

Introduction to Applying to Federal Jobs

Step 1: Create a USAJOBS Account

Step 2: Create a Federal Resume (3-5 pages for young professionals)

Step 3: Find out when you need to apply! Save searches to get email notifications of when positions are open.

Step 4: Apply! Apply! Apply! (Hiring will take between 6 months to 1 year on average)

Step 5: Check your application status.

Resources

- Attend upcoming webinars for USAJOBS, Federal Resumes, etc.

<https://www.fs.usda.gov/working-with-us/jobs/recruitment-and-hiring>

<https://www.fs.usda.gov/working-with-us/jobs/how-to-apply>

Other Resources

<https://www.nwyouthcorps.org/internresources/>

Common Job Boards for Non-Federal Jobs

<http://nwyouthcorps.org/pdf/CIP/Resources/JobBoardList.pdf>

Common Conservation Certifications

<http://nwyouthcorps.org/pdf/CIP/Resources/ProfessionalDevelopmentCertifications3.pdf>



FEDERAL RESUMES

SOUTHERN REGION

The Southern Region of the Forest Service is a dynamic collection of lands that encompasses 13 states and Puerto Rico. Known as Region 8 within the Forest Service, the Southern Region consists of 14 national forest units and two special units.

Regional Recruiters

Michaela Hall - Phone: 404-693-2111

Sylvia Staples - Phone: 404-550-5448

RESUME CHECKLIST

1. Resume Overview

- One font is used. Times New Roman, Arial or Calibri are the best choices.
- Spacing is clear and consistent.
- Font size is 11 or 12 pt.
- Limit use of bold and underline to only highlight key headers.
- Resume is NOT limited to a single page. Federal resumes are your application. Use as many pages as needed to showcase your knowledge, skills and abilities.
- Use of acronyms is limited to widely known acronyms such as USA.
- Resume is focused on one job and/or job series. This means you have more than one resume if applying for different types of jobs. Update your resume for each job you apply to.
- Ask two people to review resume for spelling and grammatical errors.
- A person who is not familiar with your occupational background will be able to understand what you do and why it is important.

2. Header Section

- Your name, the largest wording on your resume, has a font size between 24 and 28 pt.
- Contact information, including home address, email address and telephone number, is listed in a clear manner.
- Your email address is professional. Tip: use an email address that you will have access to for at least a year. It may be better to use a personal email address instead of a student email address.

3. Professional Summary/Skills Section [Optional]

- An objective section shows what you want. A professional summary shows what you can offer. Delete the objectives section or replace it with a professional summary section.
- Consider this section an elevator speech to summarize your expertise.
- Pinpoint key skills listed in the job announcement to include in your professional summary.
- Top clearances and certifications are included.

4. Work Experience Section

- Experience requirements listed in the job announcement are reflected in your resume. Review the Duties, Responsibilities, Qualifications, and How You Will be Evaluated sections of the job announcement to pull key experience requirements.
- Work descriptions paint a clear picture of your tasks, level of expertise and results of your effort. Use quantitative and qualitative descriptions.

- Experiences are listed in reverse chronological order. The most recent experiences should be first, followed by previous experiences.
- Present job descriptions are in present tense. Past job descriptions are in past tense.
- Job title and company name are listed for each experience.
- Work begin and end dates include month and year. Seasons (i.e. summer) should not be used as a date.
- Hours worked per week are listed for each experience.
- Supervisor name, contact information and contact permissions (Okay to Contact, Not Okay to Contact, or Contact Me First) are listed.

5. Volunteer/Related Experience Section

- Human Resources also uses your volunteer and related experience to qualify you for a position. Include detailed descriptions about any unpaid work.
- This section could include relevant class projects, unpaid internships, community service, volunteer work and any other related work and activities.
- When applicable, format your volunteer and related experiences in the same manner as your paid work experience. Include work dates, hours worked per week and supervisor name and contact permission.

6. Special Recognition/Leadership Section

- Include relevant achievements and awards that showcase your knowledge, skills and abilities.
- Include relevant participation in groups, teams and clubs that showcase your leadership skills.
- Consider leadership positions you have filled at school or in your community.
- Include dates for achievements or participation.

7. Specialized Training/Certifications Section

- List relevant training and certifications that are not included in professional summary/skills section.
- Include dates for training and certifications.
- Certifications and clearances are up-to-date.

8. Education Section

- Review the Qualifications and How You Will be Evaluated sections of the job announcement for key education requirements. Show accomplishment of these requirements within your resume. (You will still need to submit all relevant educational documents as confirmation)
- Include location of educational institution.
- Include dates of completion.

9. References Section

- 3-5 professional references with contact information.
- Call your references to let them know about the position you applied to, and share the skills and accomplishments you would want them to share if contacted.

SMOKEY BEAR, JR

Washington, DC 20252 | 123-456-7890 | smokey.jr@smokeybear.com

CAREER SUMMARY

Skilled forestry technician with three seasons of experience performing recreation area work as part of a team during the busy summer season. Strong history of designing and implementing successful strategies designed to meet or exceed organizational safety goals. Solid relationship-building skills and experience working collaboratively with teams, partners and the public.

KEY SKILLS

Recreation Area Maintenance	Fire Ignition/RX Burns
Wildland Fire Suppression	Chainsaw Use and Safety
Verbal and Non-verbal Communication	Team Development and Empowerment
Problem Identification and Resolution	Solutions and Systems Implementation

WORK EXPERIENCE

Forestry Technician Intern, GS-0462-05, May 2019 – Present

USDA Forest Service, Cherokee National Forest, Ocoee Ranger District, 40 hours/week
Supervisor: Rec Tech Beth, 098-765-4321, firewomanbeth@gg.com, Contact Me First

Strategic Planning

Assists with the development of work plans for silviculture examinations, timber stand improvement and reforestation activities. Develops timber communications strategy and implementation guidance to clearly articulate and showcase how the Ocoee Ranger District plans to accomplish the Forest Service mission as outlined in the Cherokee National Forest plan. Regularly acts as note-taker which includes capturing notes in an accurate and logical manner, formatting notes for distribution and filing, and making updates as requested. Develops weekly reports and accompanying visuals to detail timber management projects.

Project Management

Without guides or precedent, assists in planning timber stand management projects. Gathers necessary field data used in creating reports for unit activity. As part of a team, conducts timber stand improvement surveys to determine stand health. Reviews standard contract clauses to determine applicability and serves as contract officer representative (COR) when needed. Proficient management of multiple projects simultaneously with minimal supervision.

Special Projects:

- Two-week assignment in the Cherokee National Forest Supervisor's office serving as an assistant to the Public Affairs Specialist. With a vast understanding of visitor and partner interests, assisted in the development of informative and engaging content including press releases for internal and external use, a social media calendar to promote upcoming events and activities, and local media coverage for key events.

Forestry Technician Intern, GS-0462-04, May 2018 – August 2018

USDA Forest Service, Cherokee National Forest, Watauga Ranger District, 40 hours/week
Supervisor: Fire Marco, 111-123-4567, ebmarco@gg.com, Okay to Contact

Wildland Firefighting

Performed wildland firefighting work as part of a fire crew. Responsible for maintaining specialized equipment and ensuring equipment was in good working order. Used a variety of specialized tools including McLeod, Pulaski, shovel and drip torch. Monitored fire activity during prescribed burns to ensure fire remained contained within fire lines.

Training

Used lessons learned during previous summers to conduct workshops for visitors to the ranger district. Workshops included topics on building and putting out a campfire, wilderness safety and wildlife identification. Weekly workshops attracted 20-30 participants each session with ages ranging from 5-70 years old.

Forestry Technician Intern, GS-0462-03, June 2017 – September 2017

USDA Forest Service, Unaka Ranger District, 40 hours/week
Supervisor: Nature Nikita, 000-123-4567, nnikita@gg.com, Okay to Contact

Maintenance

Performed daily maintenance and clean up for sites and reported issues as needed. Monitored public use of recreation areas and trails to ensure compliance with rules and regulations. Reported safety issues to designated officials. Designed and implemented schedule to ensure that maintenance needs were handled efficiently during the busy summer season.

Public Engagement

Provided general information to the public including information about special use permits. Inspected special use permits to ensure compliance and reported non-compliance to designated official. Collected and deposited money from the sale of recreation use permits.

VOLUNTEER EXPERIENCE

Recreation Crew Intern, June 2016 – August 2016

Greening Youth Foundation, Cherokee National Forest, 40 hours/week
Resource Assistants Program
Supervisor, Sasha Reid, Retired

Coordination

Coordinated weekly meetings with crew members to plan for upcoming events and work assignments. Utilized a variety of hand tools including a shovel, hammer and rake to maintain public areas on several ranger districts within the forest. Used exceptional workload management skills to prioritize work assignments according to urgency and mission importance.

Communication

Developed, planned and presented educational programs on fire safety and environmental awareness to youth visiting the Cherokee National Forest. Served as primary contact for educators planning a visit to the forest. Designed and hung flyers with important safety messages in designated public areas to build awareness and boost compliance.

Special Recognition

Wildfire University Dean's Award for Outstanding Academic Achievement, 2017

Region 8 Regional Forester's Honor Award for Cubs for Recreation Summer Camp, 2018

Specialized Training

S-130/190 Basic Firefighter	USDA Forest Service	2016
High Impact Communications	Only You International	2017
CPR and First Aid Training	USDA Forest Service	2017
S-212 Wildland Fire Chainsaws	National Wildfire Coordinating Group	2018

Education

Bachelor of Science, Natural Resources Management	May 2019
Wildfire University	Chattanooga, Tennessee
GPA: 3.75	

References

Woodsy Owl, Give a Hoot Incorporated	woods@owl.com , 333-222-1111
Captain Planet, Captain Planet Foundation	captain@planet.com , 777-333-1111
Victoria Christiansen, USDA Forest Service	chief@fs.gov , 222-333-7777

Federal Resume Example 2

Smokey Bear, Jr

Washington, DC 20252, 123-456-7890, smokey.jr@smokeybear.com

WORK EXPERIENCE

Forestry Technician Intern, GS-0462-05

May 2019 - Present

USDA Forest Service, Cherokee National Forest

40 hours worked per week

Supervisor: Rec Tech Beth, 098-765-4321, firewomanbeth@gg.com, Contact me First

- Assists with the development of work plans for silviculture examinations, timber stand improvement and reforestation activities.
- Develops timber communications strategy and implementation guidance to clearly articulate and showcase how the Ocoee Ranger District plans to accomplish the Forest Service mission as outlined in the Cherokee National Forest plan.
- Regularly acts as note-taker which includes capturing notes in an accurate and logical manner, formatting notes for distribution and filing, and making updates as requested.
- Develops weekly reports and accompanying visuals to detail timber management projects.
- Without guides or precedent, assists in planning timber stand management projects.
- Gathers necessary field data used in creating reports for unit activity.
- As part of a team, conducts timber stand improvement surveys to determine stand health.
- Reviews standard contract clauses to determine applicability and serves as contract officer representative (COR) when needed.
- Proficient management of multiple projects simultaneously with minimal supervision.

Forestry Technician Intern, GS-0462-04

May 2018 - August 2018

USDA Forest Service, Cherokee National Forest

40 hours worked per week

Supervisor: Fire Marco, 111-123-4567, ebmarco@gg.com, Okay to Contact

- Performed wildland firefighting work as part of a fire crew.

- Responsible for maintaining specialized equipment and ensuring equipment was in good working order.
- Used a variety of specialized tools including McLeod, Pulaski, shovel and drip torch.
- Monitored fire activity during prescribed burns to ensure fire remained contained within fire lines.
- Used lessons learned during previous summers to conduct workshops for visitors to the ranger district. Workshops included topics on building and putting out a campfire, wilderness safety and wildlife identification. Weekly workshops attracted 20-30 participants each session with ages ranging from 5-70 years old.

Forestry Technician Intern, GS-0462-03

June 2017- September 2017

USDA Forest Service, Unaka Ranger District

40 hours worked per week

Supervisor: Nature Nikita, 000-123-4567, nnikita@gg.com, Okay to Contact

- Performed daily maintenance and clean up for sites and reported issues as needed.
- Monitored public use of recreation areas and trails to ensure compliance with rules and regulations.
- Reported safety issues to designated officials.
- Designed and implemented schedule to ensure that maintenance needs were handled efficiently during the busy summer season.
- Provided general information to the public including information about special use permits.
- Inspected special use permits to ensure compliance and reported non-compliance to designated official.
- Collected and deposited money from the sale of recreation use permits.

VOLUNTEER EXPERIENCE

Recreation Crew Intern

June 2016 - August 2016

Greening Youth Foundation, Cherokee National Forest

Resource Assistants Program

40 hours worked per week

Supervisor: Sasha Reid, Retired

- Coordinated weekly meetings with crew members to plan for upcoming events and work assignments.
- Utilized a variety of hand tools including a shovel, hammer and rake to maintain public areas on several ranger districts within the forest.
- Used exceptional workload management skills to prioritize work assignments according to urgency and mission importance.

- Developed, planned and presented educational programs on fire safety and environmental awareness to youth visiting the Cherokee National Forest.
- Served as primary contact for educators planning a visit to the forest.
- Designed and hung flyers with important safety messages in designated public areas to build awareness and boost compliance.

SPECIAL RECOGNITION

Wildfire University Dean's Award for Outstanding Academic Achievement, 2017
Region 8 Regional Forester's Honor Award for Cubs for Recreation Summer Camp, 2018

TRAINING AND CERTIFICATIONS

S-130/190 Basic Firefighter, USDA Forest Service, 2016
High Impact Communications, Only You International, 2017
CPR and First Aid Training, USDA Forest Service, 2017
S-212 Wildland Fire Chainsaws, National Wildland Coordinating Group, 2018

EDUCATION

Bachelor of Science, Natural Resources Management, May 2019

Wildfire University, Chattanooga, Tennessee
GPA: 3.75

REFERENCES

Woodsy Owl, CEO
Give a Hoot Incorporated
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Federal Resume Example 3

Smokey Bear, Jr

Washington, DC 20252 | 123-456-7890 | smokey.jr@smokeybear.com

PROFESSIONAL SUMMARY

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WORK EXPERIENCE

Forestry Technician Intern, GS-0462-05

May 2019 - Present

USDA Forest Service, Cherokee National Forest

40 hours worked per week

Supervisor: Rec Tech Beth, 098-765-4321, firewomanbeth@gg.com, Contact me First

Assists with the development of work plans for silviculture examinations, timber stand improvement and reforestation activities. Develops timber communications strategy and implementation guidance to clearly articulate and showcase how the Ocoee Ranger District plans to accomplish the Forest Service mission as outlined in the Cherokee National Forest plan. Regularly acts as note-taker which includes capturing notes in an accurate and logical manner, formatting notes for distribution and filing, and making updates as requested. Develops weekly reports and accompanying visuals to detail timber management projects. Without guides or precedent, assists in planning timber stand management projects. Gathers necessary field data used in creating reports for unit activity. As part of a team, conducts timber stand improvement surveys to determine stand health. Reviews standard contract clauses to determine applicability and serves as contract officer representative (COR) when needed. Proficient management of multiple projects simultaneously with minimal supervision.

