freshman pursuing an accounting degree, I am eager to explore how my skills match with government opportunities through a summer internship. I hope to contribute to the financial success of an agency and gain experience in bookkeeping, financial reporting, auditing or budget creation.</p>

<p style="margin-bottom: 0.11in">Example 2 (Recent Graduate)</p>

<p style="margin-bottom: 0.11in">I have a degree in civil engineering and want to work in engineering design, construction management, transportation, urban planning, or public policy at a federal agency. I like working with project teams to design solutions to complex problems using math, research, and community input.</p>

<p style="margin-bottom: 0.11in">Example

3 (Master's Degree)</p>

<p style="margin-bottom: 0.11in">With an M.B.A. in operations, I am seeking a government position in supply chain management, or human resources. I have experience in supply chain and logistics management and strong communication, customer service and presentation skills.</p>

<p style="margin-bottom: 0.11in">Based on where you are willing to move for an internship or job, you can choose up to 10 states, territories or overseas locations, or you can choose anywhere. To create a list, select an option and click Add location. Repeat as needed.</p>

<p style="margin-bottom: 0.11in">Be realistic about where you are willing to live, but thorough in your selections. For example, if you select District of Columbia, you may want to include Virginia and Maryland, which are in commuting distance. If you are open to working overseas as a civilian, choose one or more of the Armed Forces overseas locations or bases.</p>

<p style="margin-bottom: 0.11in">Do you have a location preference? *</p>

<p style="margin-bottom: 0.11in">Radio buttons with Yes and No, I can work from anywhere</p>

<p style="margin-bottom: 0.11in">If you choose Yes, then Select up to 10 preferred locations. p;*will appear.</p>

<p style="margin-bottom: 0.11in">Applicants can choose or type in up to 10 U.S. states or territories from the drop down, then select the Add Location button for each.</p>

<p style="margin-bottom: 0.11in">Location preference description (optional) Tell us more details, like an area of the state where you are interested in working.</p>

<p style="margin-bottom: 0.11in">Are you interested in and willing to work abroad in other countries? *></p>

<p style="margin-bottom: 0.11in">Radio buttons with Yes and No</p>

<p style="margin-bottom: 0.11in">Select the work sites you are interested in. * If you select remote work only, you may hear from fewer employers.</p>

<p style="margin-bottom: 0.11in">Check boxes next to the following choices: On-site (working at an office/work site), Hybrid (some days teleworking and some days at the office/work site), Remote</p>

<p style="margin-bottom: 0.11in">Back and Save and continue buttons at the bottom of the page.</p>

<p style="margin-bottom: 0.11in">Edit your application appears in the sidebar below help content, where applicant can see a summary of the completed pages and can navigate to other application pages.</p>

<p style="margin-bottom: 0.11in">Review and confirm that your

information is correct before you submit your application. Select **Back** or view **Your responses** to update your application.

Once you submit your application, WRP employers can search and view your application for one year. You are responsible for updating your application, including your contact information and resume throughout the year.

Your application, except for your demographic information, is visible to WRP employers who view your profile or documents.

If you would like to withdraw your application for any reason, email [wrp@dol.gov](mailto:wrp@dol.gov?subject=Question%20about%20the%20WRP%20Talent%20Program%20application).

After you submit your application, you will receive an email confirmation. If you do not, please email [wrp@dol.gov](mailto:wrp@dol.gov?subject=Question%20about%20the%20WRP%20Talent%20Program%20application).

By submitting your application, you acknowledge and realize:

- Participation in the WRP is not a guarantee of employment.
- Your information will be stored in computer systems and available to people in selected federal agencies involved in the WRP.
- You can still apply directly to any federal agency or private sector company on your own. The WRP is another avenue for finding employment.
- Your information will be retained for a limited time.

Page 6 Navigation

Back and **Submit application** buttons at the bottom of the page.

Edit your application appears in the sidebar below help content, where applicant can see a summary of the completed pages and can navigate to other application pages.

Page Following Application Submission

Thank you for joining the Workforce Recruitment Program (WRP) [Year]

Your resume, education and contact information are now available to federal agencies participating in this program. Interested agencies may contact you for an interview and possible job.

You are responsible for updating your application information throughout the year. If you would like to withdraw your application, email wrp@dol.gov.

Let us know if you were hired through WRP

Share your success! WRP staff rely on you to let us know if you've been hired through the program. If you have previously received a job opportunity through WRP, please answer a few questions about your job or internship.

Add hiring details button is at the bottom of the page, which takes applicants to the WRP hiring information page (see Document B).

</p>
</body>
</html>