Forestry Technician Intern, GS-0462-04

May 2018 - August 2018

USDA Forest Service, Cherokee National Forest

40 hours worked per week

Supervisor: Fire Marco, 111-123-4567, ebmarco@gg.com, Okay to Contact

Performed wildland firefighting work as part of a fire crew. Responsible for maintaining specialized equipment and ensuring equipment was in good working order. Used a variety of specialized tools including McLeod, Pulaski, shovel and drip torch. Monitored fire activity during prescribed burns to ensure fire remained contained within fire lines. Used lessons learned during previous summers to conduct workshops for visitors to the ranger district. Workshops included topics on building and putting out a campfire, wilderness safety and wildlife

identification. Weekly workshops attracted 20-30 participants each session with ages ranging from 5-70 years old.

Forestry Technician Intern, GS-0462-03
USDA Forest Service, Unaka Ranger District
40 hours worked per week

June 2017- September 2017

Supervisor: Nature Nikita, 000-123-4567, nnikita@gg.com, Okay to Contact

Performed daily maintenance and clean up for sites and reported issues as needed. Monitored public use of recreation areas and trails to ensure compliance with rules and regulations. Reported safety issues to designated officials. Designed and implemented schedule to ensure that maintenance needs were handled efficiently during the busy summer season. Provided general information to the public including information about special use permits. Inspected special use permits to ensure compliance and reported non-compliance to designated official. Collected and deposited money from the sale of recreation use permits.

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GPA: 3.75

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woody@owl.com, 333-222-1111

Captain Planet, Founder
Captain Planet Foundation
captain@planet.com, 777-333-1111

Victoria Christiansen, Chief
USDA Forest Service
chief@fs.gov, 222-333-7777

SMOKEY BEAR, JR.

101 Forest Road, Smokey, WA 98201

Cell: 425.123.4567, Email: smokeybearjr@u.washington.edu

Education

B.S in Forest Resources, Major in Environmental Science and Resource Management GPA: 3.5
College of the Environment, University of Washington Graduation: June 2017

Work Experience

USFS, Mt. Baker-Snoqualmie National Forest Service

Initial Attack Fire Crew Member

Supervisor's Name: Woodsy Owl, 360.432.1234
Darrington, WA

Grade Level: GS-0462-03
Dates: 05/16 – 09/16, 40 hours/week
Salary: \$13.18/hour

Duties and accomplishments:

- Served as a member of fire crew assigned to suppress the full range of wildland fires
- Developed a working knowledge of fire suppression and fuels management techniques, practices and terminology. This includes fireline construction, use of pumps and engines, hose lays using appropriate nozzles and nozzle adjustments in the effective use of water and additives, safety rules, and basic fire behavior.
- Searched out and extinguished burning materials by moving dirt, applying water by hose or backpack pump, etc.
- Cleared brush, felled small trees, and moved dirt to construct fireline using various hand tools such as axes, shovels, Pulaskis, McLeods, and power tools including chainsaws and portable pumps.
- Cleaned and stored fire tools and equipment.
- Conducted Smokey Bear and fire ecology presentations with schools and youth programs.

Job Related training:

- S-130 Firefighter Training, May 2016
- S-190 Intro to Wildland Fire Behavior, May 2016
- I-100 Intro to ICS, May 2016

USFS, Mt. Baker-Snoqualmie National Forest Service

Skykomish Ranger District Trail Crew Member

Supervisor's Name: Ranger Tom, 360.654.3210
Skykomish, WA

Grade Level: GS-0462-02
Dates: 06/15-09/15, 06/14-09/14
40 hours/ week
Salary: \$12.08/hour

Duties and accomplishments:

- Completed trail construction and maintenance in backcountry and front country trails
- Projects included the installation, repair and replacement of water diversion bars, cribbing and retainer walls. Removed windfalls, rockslides, surface outcroppings and debris from trails. Building up tread surfaces in eroded areas. Installing stepping stones at creek crossings where bridges cannot be constructed.
- Assisting in the maintenance and construction of graded and paved trails, trail drainage, trail bridges, and guard rails.
- Maintained backcountry campsites and installed signage
- Answered public questions about trail status and backcountry campsite locations
- Wilderness First Aid certification

Work Experience

Student Conservation Association

Seattle Community Crew Member

SCA Leader: Luna Sun, 206.789.6543

Seattle, WA

Dates: 06/14-07/14, 6 weeks

40 hours/week

Salary: \$1,500 stipend

- Identified and removed over 800 square feet of invasive weeds such as English Ivy and Himalayan Blackberry from City of Seattle parks
- Proficient in using a shovel, Pulaski, loppers, and weed wrench to mechanically remove weeds
- Serve as periodic team leader to effectively review safety protocol with crew

Volunteer Experience

Smokey Bear Club Chair, University of Washington

09/14 - Current

- Instruct 500 students and community members about the dangers of wildfires through 10 presentations annually.
- Provide field trainings for 10 Smokey Bear Club Outdoor Leaders on Leave No Trace, outdoor and fire safety throughout a 12-day backpacking trip.

Trail Crew Volunteer, Washington Trails Association

09/15 – Current

Seattle, WA

8 hours/month

- Cleared duff layer from approximately 6 miles of trails, constructed multiple 10 foot sections of reroute
- Removed moss from & restored planked sections of trail, created alternative drainage systems
- Trimmed overgrown-vegetation, cut and removed logs, branches, and root systems obstructing trail
- Utilized tools including: McLeod, Pulaski, shovel, cross cut saw, clippers, & axe

Summit Guide, Northwest Youth Leadership Summit

10/2016

Seattle, WA

- Helped 150 diverse youth connect with each other and their stewardship/outdoor experiences
- Facilitated breakout session sign-ups
- Supported youth engagement with partner organizations during the Opportunity Fair
- Supervised and checked in with youth throughout the Summit
- Helped youth set goals for where they want to go next
- Facilitated a debrief of the Summit and ensure that youth complete the evaluation

Certifications

Wilderness First Aid, Aerie Backcountry Medicine

09/15 – 9/17

CPR, NOLS Outdoor Leadership School

09/15 – 9/17

FEDERAL RESUME TEMPLATE

Your Name in at least 14-16 point font; bold and/or italicized

Street Address, city, state & zip on one line
Phone number(s) and e-mail address on one line

(Use some type of line or two spaces to separate your name and contact info from the body of your resume)

Position Applying for: Write the job title/series/grade of the position you're applying for and the vacancy announcement number. Including the name and location of the agency you're applying to is optional, since the vacancy announcement specifically identifies a job in a particular agency.

Personal Information:

Citizenship: U.S.A. • Veteran's preference: • Reinstatement eligibility: • Highest Federal grade held: write down the pay schedule/series/grade of the position as well as the dates you worked at the job.

Skills Summary:

- Use bullet points to list several key skills, experiences, licenses, abilities that you have. Do not write complete sentences!
- This is where you begin to sell yourself. If reviewers only look at your resume for a few minutes, what key things about you would you want them to know?
- Think of this section as your "preview of coming attractions."

Academic Education & Honors:

You have to give the degree, the month/year you received it, the name, city and state of the school where you received the degree. You must also give the number of hours—identified as either semester or quarter—that you had in your major. You may also include your minor, but that's optional.

- Use bullet points to list your academic education (job-related training comes later)
- Start with your highest-level degree first and work backward.
- Here's a sample of this format:
 - **Ph.D.** (May 1997), **Howard University**, Washington, D.C. 20059 Major: *Organizational Communication (Human Communication Studies)*. Dissertation title: *"From Program Towards Process: Federal Employee Socialization, 1940-1990."* (61 semester hours, GPA 3.8 on a 4.00 scale)
- If you received any honors or awards in your degree program, make a section called "Honors:" under each of your degrees and then list them. Many agencies also ask for your GPA

(sometimes in just your major, sometimes overall) and what the scale was. You should always include your GPA so that you don't have to worry about looking for it.

- If you attended college but didn't get a degree, give the same information as above, but state the number of hours you took and what your area of study was.

Employment History:

- NOW we get to your work history. You're probably on your second page by now. **Federal resumes are chronological.** You are only required to go back 10 years in your employment history: you decide how far back you want to go. If you previously held a job that relates to the job you are currently applying for, you should include it. However, you must include ALL of the jobs back to that job; you can't skip jobs just to include it. Start with your current job and work backwards.
- **The following information MUST be included for all of the jobs you list:**
 - First line: Put the dates you held the position (month/year – month/year) on the left side of the page (it's easier to read) and the job title in **bold** and/or *italic*
 - Second line: Name of organization, city/state/zip (not bolded), Salary (per hour/month/year), Number of hours per week (e.g., 40 hours/week), Supervisor's name and contact info (phone and e-mail), indicate whether or not he/she can be contacted

Starting on the second line, you may type all of the other information straight across until you get to the end about contacting your supervisor.

- Come down one line and then start listing your duties in bullet points. Make a heading for "Duties." List your MOST IMPORTANT duties first.
- Make sure that you only use first-person verbs. Using a verb with an "s" on the end usually means that you copied directly from a position description (PD) because PDs are written in third-person—which uses the "s."
- Make sure that the verbs in all of your past jobs are in past tense.
- When you've finished listing your duties, come down one line and make a heading for "Results", "Accomplishments", or "Achievements." You should bold this so that it stands out.
- You should have **at least** one or two accomplishments in each job. Accomplishments include promotions, bonuses, plaques, certificates/letters of commendation, awards, special training, special projects, etc. Give the month/year for each accomplishment. List your most important accomplishments first.

Job-Related Training:

- Make a sub-heading for each type of training that you plan to include. Some examples of sub-headings are: Supervision/Management, Human Resources Management, Analysis/Evaluation and Project Management, Training and Employee Development, Information Technology, and "Other."

Your Name Here (or in the middle or right side).

- Under each sub-heading you create, list the course/training you took. Here's a sample under a "Human Resources Management" heading:
 April 13-15, 1992 Supervising Employee Performance, Conduct, and Leave (24 hours, OPM Training Center, D.C.)
- Include the date(s) of the training, the name of the training, the organization that sponsored the training, how many hours/days it lasted, and where the training took place.

Job-Related Certifications:

- Using a bullet list, include any important certifications or licenses you have. Give the name of the certification/license, the organization that granted it (and location), and the dates that the certification is in effect.

Job-Related Skills:

- Include language skills (not English or your high school French!); state your skill level: novice, intermediate or advanced in speaking, reading or writing the language.
- If you use very specialized equipment, (e.g., office machines, computers). Give the specific name(s) and model number(s) of the equipment.
- List computer software you know how to use (be specific and give the name of each program and its version. Here's a sample:
 - Proficient in using the following software: Windows XP Operating System, Windows 7; Microsoft Office 2010 (PowerPoint, Word, Outlook), WordPerfect 9 word processing, Printshop Deluxe, PrintMaster
- Highly skilled in using the Internet to conduct research
- Typing speed: approximately 60 words per minute.

Honors, Awards & Special Accomplishments:

- Use a bullet list to include any awards or accomplishments that you received that you didn't previously put under your job accomplishments. (You may have been given an award for work you did for another organization.)

Volunteer/Community Service & Awards:

- Volunteer/community service can provide you with a range of skills. If you've done any volunteer work that you think gave you good skills or that you think will reflect well on your resume, list it here using a bullet list. Make sure to include if you held any elected offices. Here's a sample:
- Served on the ASTD Federal Forum Planning Committee from 1999-2004 and was a member

Your Name Here (or in the middle or right side).

of the Federal Team (FedTeam 2002) that produced the first “Conference-within-a-Conference” (CWC) for Federal HRD specialists at an ASTD Conference in June 2002 (I was also a presenter at the conference). For this achievement, our team received ASTD’s 2002 “Volunteer-Partnership Award” at the 2003 Conference in San Diego, CA. I was the co-chair of the FedTeam that produced the expanded Public Sector CWC at ASTD’s 2004 conference (May 24-25, 2004) in Washington, D.C.

Professional Affiliations:

- Using a bulleted list, include professional organizations that you belong to, especially if they relate to the type of work you do or want to do. Include the name of the organization, your role, and the dates of your membership. Here’s a sample:

--International Public Management Association for Human Resources (IPMA-HR) (member, 2009 – Present)

- Even if you are no longer a member of a professional association that relates to the type of work you are seeking, you might still want to list it on your resume and include dates that you were a member. Here’s a sample:

--Human Resource Association of the National Capital Area (HRA-NCA) (member, circa 2006 - 2008).

NOTES:

1. **Federal resumes do not have a specified page length.** The two-page limit for private sector resumes actually hinders you when applying for federal jobs. **Sing your WHOLE song!** Your competitors do.
2. **Don’t leave too much white space!** Use margins that are 0.5 or 07. Inches. This template uses a 0.7 inch margin. Larger margins (1-inch or large indents of your information) waste space and will make your resume longer than it needs to be.
3. Use 12-point font for your resume – it is the standard. This resume template is in 12-point font. **Use a sans serif font for 508 Compliance.** You can use a different font for your name and your headings and use another for your text. It’s your choice.
4. This format will make your resume easy to follow and looks neat and uncluttered. Do not jam everything close together. Bullet points and spaces between sections make text easier to follow. Use two line spaces to separate major sections.
5. Make your headings stand out. Your style options are all capital letters (ALL CAPS), **bold**, *italics*, or underlining, or some combination, but NOT all four: two or three are best. For example, use

Your Name Here (or in the middle or right side).

bold and underlined, *italic and bold*, italic and underlined, ALL CAPS and bold, ALL CAPS and underlined, or ALL CAPS and italic. You might also want to make your headings 1 point higher than the font you use for your text; in this template, the headings are in **13-point font** to make them stand out.

6. If you don't have veterans preference or have never worked for the Federal Government, put "No veterans' preference" or "No federal experience" or "N/A" after head of these items. Do NOT eliminate them!
7. Your name should be on each page of your resume. You can use a footer in a smaller font size (10 or 11 points). It is helpful to use the numbering format that indicates how many pages your resume is (see footer and page number format at the bottom of the pages in this template). Putting a page number on the first page is optional.
8. **Federal resumes must be in chronological format, not functional. Start with your current position and then work backward.**
9. You only have to cover a minimum of 10 years of work experience in your resume. However, if you have a previous job that relates to the job you're applying for, then include that job and all other jobs you've held up to and including your current job.
10. **Make sure to use key words from the vacancy announcement in your resume (skills summary, job duties, and accomplishments)! Many agencies use computers to do the first sort on applications received: if you don't have key words in your resume, you'll automatically be eliminated.**
11. You are not required to put your references on a Federal resume. However, it is helpful to have at least three references and their contact information on the resume just in case the interviewer would like to contact them after he/she interviews you. Another option is to bring the names and contact information for your references with you to the interview on a separate sheet of paper with your name and contact info as the heading. Make sure that the references you provide are the best ones for the particular job you are applying for: some references are better than others.

(Revised January 29, 2014)

Your Name Here (or in the middle or right side).

What should I know before writing a résumé for Federal government?

Focused- The most effective resumes are clearly focused on a specific job title and address the employer's stated requirements for the position. The more you know about the duties and skills required for the job—and organize your resume around these points—the more effective the resume.

Pay Attention to Keywords- A single keyword communicates multiple skills and qualifications- When a recruiter reads the keyword "analyst," he or she might assume you have experience in collecting data, evaluating effectiveness, and researching and developing new processes.

Review Job Announcements- This is the best way to determine important keywords. The idea is to find skills, experience, education and other credentials important in your field. You will probably find keywords frequently mentioned by different agencies. Focus on the "requirements," "skills" or "qualifications" sections of job ads, and look for "buzzwords" and desirable credentials for your ideal job.

Be descriptive- Experience descriptions should be simple and straightforward, descriptive, and reduced to only essential information. We want to know what you did on the job. Think about:

- The projects you have worked on,
- What your specific duties were,
- What you needed to know to do the job,
- What tools, software, or equipment you used, and
- What you accomplished.

Don't be vague- Emphasize nouns and verbs and provide concrete statements of your accomplishments in the correct tense for past or present positions. For example, rather than using "communicates orally and in writing", it's better to use, "Directs work, interviews and hires employees, establishes and reviews performance standards, identifies training needs, effects disciplinary action and performs other supervisory duties for 10 employees".

Use plain English- Describe skills and experience in universally accepted terms common to your occupation and profession that could be readily understood in both the public and private sectors.

Minimize the use of acronyms. If used, spell them out at least once and explain what they represent.

Don't be fancy- Keep paragraphs short. Don't use fancy treatments such as graphics, italics, underline, shadows, and reverses (white letters on black background) or signs and symbols such as % # * = and do not type your information in all capital letters.

List only recent training and awards List only training and awards received in the last 5 years.

Headers, Footers, and Page Numbers- Your final document should look like one package. A header or footer can be added on the second and following pages of your resume.

Format- The chronological resume is used primarily. Your most recent experience is listed first, followed by each previous job.

The Sales Pitch- Because applications are quickly skimmed during the first pass, it is crucial your resume competencies get right to work selling your credentials. For example, if an advanced degree is an important qualification, it shouldn't be buried at the end of a four-page resume.

Quantify your achievements- Which of the following entries would impress you more? Clearly a manager out of several resumes would select the one with the use of quantity measures.

- Wrote news releases.
- Wrote 25 news releases in a three-week period under daily deadlines.

Think Money- Think about ways you've saved, earned or managed money in your jobs and extracurricular activities. A few possibilities are the following:

- Identified, researched and recommended a new Internet Service Provider, cutting the company's online costs by 15 percent.
- Wrote prospect letter that has brought in more than \$25,000 in donations to date.

Think Time- "Time is money," and it's true. So whatever you can do on your resume or in your competencies to show that you can save time, make time or manage time will grab your reader's immediate attention. Here are some time-oriented entries:

- Assisted with twice-monthly payroll activities, ensuring employees were paid as expected and on time.
- Suggested procedures that decreased average order-processing time from 10 minutes to five minutes.

Specific or General? In the Federal government, the purpose of the resume is to "show" your qualifications so that you can be qualified by meeting eligibility requirements. This means that your resume needs to include more specifics and similar language as the vacancy announcement because the Human Resources Specialist is looking to see if you have the "specialized" or directly related experience requirements of the position for which you are applying.

How Long Should My Resume Be? The resume that goes into the application package should be no more than three to five pages. There are exceptions to this, of course, but use three pages as a guideline. If you do not have the work experiences for three pages, then your resume may only be one or two pages long.

Take the "Have I done the best I can Do" Test- When you are finished writing a section, ask yourself:

- Would a person who is not familiar with my occupational background understand the kind of work that I do?
- Have I omitted any unique, but relevant special experience or skills I possess that might distinguish me from other candidates if my resume reaches the desk of a selecting official?

- Have I adequately described the major characteristics of my occupation or background and skills that are most common to my occupation?
- Have I described my accomplishments in a clear and descriptive manner?

Don't forget to Spell Check- Make sure you spell check your resume. Correct spelling will help ensure your resume has that professional look.

USA JOBS Version

Name, Last Name
Address 1
Address 2
State, City Zip code
Mobile: (XXX) XXX-XXXX
Evening Phone: (XXX) XXX-XXX
Email: email-address@yahoo.com

Country of citizenship: United States of America
Veterans' Preference: 5-point preference based on active duty in the U.S. Armed Forces
Registered for Selective Service
Contact Current Employer: Yes

AVAILABILITY

Job Type: Permanent
Work Schedule: Full Time

DESIRED LOCATIONS

US-FL
US-WA-Seattle

WORK EXPERIENCE

Bell Atlantic **Salary: \$48,321 USD Per Year**
Dublin, California US **1/2005 - Present**

Human Resource Generalist

Oversee the Personnel Management Division consisting of up to 3000 senior and junior personnel. Manage the officer evaluation system, the officer promotion system, officer personnel actions and Regional Level Application Software (RLAS) maintenance. Maintain continuous communication with branch and division senior personnel to increase awareness, updates and training. Review department personnel forms for completeness, accuracy, timing, and conformity to budget and policy guidelines. Provide recommendations which were implemented to solve problems pertaining to issues such as retention and motivation. Serve as the focal point in the supervision of all personnel performing typing, general clerical and administrative duties. Refer to a variety of office procedures and use good judgment as to form and arrangement of material. Assemble final data product for review, signature, authentication or other disposition. Analyze information, made recommendations and exercise judgment with sensitive and/or confidential information on human resource issues for designated major functional unit. Identify and research potentially inappropriate actions or requests to senior management regarding resolution or disposition. Provide appropriate interpretations to policies, procedures and regulations. Processed 190 evaluations and more than 150 additional officer action reports with 100% accuracy and completeness. (Contact Supervisor: Yes, Supervisor's Name: Kelly Williams, Supervisor's Phone: (827) 465-3937)

United States Army **2/1999 - 12/2004**
Tampa, Florida US
Grade Level: GS9
Salary: \$45,068 USD Per Year
Hours per week: 40

Recruiter

Supervised the planning and implementation of prospecting efforts towards lead generation. Oversaw interviewing, screening and processing of potential applicants for enlistment. Presented Army career opportunities to, and acted as the Army liaison to civic leaders and public officials within the civilian community. Developed and directed training programs to assist subordinates. Planned and implemented individualized high school and college recruiting programs within an assigned zone. Assisted in market research and analysis and made appropriate recommendations to the chain of command. Earned Gold Recruiters Badge with Two Sapphire Achievement Stars for excellence during the rating period. Excellence in recruiting abilities led to recognition as Top Small Station in the Battalion, 2000.

EDUCATION

University Of Maryland
College Park, Maryland US
Bachelor's Degree - 12/1998
175 Semester Hours
Major: Human Resource Management
GPA: 3.66 out of 4.00
Honors: magna cum laude

JOB RELATED TRAINING

March 15, 2010
Interviewing and hiring techniques

LANGUAGES

French	
Spoken:	Intermediate
Written:	Advanced
Read:	Intermediate

AFFILIATIONS

Society for Human Resource Management	Professional Chapter
International Association of Business	Data Collector

REFERENCES

Kelly Williams	Bell Atlantic	HR Manager
Phone Number:	(XXX) XXX-XXXX	
Email Address:	hrmanager@batlantic.org	
Reference Type:	Professional	
Peter Smith	ARMY	Operations Manager
Phone Number:	(XXX) XXX-XXXX	
Email Address:	operationsmanager@army.mil	
Reference Type:	Professional	

ADDITIONAL INFORMATION

Knowledge in the Regional Level Application Software (RLAS)
Typing speed- 55 words per minute

General Version

Name, Last Name
Address 1
Address 2
State, City Zip code
Mobile: (XXX) XXX-XXXX
Evening Phone: (XXX) XXX-XXX
Email: email-address@yahoo.com

Vacancy Identification Number: VW383446
Job Title and Grade: Human Resources Specialist GS-9/11/12

Country of citizenship: U.S. Citizen
Veterans' Preference: Yes, 5 points
Contact Current Employer: Yes

OBJECTIVE

To secure responsible position that will challenge my abilities allowing me to fully utilize my problem solving, organizational, customer service and communication skills where I can develop an employee-oriented company culture that emphasizes quality, continuous improvement, and high performance. An effective team leader with significant industry experience and a demonstrated track record for delivering results.

WORK EXPERIENCE

Employer's Name	Start to Ending Date
Employer's Address	Salary
	Hours per week

Human Resource Generalist

Oversee the Personnel Management Division consisting of up to 3000 senior and junior personnel. Manage the officer evaluation system, the officer promotion system, officer personnel actions and Regional Level Application Software (RLAS) maintenance. Maintain continuous communication with branch and division senior personnel to increase awareness, updates and training. Review department personnel forms for completeness, accuracy, timing, and conformity to budget and policy guidelines. Provide recommendations which were implemented to solve problems pertaining to issues such as retention and motivation. Serve as the focal point in the supervision of all personnel performing typing, general clerical and administrative duties. Refer to a variety of office procedures and use good judgment as to form and arrangement of material. Assemble final data product for review, signature, authentication or other disposition. Analyze information, made recommendations and exercise judgment with sensitive and confidential information on human resource issues for designated major functional unit. Identify and research potentially inappropriate actions or requests to senior management regarding resolution or disposition. Provide

appropriate interpretations to policies, procedures and regulations. Processed 190 evaluations and more than 150 additional officer action reports with 100% accuracy and completeness.

Contact Supervisor: Yes
Supervisor's Name: Name, Last Name
Supervisor's Phone: (XXX) XXX-XXXX

Employer's Name	Start to Ending Date
Employer's Address	Salary
	Hours per week

Recruiter

Supervised the planning and implementation of prospecting efforts towards lead generation. Oversaw interviewing, screening and processing of potential applicants for enlistment. Presented Army career opportunities to, and acted as the Army liaison to civic leaders and public officials within the civilian community. Developed and directed training programs to assist subordinates. Planned and implemented individualized high school and college recruiting programs within an assigned zone. Assisted in market research and analysis and made appropriate recommendations to the chain of command. Earned Gold Recruiters Badge with Two Sapphire Achievement Stars for excellence during the rating period. Excellence in recruiting abilities led to recognition as Top Small Station in the Battalion, 2000.

Contact Supervisor: Yes
Supervisor's Name: Name, Last Name
Supervisor's Phone: (XXX) XXX-XXXX

EDUCATION

University of Maryland
College Park, Maryland
Bachelors Degree -12/1998
Major: Human Resource Management
GPA: 3.66 of 4.00
Honors: Graduated Magna cum Laude

LANGUAGES

French
Spoken: Intermediate
Written: Advanced
Read: Intermediate

AFFILIATIONS

Society for Human Resources Management (SHRM)
2005- Present
Professional Chapter

REFERENCES

Name, Last Name
Company
Position
(XXX) XXX-XXXX
hrmangager@aol.com

Name, Last Name
Company
Position
(XXX) XXX-XXXX
operationsmanager@army.mil

ADDITIONAL

Knowledge in the Regional Level Application Software (RLAS)

INFORMATION

Typing speed: 55 words per minute

**EXTRACURRICULAR
ACTIVITIES**

July 2010
Crew voluntary at "Helping Hand"



Forest Service photo by Tanya Flores

NAVIGATING USAJOBS

Make a lasting impact. Apply on USAJOBS today to join a workforce that cares for more than 193 million acres of our Nation’s lands and manages vital resources for Americans.

USAJOBS is the Federal Government’s official employment site, facilitating the hiring process for thousands of Federal agencies across the United States and around the world. The Forest Service accepts all job applications on www.USAJOBS.gov.

Creating an Account

An account on USAJOBS allows you to track job openings, add searchable information for recruiters, and streamline the application process. To create an account, visit USAJOBS.gov and click “Create Profile” on the front page. You will be walked through a series of steps to create your account, including providing an email address and a password, confirming your email, and setting up a second authentication key.

Setting Up a Profile

After signing in for the first time, you can start setting up your profile. USAJOBS will take you through a survey, gathering information about which hiring authority you may fall under, general contact information, citizenship status, and education.

Under the Documents section, you can add resumes, cover letters, transcripts, or any other documents required for positions. If you already have a resume, upload the document; if not, we recommend using the Resume Builder tool to create a Federal resume. These resumes can be made searchable to recruiters looking for potential applicants.

You can also fill out the Preferences section to further outline what positions you are looking for, including desired work locations, and work schedules.



USAJOBS photo

Information on Forest Service careers, benefits, and opportunities is available on fs.usda.gov/working-with-us. If you would like to speak directly to a Forest Service recruiter, please send an email to SM.FS.recruiting@usda.gov.

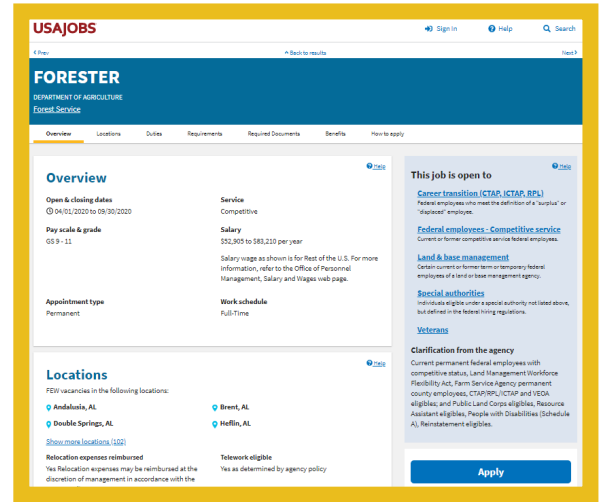
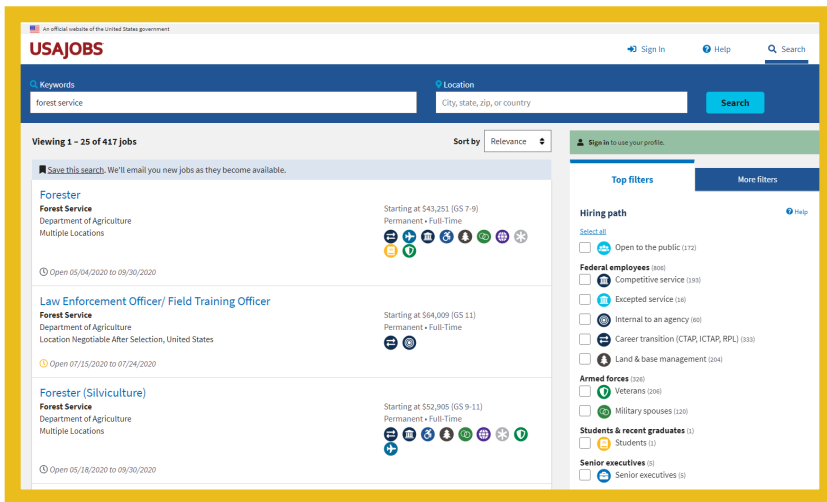




Searching for Jobs

Using the keyword search bar on the front page of USAJOBS, you can search for certain jobs, career fields, or agencies. You can use words like “Forest Service,” “forester,” and “communication” to find positions in your field. You can also enter locations of interest into the location bar. If you are searching broadly for jobs, it is recommended to use generic keywords and leave the location search bar blank.

If you filled out the Preferences section on your profile, the search will auto-populate with your choices. Any available positions that fall into those parameters will show. Search parameters can be added or edited using the Filters box on the right side. The Top Filters tab shows search options like departments, agencies, pay, grade levels, job series, and hiring paths/authorities. The More Filters tab shows search options like availability of relocation assistance funds, work schedule, appointment type, security clearance, and travel percentage.



USAJOBS photo

USAJOBS photo

Applying for Jobs

After clicking on a job, you’ll find information like “How to Apply,” “Eligibility Requirements,” and “Required Documents.” Read all of this information carefully to find out if you qualify for the position. If you qualify and are interested, click “Apply Now” on the right side. If you would like to apply for the job at a later date, you can click “Save” below the Apply Now button.

You will be prompted for application information, including uploading a resume, uploading any additional required documentation, personal information, and how you heard about the job. You will then be redirected to the agency’s hiring site. Complete the hiring questionnaire. You will receive an email from USAJOBS confirming your application was received.

More information on Forest Service careers, benefits, and opportunities is available on fs.usda.gov/fsjobs-events. If you would like to speak directly to a Forest Service recruiter, please send an email to SM.FS.recruiting@usda.gov.



Federal Hiring Workshop 2022

Jackie Ayers
Redmond Air Center Admin Officer
Deschutes National Forest
Jacquelyn.ayers@usda.gov



Federal Job Application Overview

USAJobs

- Create a login.gov account
- Head to USAjobs and create a profile
- Find a job you'd like to apply for
- Apply!

Identifying a job you want and can qualify for

- Location or specific job?
- Forest Service Outreach Database- <https://fsoutreach.gdcii.com/Outreach>
 - Can be accessed from outside a govt computer
 - Not all jobs make it to USAjobs, but many are posted in the outreach database. You can set up a profile and have the system email you when jobs that fit your criteria are posted.
- Look up the education or skills requirements for each series
 - <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/>
 - GS overview and additional salary information: <https://www.opm.gov/policy-data-oversight/pay-leave/pay-systems/general-schedule/>

Tips on Understanding a USAjobs Announcement

Overview

 Help

Accepting applications

Open & closing dates

🕒 10/01/2021 to 09/30/2022

Salary

\$31,520 - \$35,265 per year

Salary wage as shown is for Rest of the U.S. For more information, refer to the Office of Personnel Management, Salary and Wages web page.

Pay scale & grade

GS 4 - 5

Locations

Few vacancies in the following locations:

- 📍 Alpine, AZ
- 📍 Camp Verde, AZ
- 📍 Chino Valley, AZ
- 📍 Douglas, AZ

[Show more locations \(52\)](#)

Telework eligible

No

This job is open to



The public

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Appointment type

Multiple Appointment Types - This announcement may be used to fill positions with a permanent full-time work schedule OR seasonal work schedule where full-time work is guaranteed for 13 or 18 pay periods and when not working, you will be placed in non-pay/non-duty status.

Work schedule

Full-time

Service

Competitive

Promotion potential

5

Job family (Series)

[0462 Forestry Technician](#)

Supervisory status

No

Security clearance

[Not Required](#)

Drug test

No

Qualifying for Positions

Experience and Education Requirements

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

GRADE/POSITIONS	EXPERIENCE		EDUCATION
	GENERAL	SPECIALIZED	
GS-1/All positions	None	None	None
GS-2/All positions	3 months	None	High school graduation or equivalent
GS-3/Most positions	6 months	None	1 year above high school
GS-4/All positions	1 year	None	2 years above high school
GS-5/Most positions	None	1 year equivalent to at least GS-4	4 years above high school
GS-6 and above/ All positions	None	1 year equivalent to at least next lower grade level	Generally, not applicable

Application Packet/Process

- Your Contact Information – make sure we can easily reach you. Get a professional email address if you don't already have one. The one listed on your USAjobs profile may be the one hiring managers use vs the one on your resume. Double check this information frequently to make sure it is still current.
- Transcripts – PDF only, no editable documents accepted.
 - For a foreign degree you will need to get it accredited through a third party approved by NACES www.naces.org/members
- Cover Letter – Helpful in many circumstances, however not including a cover letter is better than a bad one.
- Resume – Old school format, chronological. Should be more than 1 page, 2-8 depending on experience/skill level. When in doubt- err on the side of including more information and not less.
- References
 - Include these with your initial packet of information, do not make us search you out for them. Include 3-5 names, and make sure they can be reached (update contact information!). Be sure to list emails as well as phone numbers.
- Self-Assessment Questions – Don't lie, but round up if you fall in between 2 options. (This is not the USA Hire Assessment, that is a different evaluation- more on that later)
 - Assessment question example:

23. Review actions, incoming and outgoing correspondence, tasks and suspense(s) and provide comments

 - A. I have not had education, training, or experience in performing this task.
 - B. I have had education or training in how to perform this task, but have not yet performed it on the job.
 - C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
 - D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
 - E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.

- Based on the assessment questions that you answered you're given a numerical score and if it's high enough (different for each position) your application is moved along to an HR specialist.
- The HR specialist looks at your application and determines if you are minimally qualified for the position. These specialists are NOT local, and frequently have no ties to the department or job that they are reviewing. This is why it's important to not use insider lingo or acronyms on your resume.
- If you are determined to be qualified- then you are put onto a certificate (cert) list that is provided to the hiring manager. This is the first time someone local will look at your application.
- Pluses and minuses of follow up/in person contact – not all contact is good contact- be shrewd on when/how you reach out.
- If you were not referred for a position you feel you *definitely* qualify for- you have 7 days to request a second look at your application. No new information can be submitted.
 - For questions on your referral status contact the HRM Contact Center at SM.FS.FSjobs@usda.gov or 1-877-372-7248 x2

USAJobs Update

In January of 2021 USAjobs updated their application status notifications to job seekers to now be:

- *Accepting Applications:* This means job seekers may apply to a vacancy announcement posted on USAjobs.
- *Reviewing Applications:* This means that Human Resources and Hiring Managers are reviewing applications.
- *Job Cancelled:* This means the job is no longer being filled.
- *Hiring Complete:* This means that job offers have been made to selected applicants.

Applicants can check the status of their application in USAjobs by selecting 'Track this Application' which will take job seekers into their application record where a copy of the submitted application and email notifications sent by HR users can be reviewed. Additionally, they will continue to receive emails from USA Staffing notifying them if they were found eligible, qualified, and if they were referred to the selecting officials.

Special Note on USA Hire Assessment

- Sometimes also called Application Questionnaire/Occupational Questionnaire this test has been showing up on some, but not all, USAjobs announcements since 7/1/2020 when it was declared by Presidential Executive Order to 'Modernize and reform the assessment and hiring of federal job candidates.'
- This is a more knowledge based question assessment, similar to a SAT/ACT standardized test. Scores are reutilized for one year within the same series/grade, and it can be hard to receive your score- or appeal it.
- Set aside 1.5-4 hours for the test.
- Currently it's hard to predict which positions will, or will not, have this assessment as a requirement. Seems to be more common at this time with BLM positions vs FS.
- Reports of temporary and permanent positions having an assessment. But, different series/grades have different assessments.
- USA Hire Assessment Myths Document 9/1/2020: <https://bit.ly/3A60kD9>
- USA Hire Study Guide: www.assessmentcentrehq.com/usa-hire-test/
 - Not officially endorsed, there are others available through an online search.

Applying for a job- Temporary

- There is a small and specific window of time to apply for jobs for the following summer.
- 2023 Temporary Fire & Non-Fire
 - Projected start date January 2nd – March 23rd 2023
 - Applications were open on USAjobs July 27th to August 3rd 2022
 - Projected start date April 10th to June 4th 2023 (The bulk on the Deschutes/Ochoco)
 - Applications anticipated to open on USAjobs September 29th to October 6th 2022
 - Projected start date Jun 19th – September 25th 2023 (very few jobs in Central Oregon)
 - Applications anticipated to open on USAjobs January 12th to January 19th 2023
- Very limited, if any, opportunities after this application window closes.
- Applicants can choose up to 10 duty locations they are interested in as part of their application. If they choose ‘location negotiable’ they will be available to every duty location in the Region.
 - There are pros/cons to choosing this option.
- Contacts for each job are typically listed on job announcements and on the Outreach Database (link provided above)
 - Not all contact is good contact- be shrewd on when/how you reach out.
- Once you’ve submitted an application not much will happen until Mid December through Early January when local hiring managers receive the certs and start sending out reference checks and interest emails. Tentative selections are anticipated to begin the first week of January 2023.

Temp Hiring Process – Behind the Scenes Info

- Your references may or may not be contacted
- You will probably receive a generic ‘interest check’ email for any, or all, of the positions you applied to- that is our first attempt at narrowing down the list and we probably haven’t looked at your resume yet.
- The hiring manager may give you a call to further gauge your interest, this may be your only ‘interview’ so make a good impression!
- Double check if your voicemail greeting is professional.
- All regions are roughly in alignment for when they’ll be looking at applications and making offers.
- Quick decision timeframe, usually 24-48 hours.
- Please don’t play one position, Forest, or Region against each other to get the best offer- we talk to each other.
- Be honest and upfront if you’re accepting a job but you’re still hoping for your ‘dream location/position’ to call. If you accept a position and then back out a month later we may not be able to fill behind you- you might burn your bridge for the future on that Forest. Honesty is always the best policy with temp positions!

Applying for a job- Permanent

- Merit (open to some) vs Demo (open to all)
 - Most jobs are advertised (aka 'flown') merit, so getting a hiring authority should be a priority.
- Hiring Authorities <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/>
 - Schedule A (noncompetitive authority)
 - VRA aka Veteran's preference (noncompetitive authority)
 - Public Lands Corp (noncompetitive authority)
 - Land Management Workforce Flexibility Act (competitive authority)
 - 24 months of non-continuous, full-time, temporary employment (no break longer than 2 years)
 - Must be competitive appointments, STEP/Pathways does not count.
 - Part time work is calculated at the amount on the SF50

Permanent job- Behind the Scenes Info

- You've been referred- Celebrate!
- Could be a 3-8 week process after the system says you've been referred
- 8-12 applicants are reference checked (if that many are qualified)
- Up to 5-6 applicants are usually interviewed

Interview Insider Tips

- Most of the time there will be only 1 round of interviews
- Interview panel can't ask follow up questions- explain your answers please.
- We want to get a sense of your personality so a little humor is a good thing!
- Play to the crowd if you can.
- Play up your 'soft skills' at this point.
- Hiring is HARD in the Forest Service, we want to invest in an applicant who is going to do the job well and stay with us for a while- sell us on why that is you!
- If you accept an interview there should be a good chance you would take the position if it's offered to you.



Alexandra Rothermel

January 18, 2020 · 🌐



This is a chart of the results of applying to jobs on USAJobs for 6 months. The general statistics are:

131 jobs applied for.

3 I got availability checks from, then I never heard from.

3 my references got calls for, then I never heard from.

6 I was rated ineligible for.

6 I interviewed for.

87 applications were lovingly crafted and thrown into the federal black hole.

About 30 I disqualified from making this chart because I applied within the last 2 months, and that's simply not enough time for jobs to get back to you!

I applied for everything from admin assistants, public affairs, interp ranger, investigative assistant, recreation, visual information specialist, and concessions management. These jobs were generally in the Park Service, Forest Service, BLM, and Bureau of Reclamation.

What I've learned:

-Fight an ineligible rating! 4/6 I got on the cert. One even was interviewed for (and they called me one of the best qualified candidates! I also didn't get the job.)

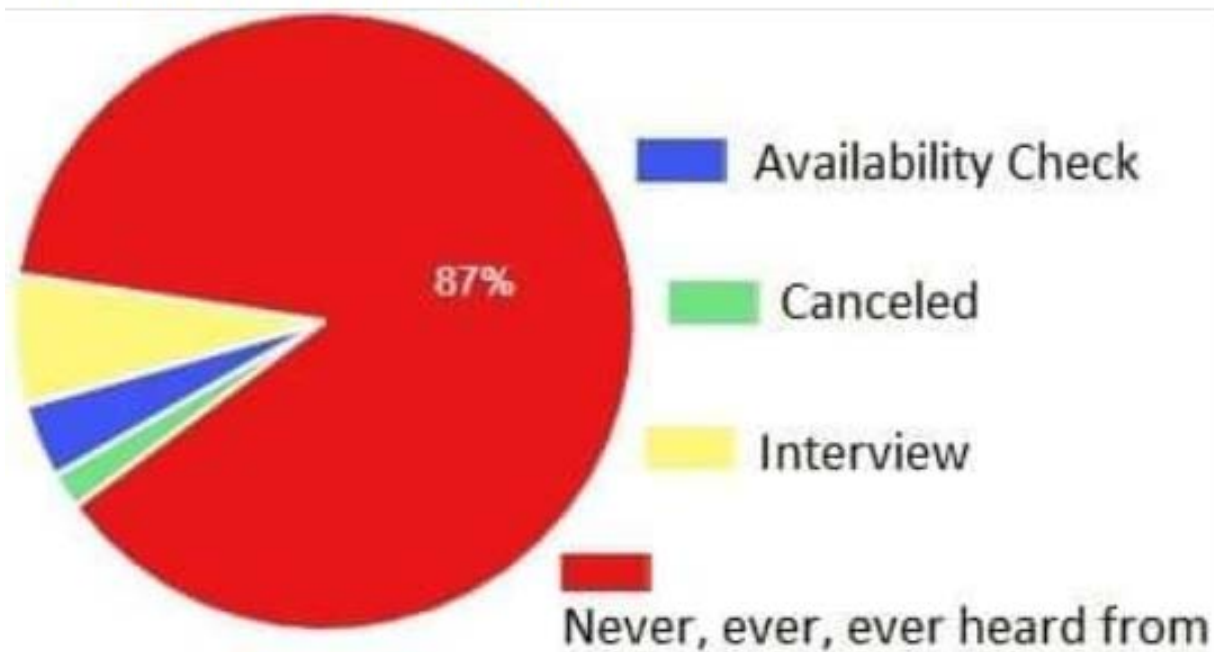
-Being permanent doesn't make it easier. Most jobs are being flown in the weirdest ways (applicant limits, agency only, etc) which means I can barely apply for anything outside of the Forest Service. But keep searching!!

-Don't take anything personally. This is a wildly impersonal system.

-Triple check any application that you reeaally want. Are all 100 documents attached?

-You don't have to lie or answer E to everything. I got interviews for jobs I was honest about.

All this rigamarole solidifies my usual point: take jobs that are GOOD FOR YOU. Don't just take the first perm. Can you afford to live there? What growth can they offer you? How's the community? Find these things out, and don't sell yourself short. I believe in you, and for some reason, I still believe in the great void that is federal hiring.



Land Management Workforce Flexibility Act Cliff Notes

LMWFA is a hiring authority that allows qualified applicants to apply to permanent job postings.

<https://www.fs.usda.gov/working-with-us/jobs/dream-job/eligibility/lmwfa>

You need to prove 24 months of non-continuous federal employment with no single break of longer than 2 years in-between appointments.

- Can be from multiple federal agencies, or all from the same one.
- Each appointment must have been a competitive appointment- this means that Pathways appointments do NOT count. (Eligibility of the appointment can be confirmed by reviewing block #34 on the SF-50)

To prove your 24 months you need 2 sets of documents for EACH appointment

- SF-50s
 - o You need every **non award** SF-50 for that appointment. One is generated when you're hired, if you change tours (ex: fulltime to part-time) and when you're terminated.
- Performance Evaluation
 - o You need to prove satisfactory completion of each appointment in order for it to count so you need either your signed performance evaluation, or a letter from your supervisor stating your performance was satisfactory during the specific date range you are claiming.

Common Questions/Problems

1. The dates you were employed per your SF-50s don't match the dates on your performance evaluations. HR will probably take the shorter of the 2 time periods, so you want to get them to match as closely as possible. If there is a big discrepancy consider asking your former supervisor to write a letter that includes your appointment dates and performance rating. You can contact me for a template.
2. Your collection of documents are too big to upload to USAjobs. Search online for a 'PDF compressor' there are a number available for free that will help shrink your file so that it will hopefully fit within the upload limit.
3. If you are currently in an appointment you're utilizing to qualify you need to submit the onboarding SF-50 AND a letter indicating an acceptable performance. If it's before your end of season performance evaluation you need to have something that shows you've been doing a good job in that appointment.
4. Part time CAN be counted towards your eligibility, and is calculated on how many hours your SF-50 says you worked. Paycheck 8 does not 'talk' to other databases so even if you worked more or less hours, the calculation will only be made off of your SF-50.
5. Intermittent time does NOT count towards your eligibility since your SF-50 does not have a set amount of hours.
6. If HR no longer has your SF50s on file, they have been transferred to the National Personnel Records Center and need to be requested from there: <https://www.archives.gov/personnel-records-center/civilian-non-archival> Requests can take weeks to fulfill, plan ahead.

SF-50 Access for Employees Without a LincPass

(Created by Karah Herr July 2020)

Connect HR has opened access to all employees without Linc Passes in order to retrieve files, such as SF 50's, through the e-OPF portal. This will GREATLY reduce wait-time on getting SF 50's. The wait time through HR has been noted to be up to 6-8 weeks at this time.

We troubleshooted with some of our staff and had success in accessing these files online. However, the process was not always straight forward. Please contact HR at: 1-877-372-7248 Selection: #2 if you are having trouble, unfortunately no one at the local unit can access these files for you.

- 1- Sign into E-auth on Connect HR
- 2- Click on "My Profile" on the right-hand side under "My Connect HR"
- 3- Write down your "Organization Code", then write "AG11" in FRONT of that code
 - a. Example: Organization code 110601000105000000, then with the "AG11" it should look like this: **AG11**110601000105000000
 - b. There should be 22 characters in this code total
- 4- Write down your "Office" Code
 - a. Example: 5116
 - b. This "Office" code is also known as your PO ID (see below)
- 5- Go back to the "Home" Page by clicking on "Home" on the top right corner of your screen
- 6- Click on "e-OPF" on the left-hand side of the page under "My Links"
- 7- Click on Register for "Forest Service"
- 8- Click on "Register" if prompted again
- 9- Fill in your Birthdate
- 10- Fill in your Last Name
- 11- Fill in your SSN (Social Security Number)
- 12- Fill in your HOME Zip Code
 - a. Please note: this may be a previous **PERSONAL Zip Code** that is on file with Connect HR
- 13- Fill in PO ID
 - a. See #3 above, also known as "Office"
- 14- Fill in Org Code
 - a. See #4 above, remember to add AG11 in front of the original org code from your Connect HR Profile
- 15- Click "Register" at the bottom
- 16- Formulate Security Questions (follow prompts given)
- 17- Accept Rules of Behavior
- 18- Click on "My eOPF" on top left corner
- 19- There will be files listed on the screen at this point that are on your account!
 - a. **To download one of your SF-50's** click on the "SF-50" in BLUE listed under "Form Number"
 - b. Then click the "Open" prompt at the bottom of browser screen
 - c. This should open a PDF version on your screen

d. Click: “File” then click: “Save as” and you should be able to save PDF to your desktop/files.

20- If you need to sign back in at a later date, use the “eOPF” link on your Connect HR homepage. This should give you direct access next time if you are signed in through e-auth. It will ask you to click an organization. Click on the GREY arrow next to “US- Forest Service” and it will open back to the eOPF homepage (see #18 above).

Please note: This was all done by trial and error! If you cannot register you may need to call HR, they should have all your personal information on file. Just call and ask for eOPF information. You will need “Home Zip Code”, “Organization Code” and “PO ID” code in order to register. They will be able to help with this information, or if worse comes to worse you can always have them send you the SF-50’s you need, but it will take a while longer than this process.

Contact HR Phone number: 1-877-372-7248 Selection: #2

Federal Resume Advice

OPM.GOV

Your Résumé

- Your résumé:
 - Your best marketing tool
 - Communicates your qualifications
 - Shows you can provide immediate results
 - Should be tailored for each job
 - Has no page limitations
 - Is your first and often only impression

21

OPM.GOV

Format

- Reverse chronological order:
 - Lists your most recent experience first then work backwards listing previous jobs
 - Include job-relevant paid/unpaid experience
 - Recommended for Federal résumés

22

OPM.GOV

Experience and Accomplishment

(Two part answer = IDEAL)

- **Provides experience:**
 - Amount of experience:
 - Level of experience:

Note: Repetition is OK

- **Provides accomplishment:**
 - Who was impacted?
 - What were the cost savings?
 - Did you exceed deadlines?
 - Did you receive awards or recognition?
 - What changed/improved?



- **Helps answer:**
 - How well do you do the task?
 - Why should we hire you over others?

25

OPM.GOV

Language Matters

(Two part answer)

- **Before:**

Responsible for planning, executing and coordinating special operations mountain and desert training. Served as primary instructor for all new Soldiers in training.
- **After:**

Developed and executed numerous sensitive and realistic training courses for nearly 1,500 personnel annually. Rated as the number one instructor over 20 peers on last 3 annual performance reports.

27

OPM.GOV

What Human Resources Needs

- Completed application
- Proof of:
 - Eligibility
 - Minimum qualifications with keywords
- Relevant experience (amount/level)
- Questionnaire responses supported on resume
- Additional assessments (if applicable)

28

OPM.GOV

What the Hiring Manager Wants

- Immediate results
- Clear examples of Experience & Accomplishment
 - Amount
 - Level
- Additional relevant experience
- A reason to interview you instead of others

29

Information

- Personal sources:
 - Former job descriptions
 - Supervisory reviews and feedback
 - Transcripts
 - Course feedback
 - Military honors
 - Awards and recognition
 - Customer acknowledgements
 - Survey results

30

Information

- Think outside the box
 - Leadership roles in social organizations
 - Volunteer experiences
 - Projects
 - Professional/Academic challenges or successes
 - Special assignments
 - Travel experiences

31

Translate

- Veterans
 - Translate military career fields to Federal occupations
 - <http://www.dlrr.state.md.us/mil2fedjobs/>



32

Additional Tips

- Write in plain language
- Show specialized experience
- Avoid acronyms
- Use spelling and grammar checks
- Have someone review
- Apply early as some JOAs limit the number of applications accepted

33

Building Your USAJobs Resume

FORMATTING

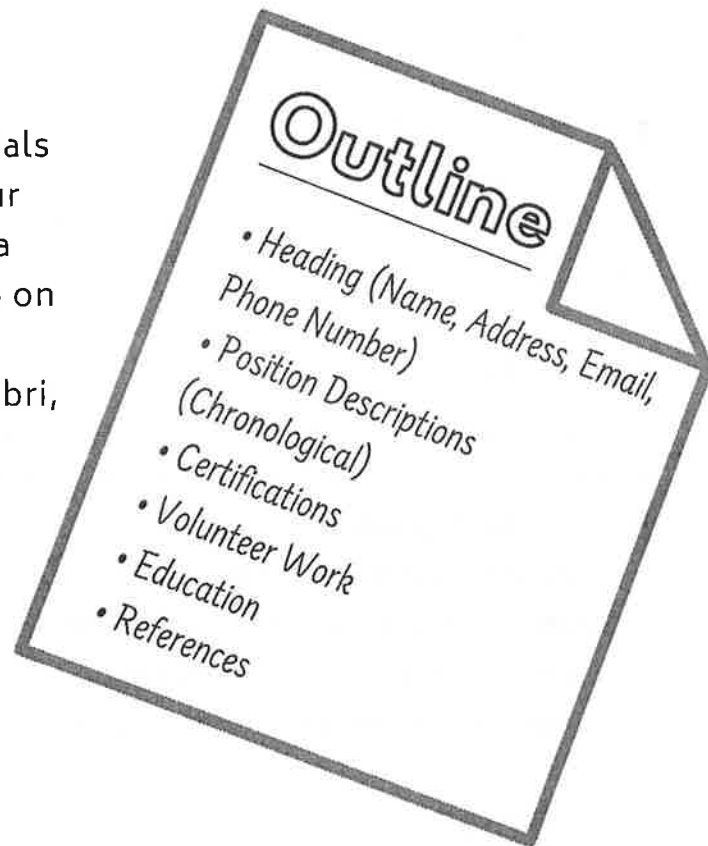
- Page Numbers – Very helpful for hiring officials
- Page Breaks – Be cognizant about where your page breaks fall (i.e. don't end one page with a position title and have the description pick up on the following page)
- Simple Fonts – Stick to the basics (Arial, Calibri, Times New Roman, etc.)
- Grammar – Good grammar goes a long way! Carefully proofread before sending off your resume.

POSITION LISTING

- Job Title
 - GS Series/Grade (ex. GS-0462-05)*
 - Forest*
 - Location
 - Hours worked per week
 - Rate of pay per hour
 - Specific Start/End Dates (month, day, year)
 - Supervisor's Name, Title, Email Address & Phone Number
- *If position is not with the Forest Service or similar government agency provide equivalent information.

POSITION DESCRIPTIONS

- Bullet points – Using bullets helps keep your descriptions succinct and easy to read for a hiring official.
- Quantify – Use concrete numbers to illustrate your accomplishments wherever possible (ex. "conducted daily collection of recreation fees from 15 developed recreation sites").
- Key Phrases – Look through the duties listed for the position on USAJobs and ensure that your resume captures similar phrases where there is an overlap in expected duties and duties you have completed for a past position.



ADDITIONAL SECTIONS

VOLUNTEER WORK

It's great to highlight work you do off the clock! Include organization, time-frame and simple description of work.

CERTIFICATIONS

This section is great for including any specific training or education you may have received (i.e CPR/First Aid, Forest Protection Officer, Government Driver's License, FFT2, etc.).

EDUCATION

High School: If you are still in college, high school GPA & special honors are still good information to include. If you have earned an undergraduate degree do not include high school.

College: List the following for undergraduate, graduate and doctorate: degree earned, overall GPA & special honors

*As you progress in your professional career decrease the emphasis placed on the "education" portion of your resume.

REFERENCES

- Reach out to your references ahead of applying to ensure that they comfortable with being contacted on your behalf.

- Ensure that you have updated contact information for each reference.

COVER LETTER

- Cover letters should be short, concise and not more than one page. Don't restate your resume in narrative form.
- They should convey the "why" not the "because" of your interest in applying for the position.
- Give the hiring official some background and insight as to who you are as an individual.
- Do not send a stock cover letter—give specifics about why you are passionate about the job for which you are applying and what unique attributes you would bring to the position.

QUESTIONS?

Comparison of Details/Time-Limited Promotions/Career Ladder Promotions

What is a Detail?

A detail is a temporary assignment of duties, other than those of the position of record, *without* any change in pay. A detail may involve temporary assignment to a position at a higher or lower grade or to an unclassified statement of duties. During a detail, the employee is still officially assigned to their position of record. For details, employees do not have to meet the qualification requirements for the position to which they are detailed, except for any minimum educational, licensure, and certification requirements.

What is a Time-Limited Promotion (TLP) NTE or Temporary Promotion?

A TLP is a temporary assignment documented by a personnel action, which places an employee in a position at a higher grade than their position of record and provides the employee with the higher pay associated with the temporary assignment. At the end of a temporary promotion, the employee is returned to their position of record and former grade.

An employee may be non-competitively promoted for a period not-to-exceed 120 days as long as they have not had another non-competitive TLP, detail to higher graded duties, and/or detail to a position with higher promotion potential within the last 12 months. Temporary promotions exceeding 120 days must be competed in accordance with the agency's merit promotion policies.

Note: Employees must not start a TLP until a confirmation letter is issued from HR.

What is a career ladder promotion?

A career ladder promotion is the advancement of an employee to reach the full-performance level (top grade of the established career ladder) of a particular occupation after they have successfully met all requirements. The promotion potential (a.k.a. full performance level) of a position must be identified when the position is established and documented and recorded on the AD-332, SF-52/50, and/or the vacancy announcement.

Career ladder promotions are not automatic, an SF-52 request must be submitted prior to when they are due in order to effect the promotion.

Who is responsible for requesting details, temporary, and/or career ladder promotions?

Supervisors and managers are responsible for determining how best to meet their organization's temporary workforce needs, e.g., through redistribution of assignments among permanent employees, details, temporary promotions, temporary appointments, and/or other options. Supervisors and managers are responsible for determining the circumstances under which details and temporary promotions will be used and the duration of these temporary internal assignments. The Human Resources Office will ensure these actions are processed in accordance with the provisions of the agency's directives.

	Details	Time-Limited Promotions (TLP) - Less than 120 Days	Time-Limited Promotions (TLP) - More than 120 Days	Career Ladder Promotions
Vacancy Announcement Required?	<ul style="list-style-type: none"> No, typically details are non-competitive.* *A vacancy announcement is required for details to higher graded duties or details to positions with higher promotion potential for more than 120 days. 	No, these are non-competitive.	Yes, these must be competitive and require a vacancy announcement.	No, these are non-competitive.
Acceptable Grade Levels	Can be to the same, higher, or lower grade level.	<ul style="list-style-type: none"> Can be below the target grade level. Cannot be to the "trainee" level (GS-05 or GS-07) in two-grade interval disciplines. Cannot be to a level two grades above the employee's current grade if the position is in a single grade interval discipline (for example, a GS-0462-05 to a GS-0462-07). 	<ul style="list-style-type: none"> Can be below the target grade level. Cannot be to the "trainee" level (GS-05 or GS-07) in two-grade interval disciplines. 	Next higher grade level in the established career ladder.
Position Description (PD)	<ul style="list-style-type: none"> Can use classified PD or unclassified statement of duties. Statement of Differences cannot be used. 	<ul style="list-style-type: none"> Must use a classified PD. Statement of Differences cannot be used. 	<ul style="list-style-type: none"> Must use a classified PD. Statement of Differences cannot be used. 	<ul style="list-style-type: none"> Must use a classified PD. Statement of Differences cannot be used.
SF-52 Required?	Yes, an SF-52 is required for details over 30 days and can be submitted prior, during, or upon completion of the detail.	Yes, the SF-52 must be submitted and approved 2 pay periods prior to the effective date with all required documents attached.	Yes, the SF-52 must be submitted with sufficient time for advertisement of the position. Refer to the Hiring Trail for more information on the recruitment process.	Yes, the SF-52 must be submitted and approved 2 pay periods prior to the effective date.
Required Documents	Transcripts (if series has minimum education requirements)	<ul style="list-style-type: none"> Resume Transcripts (if qualifying based on education or if there is a positive education requirement) Organizational Chart or Statement of Need Outreach Documentation (if applicable) 	<ul style="list-style-type: none"> Organizational Chart or Statement of Need Outreach Documentation (if applicable) 	None
Eligibility and Qualifications	Do not need to qualify, except for any minimum education, licensure or certification requirements.	Must meet OPM basic qualifications and time-in-grade.	Must meet OPM basic qualifications and best qualified criteria, and time-in-grade.	Must meet OPM basic qualifications at the appropriate grade level and time-in-grade. Must demonstrate ability to perform at next higher grade and have current rating of at least Fully Successful.

****Please reach out to your HRST for those instances where the two pay period timeframe cannot be met (e.g., unforeseen circumstances, etc.).****

Reference Check Template

This Reference Check Template is a tool to conduct either oral or electronic reference checks. You can customize the questions to fit the needs of the specific position, except for Question #10. Question #10 is a requirement when the reference has supervised or been in the supervisory chain of command of the applicant. If you make changes to any questions, you must send them to your Human Resources (HR) Staffing Case Manager for review before you check any references. Make sure you have the applicant's permission before checking references. This should be listed on their resume or you may contact your HR Staffing Case Manager for help.

The applicant below is under consideration for employment with the Forest Service. They have listed you as a reference. If you are willing to respond to the following questions, please keep your responses to work-related comments. Personal information cannot be used during the selection process.

Vacancy Announcement #:	Click here to enter text.
Date:	Click here to enter a date.
Applicant Name:	Click here to enter text.
Reference's Name:	Click here to enter text.
What work did the applicant perform for you (include dates) or how do you know this candidate?	Click here to enter text.
Is this employee a current or former permanent Federal employee?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
Position Applied for:	Click here to enter text.

1. What do you see as the applicant's strengths?
Click here to enter text.
2. What do you see as their challenges?
Click here to enter text.

3. How would you describe their experience in this field?
Click here to enter text.
4. Describe how they function in a team situation.
Click here to enter text.
5. How do they handle conflict and stressful situations?
Click here to enter text.
6. Describe their communication skills, both oral and written.
Click here to enter text.
7. How would you describe their work ethic?
Click here to enter text.
8. How much supervision did they need to accomplish assignments?
Click here to enter text.
9. Would you hire/re-hire this applicant?
Click here to enter text.

Answer the following question (#10) only if you have supervised or been in the supervisory chain of command of the applicant:

10. Based on your direct knowledge or experience, has this candidate ever received a disciplinary action or proposed disciplinary action as a result of misconduct or performance, left a position under unfavorable circumstances (e.g., been removed, resigned in lieu of being removed, left while under investigation, issued a denial of rehire eligibility letter) or received an unsatisfactory performance rating?

If yes, please explain the nature of the misconduct and/or unsatisfactory performance rating and the employee's suitability for the position despite the misconduct or unsatisfactory performance rating, unless such disclosure is prohibited by a settlement agreement.

Click here to enter text.

11. Is there any information you would like to add?

Click here to enter text.

For Lead or Supervisory Positions:

12. What type of lead or supervisory experience do they have and how did they perform?

Click here to enter text.

13. Explain their potential to perform lead or supervisory duties.

(For electronic reference checks, add the below):

Please respond as soon as possible by e-mailing this form to: _____

Thank you for your response.

Interview Template

This template is a tool for you to use to conduct an interview. You can customize most questions to fit the needs of the specific position. Questions #6 and #7 are mandatory, so you can't change them. If you make any other changes, you must send the questions to your Human Resources Staffing Case Manager for review before you conduct any interviews.

Vacancy Announcement #:	Click here to enter text.
Date:	Click here to enter a date.
Applicant Name:	Click here to enter text.
Interviewer's Name:	Click here to enter text.
Is this employee a current or former permanent federal employee?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>
Position Applied for:	Click here to enter text.

1. What strengths do you bring to this position? Consider both education and experience.
Click here to enter text.
2. Describe your experience and approach to developing and leading a diverse, inclusive workgroup.
Click here to enter text.
3. Describe your communication style in working with external and internal customers and what you have done to foster positive working relationships.
Click here to enter text.
4. Give an example of how you have worked in a group to solve a challenging problem.
Click here to enter text.
5. When faced with multiple work tasks and priorities under time constraints, how do you approach these situations? Provide an example.
Click here to enter text.

6. Have you ever been disciplined for misconduct, received a proposal for disciplinary action due to misconduct, or left a position under unfavorable circumstances (e.g., been removed, resigned in lieu of being removed, left while under investigation)? If so, please explain the nature of the misconduct, unless such disclosure is prohibited by a settlement agreement.
Click here to enter text.
7. Have you ever received an unsatisfactory performance rating? If so, please explain the unsatisfactory rating.
Click here to enter text.
8. Is there anything else you would like us to know about yourself and why you should be selected for this position?
Click here to enter text.
9. Do you have any questions you would like to ask?
Click here to enter text.

For Lead or Supervisory Positions:
10. Please share how you have engaged and promoted a positive work environment within your team.
Click here to enter text.
11. How have you dealt with addressing potential workplace harassment and, or bullying issues?
Click here to enter text.

FOR OFFICIAL USE ONLY – CONTAINS SENSITIVE INFORMATION SUBJECT TO THE PRIVACY ACT UNDER FREEDOM OF INFORMATION ACT (FOIA)



United States Department of Agriculture

Tips for Applying to Forest Service Jobs

Presented by
Diana Perez (she/her/ella)
Regional Talent Acquisition Specialist
USDA Forest Service
Region 6 Pacific Northwest
Diana.Perez@usda.gov



Forest Service

Caring for the land and serving people


#WorkForNature

Housekeeping

- Take notes
- Please mute your lines if you are not speaking
- You can choose to show video or not, though we'd love to see you
- Enter questions into the Chat box
- A copy of presentation will be shared



Forest Service Mission

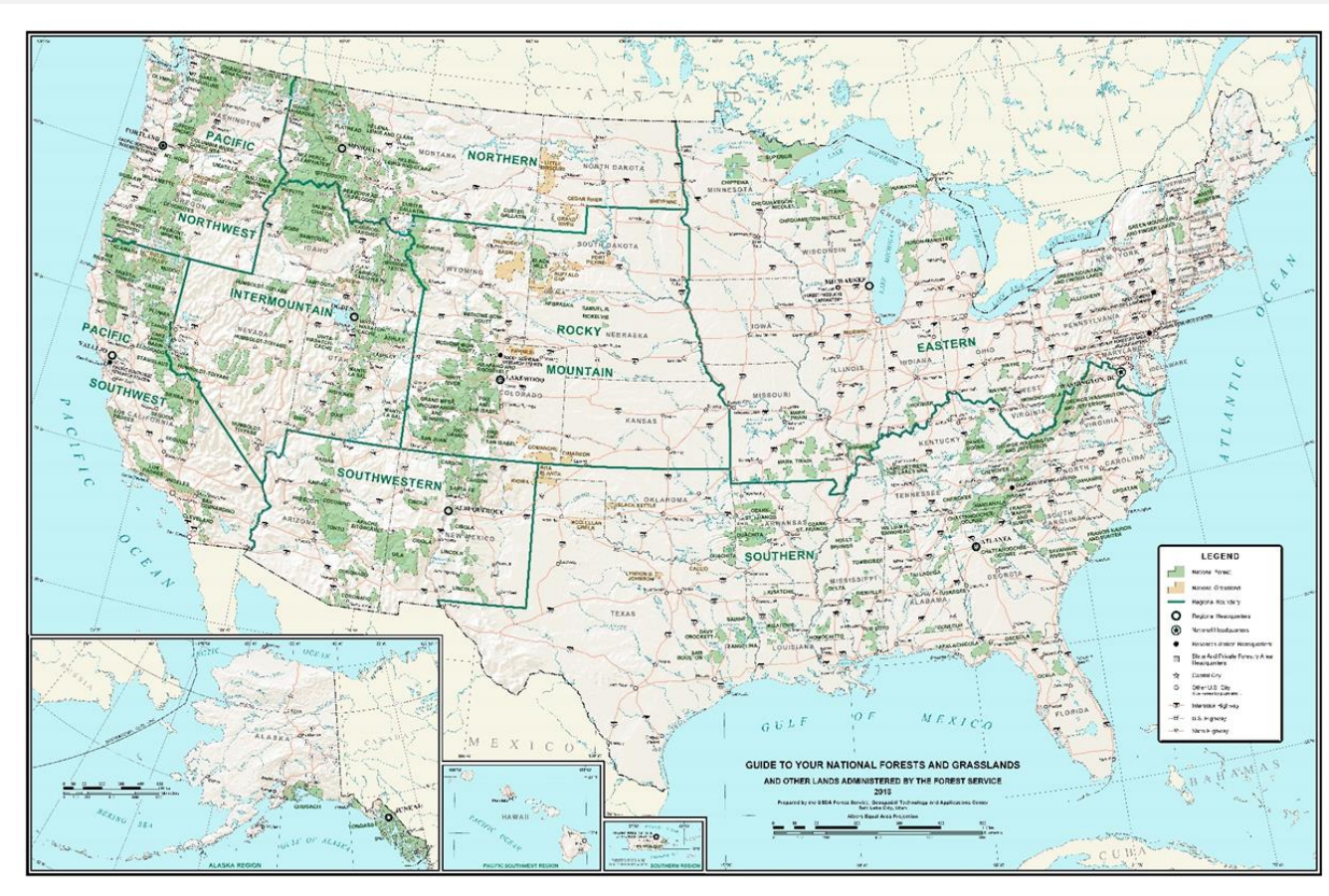


To sustain the health, diversity,
and productivity of the Nation's
forests and grasslands to meet the
needs of present and future
generations.

ADAPTATION SAVINGS INTERACTIONS PROTECTION TECHNOLOGY ECOLOGY
ECOSYSTEM WATER ECOLOGY PEACE CONDITIONS RECYCLE



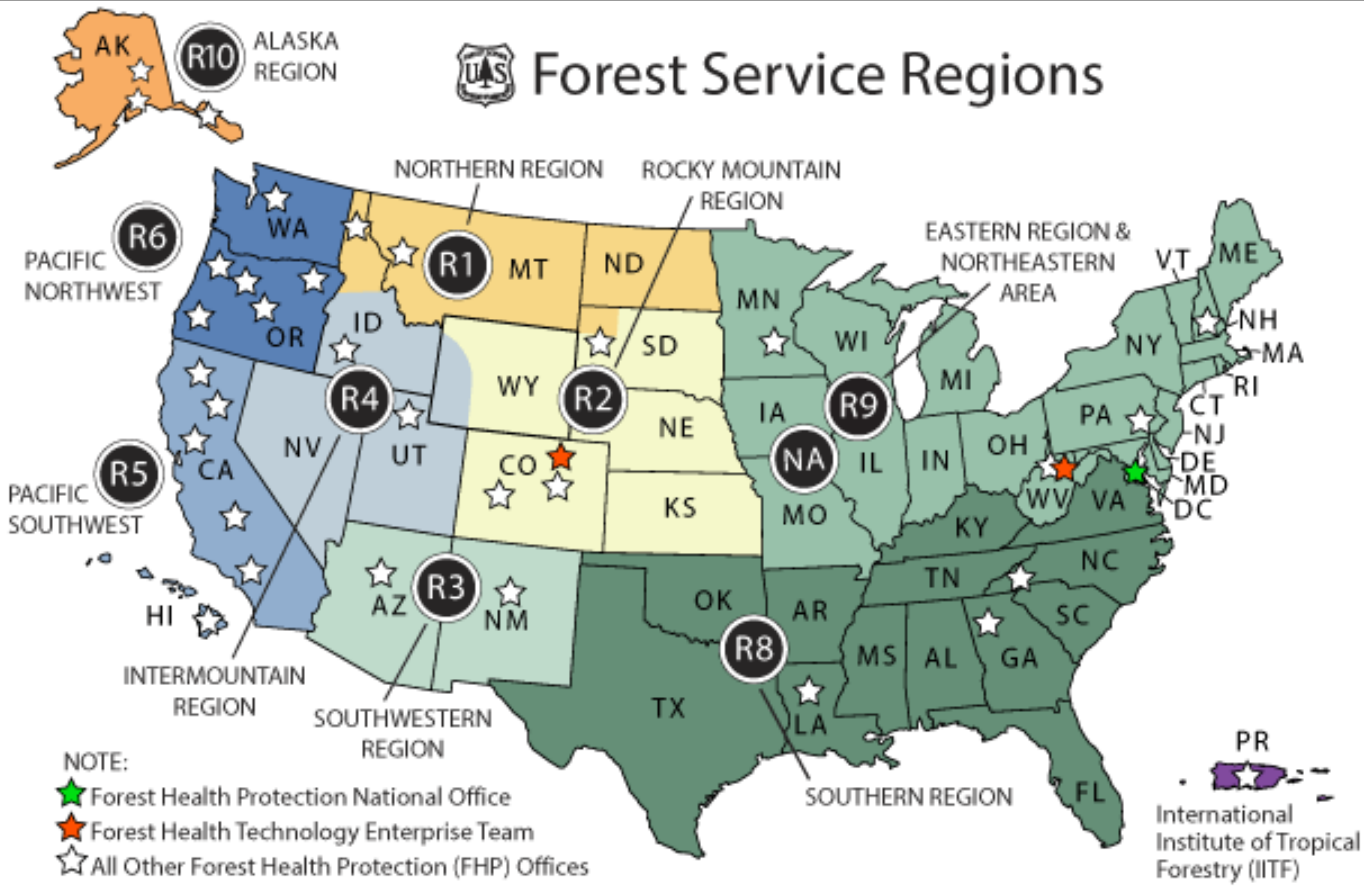
National Forests and Grasslands



ADAPTATION SAVINGS INTERACTIONS PROTECTION TECHNOLOGY ECOLOGY
ECOSYSTEM WATER ECOLOGY DEFACE CONDITIONS RECYCLE



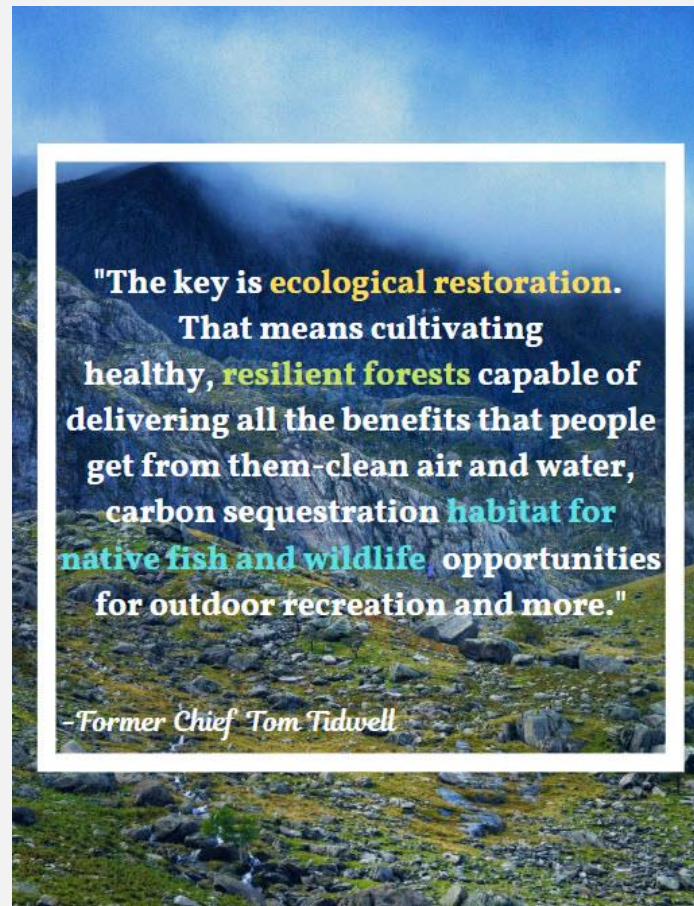
Info: www.fs.usda.gov/working-with-us/jobs/events



ADAPTATION SAVINGS INTERACTIONS PROTECTION TECHNOLOGY ECOLOGY
ECOSYSTEM WATER ECOLOGY PEACE CONDITIONS RECYCLE
TIMBER RESOURCES



World Leader in Forestry Research

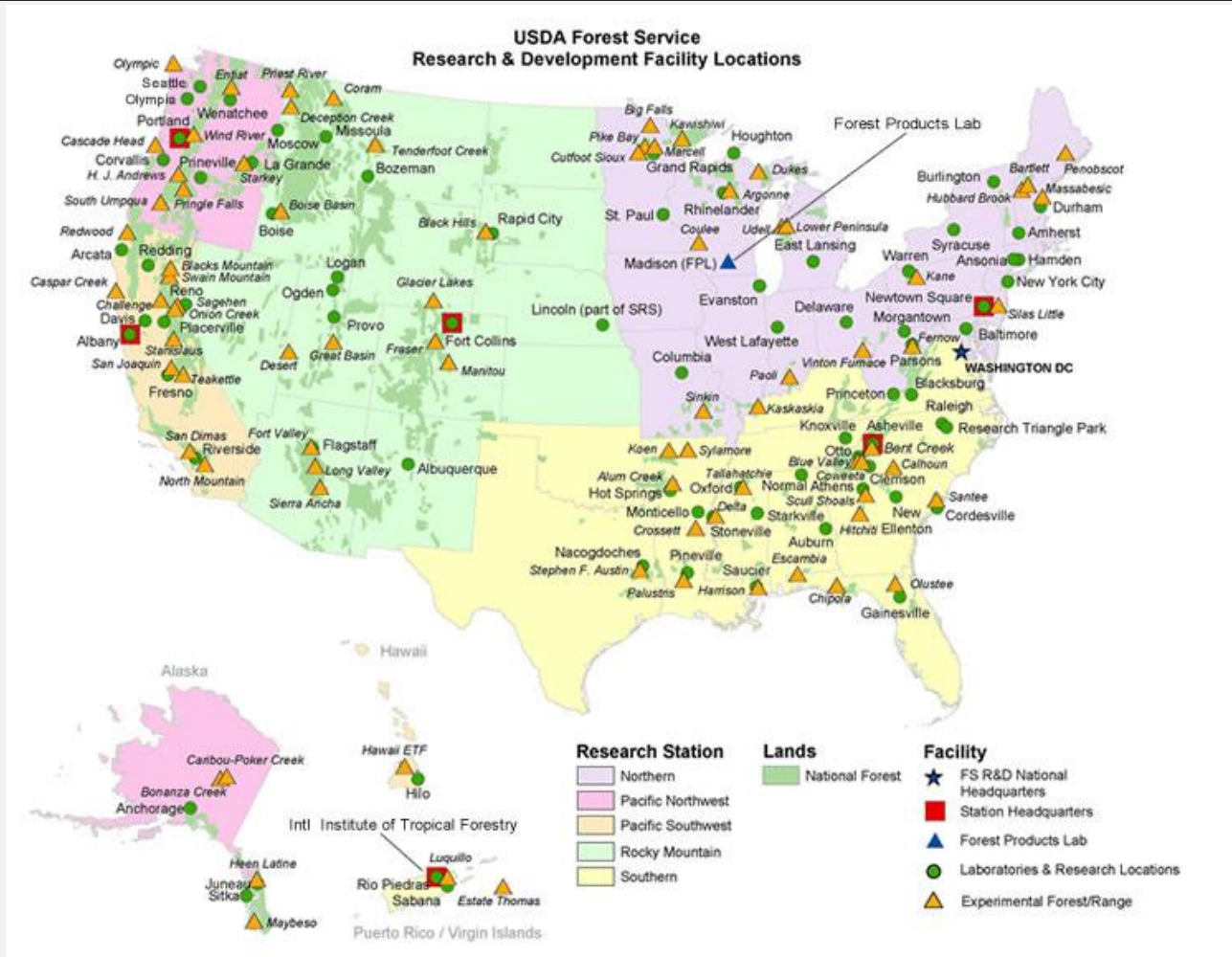


ADAPTATION SAVINGS INTERACTIONS PROTECTION TECHNOLOGY ECOLOGY
ECOSYSTEM WATER ECOLOGY DECEASE CONDITIONS RECYCLE



LIMITED RESOURCES






Forest Service Research Stations



ADAPTATION SAVINGS INTERACTIONS PROTECTION TECHNOLOGY ECOLOGY
ECOSYSTEM WATER ECOLOGY PLANNING PEACE CONDITIONS RECYCLE



Forest Service Values

-  **SERVICE.** To each other. To the American people. To the planet.
-  **INTERDEPENDENCE.** Of all things. People and nature. Communities and colleagues. The past, present, and future.
-  **CONSERVATION.** Protection when necessary. Preservation when appropriate. Restoration, when needed, and wise management for multiple use and enjoyment always.
-  **DIVERSITY.** People and cultures. Perspectives and ideas. Experiences and ecosystems.
-  **SAFETY.** In every way: physical, psychological, and social.

ADAPTATION SAVINGS INTERACTIONS PROTECTION TECHNOLOGY ECOLOGY
ECOSYSTEM WATER ECOLOGY PEACE CONDITIONS RECYCLE



HEALTHY TREE EARTH PEACE FOR ALL LIMIT RESOURCES

A Position for Everyone



ADAPTATION SAVINGS INTERACTIONS PROTECTION TECHNOLOGY ECOLOGY
ECOSYSTEM WATER ECOLOGY PEACE CONDITIONS RECYCLE



Upcoming Employment Opportunities

- Temporary Positions for 2022
 - October
- Wildland Firefighter Apprentices
 - Aug 25 to Sept 5
- Students and Recent Graduates
 - October, November, April

www.fs.usda.gov/working-with-us/jobs/events

- Specialized positions and other
 - Year-round at **www.usajobs.gov**



Pathways Programs



INTERNSHIP PROGRAM

Students in high school, college, trade school or other qualifying educational institutions that are seeking a qualifying degree/certificate



RECENT GRADUATE PROGRAM

Those who have graduated within the past 2 years, or within the next 9 months, with a qualifying degree/certificate from a qualifying educational institution



PRESIDENTIAL MANAGEMENT FELLOWSHIP (PMF) PROGRAM

For recent graduates with an advanced degree – either a professional or graduate degree such as a Master's, Ph.D. or J.D

ADAPTATION SAVINGS INTERACTIONS PROTECTION TECHNOLOGY ECOLOGY
ECOSYSTEM WATER ECOLOGY REUSE CONDITIONS RECYCLE



Forest Service Intern Not-To-Exceed

ECOLOGY TECHNOLOGY PROTECTION INTERACTIONS SAVINGS ADAPTATION ECO
RESOURCES LIMIT RECYCLE CONDITIONS PEACE EARTH TREE ECOLOGY WATER ECOSYSTEM
ADAPTATION LIFE SAVINGS ECO ECOSYSTEM RESOURCES RECYCLE



- Interns are placed in temporary assignments and hired to complete temporary projects, to perform labor intensive tasks not requiring subject matter expertise, or to fill traditional summer jobs
- Temporary appointments are made for a period not-to-exceed 1 year
- Interns may be extended in increments of up to 1 year for no more than a total of 8 years, as long as the intern continues to meet the definition of a student and is available to continue working



Forest Service Intern Indefinite



- Interns are placed in positions related to their academic career goals/field of study and must complete at least 640 hours of work during the program
- Interns may be converted to a permanent position within 120 days of successful completion of program
- To be converted, Interns must complete degree or certificate requirements and perform job successfully
- Interns must meet the qualification standards for the position to which the Intern will convert to



Applying to the Great Outdoors

- Go to USAJOBS to apply to a Federal job
- Before applying, create a profile

USAJOBS Sign In Help Search

Keywords Location Search

Job title, dept., agency, series, or occupation City, state, zip, or country

SHAPE AMERICA'S FUTURE
Find your fit in the Federal Government
[Create Profile](#)

Create a USAJOBS Profile Federal Application Process Explore Opportunities

Create a USAJOBS Profile


- Save your favorite jobs and searches**
Receive email updates from jobs you're interested in.
- Upload your resumes and documents**
Save and manage resumes and documents for your application.
- Make your resume searchable**
Your resume will be visible to recruiters searching our database.
- Apply for jobs in the Federal Government**
You can only apply online with a complete USAJOBS profile.



Create Your Account

An official website of the United States government

LOGIN.GOV | **USAJOBS**



USAJOBS is using login.gov to allow you to sign in to your account safely and securely.

i **First time here from USAJOBS?**
Your old USAJOBS username and password won't work. Please create a login.gov account using the same email address you use for USAJOBS.
[Learn more.](#)

Create an account

Sign in

[Back to USAJOBS](#)

An official website of the United States government

LOGIN.GOV | **USAJOBS**

Enter your email address

Email address

[Security Practices and Privacy Act Statement](#)

Submit

[Cancel](#)



Create Your Profile

You must create a profile before you can apply

USAJOBS Guest Help Search

[Home](#) [Profile](#) [Documents](#) [Preferences](#)

Welcome Guest! [Sign Out](#)

Before you can apply for jobs, you'll need to create and complete your profile. [Already have a profile?](#)

0 APPLICATIONS

0 SAVED JOBS

0 SAVED SEARCHES

Create your profile

- Apply for jobs**
You can only apply to jobs on USAJOBS with a complete USAJOBS profile.
- Refine your search results**
We can use your profile information to improve your job search results and help you find the right job.
- Make your resume searchable**
Your resume will be visible to recruiters searching our database.

[Create Profile](#)

Already have a USAJOBS profile?
If you think you have an existing USAJOBS profile, help us find it, so you don't need to create a new one.

[Find existing profile](#)



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ECOSYSTEM WATER ECOLOGY
SUSTAINABLE FORESTRY EARTH PEACE
CONDITIONS RECYCLE
LIMIT RESOURCES

Create or Upload Your Resume

USAJOBS

Smokey

Help

Search

Home Profile Documents Preferences

Documents



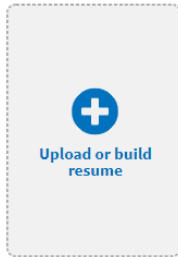
Get noticed by recruiters--make your resume searchable

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 (0/5)

Other (0/10)

Help



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).

Do not include in 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?](#)



ADAPTATION SAVINGS INTERACTIONS PROTECTION TECHNOLOGY ECOLOGY
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HEALTHY TREE EARTH PEACE ECOLOGY
LIMIT RESOURCES

USAJOBS Resume Builder

Resume Builder

Resume Name

Next

Resume Builder

Work Experience [?](#)

All fields are required unless otherwise noted

Employer Name

ABC Company

Formal Job Title

HR Specialist

Employer Address 1

2400 Common Way

Start Date

January

Start Year

2008

Employer Address 2 (optional)

End Date

January

End Year

2008

Country

United States

Salary (optional)

Currency

USD

Salary Rate

Per Year

Postal Code

20415

Average Hours per week

40

City/Town

Washington DC

May we contact your supervisor?

Yes No Contact me first

Is this a Federal Civilian position? [?](#)

Yes No

State/Territory/Province

District of Columbia

Duties, Accomplishments, and Related Skills

(4979 characters remaining)

Input work experience



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REPAIR TREE EARTH PEACE ECOLOGY LIMIT RESOURCES

Other Documents

USAJOBS

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Help

Search

Home Profile Documents Preferences

Documents



Your profile says you are or were a federal employee.

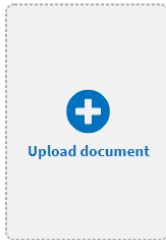
We recommend you upload your SF-50. Many jobs require the SF-50 to verify your federal service.

Upload Documents

Resumes (1/5)

Other (0/10)

Document examples: DD-214, SF-15, SF-50, OF-306, Transcripts.



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).

Do not include in documents

- 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

[Where can I find forms that may be necessary when applying?](#)

[What types of documents might I need to provide?](#)



An Opportunity for Everyone

Explore Hiring Paths

The Federal Government offers unique hiring paths (also known as a hiring authority) to help hire individuals that represent our diverse society. If you fall under one of these groups of people you may be eligible to receive preference when applying for jobs.



Open to the Public

Never worked for the Federal Government, U.S. citizens or nationals



Veterans



Individuals with a disability



Military Spouses



Senior Executives



Peace Corps/VISTA Alumni



Federal Employees

Current or former



National Guard

Current or prospective members



Native Americans

American Indian or Alaskan Native



Students & Recent Graduates



Land Management

Land Management Workforce Flexibility Act



Former Overseas Employees



ADAPTATION SAVINGS INTERACTIONS PROTECTION TECHNOLOGY ECOLOGY

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LIMIT RESOURCES

What is “Hiring Authority”?



Hiring Authorities are established by law or Executive Order and identify certain categories of individuals eligible for Federal jobs

Job announcements specify whether a position is competitive or non-competitive under the “Who May Apply” section

Many current and former federal employees, and returning Peace Corps volunteers are examples of individuals eligible for non-competitive appointment

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Begin Your Search

USAJOBS

 **Smokey**

 Help

 Search

[Home](#) [Profile](#) [Documents](#) [Preferences](#)

Welcome Smokey! [Sign Out](#)

Your profile is complete and you're able to apply for jobs on USAJOBS. [Not your profile?](#)

0

APPLICATIONS

0

SAVED JOBS

0

SAVED SEARCHES

Active


[Archived](#)

Already have a profile?

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[Find existing profile](#)

Begin your job search

 Keywords

Job title, dept., agency, series, or occupation

 Location

City, state, zip, or country

[Search](#)



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Search Functions

Top filters More filters [Help](#)

Hiring path [Select all](#)

- Open to the public (8697)
- Federal employees** (19044)
 - Competitive service (5049)
 - Excepted service (2122)
 - Internal to an agency (4610)
 - Career transition (CTAP, ICTAP, RPL) (5142)
 - Land & base management (2121)
- Armed forces** (9005)
 - Veterans (4816)
 - Military spouses (3091)
 - National Guard & Reserves (1098)
- Students & recent graduates** (317)
 - Students (197)
 - Recent graduates (120)
- Senior executives** (98)
 - Senior executives (98)
- Additional paths** (7756)
 - Individuals with disabilities (2973)
 - Family of overseas employees (1204)
 - Native Americans (513)
 - Peace Corps & AmeriCorps Vista (1316)
 - Special authorities (1750)

[Hide options with 0 jobs](#)

Pay [Help](#)

Salary

\$0 \$500,000

\$0 (min GS<1) - \$500,000 (max GS>15) [Reset](#)

Grade

< GS1	GS 1	GS 2	GS 3	GS 4	GS 5	GS 6
GS 7	GS 8	GS 9	GS 10	GS 11	GS 12	GS 13
GS 14	GS 15	> GS15				

General Schedule (GS) equivalent

Department & Agency ▼

Series ▼

[See more filters >](#)



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Understanding the Job Announcement

Student Trainee (Pathways Intern)

DEPARTMENT OF AGRICULTURE
[Office of the Secretary of Agriculture](#)

Overview

Open & closing dates

08/17/2018 to 02/15/2019

Pay scale & grade

GS 02 - 05

Appointment type

Internships

Salary

\$27,081 to \$48,249 per year

Work schedule

Multiple Schedules

Location

Washington DC, DC

MANY vacancies

This job is open to

Students

Current students enrolled in accredited educational institutions from high school to graduate level. Includes internships, pathways and other student programs.

Apply

Print

Share

Save

Announcement number

AG-01-2018-0113

Control number

508408400



Review the Announcement

The **DUTIES** section in the job announcement provides a summary of the job, including information about the agency and work unit, and offers details about the **DUTIES** you will be expected to perform.

Duties

Summary

PLEASE NOTE: This vacancy is being used to fill positions for FY2019 Temporary Employment Hiring Season.

This position is temporary, has a Not-to-Exceed date and will be filled for up to 6 months or as a not to exceed (NTE) 1 year, however an extension of the appointment may be possible without further competition. The appointment may also end early due to lack of work or funds.

This position is located within the White River National Forest. Incumbent provides technical support to the unit recreation and snow ranger program. Snow Rangers monitor winter recreation activities from December through April on National Forest Lands.

For additional information about the duties of this position, please contact Samuel Massman at 970-262-3484, smassman@fs.fed.us.

The USDA Forest Service has legislative authority to recruit and fill Permanent (Career/Career-Conditional), Temporary, and Term Appointments under the USDA Demonstration Project. Under this authority, any U.S. citizen may apply.

[Learn more about this agency](#)

Responsibilities

Performs winter patrols of wilderness boundaries and crucial winter wildlife closures by snowmobile, skis, ATV, or snow shoes to ensure compliance with winter recreation regulations.

Plans, schedules, and accomplishes the day-to-day operations and maintenance tasks for recreation activities in general



Job Requirements and Qualifications

Job Requirements

Key Requirements

- You must be a US Citizen or US National.
- Males born after 12/31/59 must be Selective Service registered or exempt.
- Must possess and maintain a Valid Driver's License.
- Subject to a negative drug test prior to entrance on duty.
- Must meet IFPM qualifications.
- Position requires a Work Capacity Test (WCT).
- May require a Commercial Driver's License (CDL)
- Willing to live/work in remote locations (volatile/unpredictable).
- Must meet Maximum Entry Age (MEA) requirements.
- Primary firefighter retirement covered position.

Qualifications

You must possess the Basic Requirements identified below to be considered eligible for this position.

Transcripts must be provided if qualifications are based on education above the high school level. Your application or resume must clearly show that you possess the appropriate experience requirements.

Specialized experience is defined as experience that is typically in or related to the work of the position to be filled and has equipped you with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

The **JOB REQUIREMENTS** section provides details on **key requirements** for the specific **Qualifications** you will need, such as education and/or experience, and information on required background checks and security clearances.



Required Documents

The **REQUIRED DOCUMENTS** section details the specific documents you must include to ensure you have a complete Federal application package. This may include school transcripts, a copy of your DD-214 (documenting active military service), an SF-50 (documenting current or former Federal employment), or others. It also offers information about veterans' preference.



Claiming Veteran's Preference

Claiming veterans' preference

When claiming veterans' preference, you must provide a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other acceptable documentation. Applicants claiming 10-point preference will need to submit Form SF-15.

DD-214

The DD-214, "Certificate of Release or Discharge from Active Duty", is issued to military members upon separation from active service. It contains information about the veteran's dates of military service and separation. Most veterans and their next-of-kin can obtain free copies of their DD Form 214 Report of Separation and other military and medical records through the [National Archives Veterans' Records Service](#).

SF-15

The [SF-15 "Application for 10-point Veterans' Preference"](#) is used by Federal agencies and OPM examining offices to adjudicate individuals' claims for veterans' preference.

Upload and submit through USAJOBS

You can upload and save your DD-214, SF-15 or other documents to your USAJOBS account. Once uploaded, you can submit these forms with your job application as needed. [Sign into your USAJOBS account](#) or [learn how to upload documents](#).



Ready to Apply

Student Trainee (Pathways Intern)

DEPARTMENT OF AGRICULTURE
[Office of the Secretary of Agriculture](#)

Overview

Open & closing dates

🕒 08/17/2018 to 02/15/2019

Pay scale & grade

GS 02 - 05

Appointment type

Internships

Salary

\$27,081 to \$48,249 per year

Work schedule

Multiple Schedules

[Help](#)

Location

📍 Washington DC, DC

MANY vacancies

[Help](#)

This job is open to

[Help](#)



Students

Current students enrolled in accredited educational institutions from high school to graduate level. Includes internships, pathways and other student programs.

Apply

🖨️ Print

↔️ Share

★ Save

Announcement number

AG-01-2018-0113

Control number

508408400



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REPAIR TREE EARTH PEACE FOR ALL LIMIT RESOURCES

Select Resume

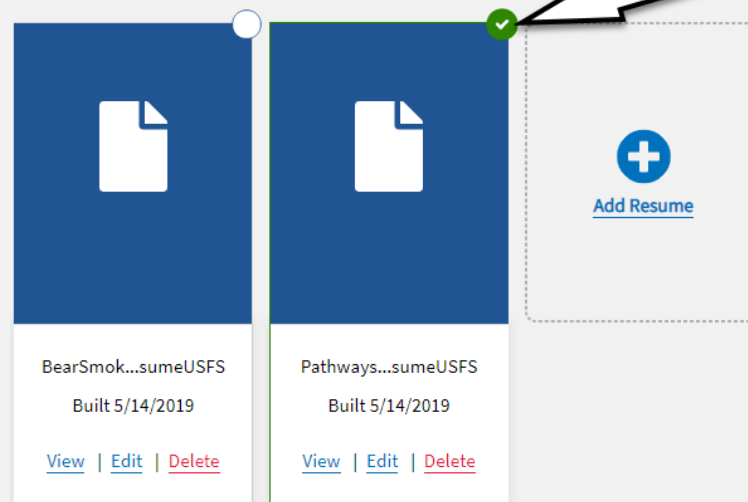
Select Resume

Instructions

Select the resume that you want to submit as part of your application. You cannot progress to the next step until you select a resume. You can only submit one resume.

If the resume you want to submit is not displayed, select "Add Resume" to either upload a new resume or to create one using USAJOBS Resume Builder. Any resume you upload, create or delete will automatically be reflected in your account. USAJOBS stores up to five resumes, so you may need to delete an existing resume to upload or build a new one.

Your Resumes *(Required)



The screenshot displays the 'Your Resumes' section. It features two resume cards and an 'Add Resume' button. The first card is titled 'BearSmok...sumeUSFS' and was built on 5/14/2019. The second card is titled 'Pathways...sumeUSFS' and was also built on 5/14/2019. A white arrow points to a green checkmark on the top right corner of the second card, indicating it is the selected resume. Below each card are links for 'View', 'Edit', and 'Delete'. The 'Add Resume' button is represented by a blue plus sign in a circle and the text 'Add Resume'.

Resume Title	Built Date	Actions
BearSmok...sumeUSFS	Built 5/14/2019	View Edit Delete
Pathways...sumeUSFS	Built 5/14/2019	View Edit Delete

ADAPTATION SAVINGS INTERACTIONS PROTECTION TECHNOLOGY ECOLOGY
ECOSYSTEM WATER ECOLOGY PEACE CONDITIONS RECYCLE
SUSTAINABLE TREE EARTH PEACE ECOLOGY
LIMIT RESOURCES



Select Documents




Select Documents

Instructions

Select the document(s) that you want to submit as part of your application. You can review the required document(s) for this job by selecting the "Documents" button.

If the document you want to submit is not available you can upload it by selecting "Add Document". Any documents added or deleted on this step will be reflected in your account. USAJOBS stores up to ten documents, so you may need to delete an existing document to upload a new one.

Your Documents

 unofficial...nscript Transcript 5/19/2017 View Delete	 CoverLetter Cover Letter 5/19/2017 View Delete	 LetterAcceptance Other 5/19/2017 View Delete
--	---	---

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REPAIR TREE EARTH PEACE ECOLOGY LIMIT RESOURCES

Review Package

Review Package


Your Resume [Add/Remove Resume](#)



Biologica...Trainee
Uploaded 5/18/2017

[View](#)

Your Documents [Add/Remove Documents](#)




unofficial...nscript
Transcript 5/19/2017

[View](#)



CoverLetter
Cover Letter 5/19/2017

[View](#)



LetterAcceptance
Other 5/19/2017

[View](#)

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REPAIR TREE EARTH PEACE ECOLOGY LIMIT RESOURCES

Continue Application Process

Continue Application with Agency

* I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

[Continue to Agency Site](#)



Application Process

Forestry Technician

Core Eligibility Questions

Application Preferences

Minimum Qualification Questions

Assessment Questions

Application Summary

* Denotes a mandatory question

Select which Series & Grades you want to apply for *:

GS-0462-04-Forestry Technician

GS-0462-05-Forestry Technician

Select which Location(s) you want to apply for *:

US/MI - Munising

US/MI - Raco

US/MI - Rapid River

US/MI - Saint Ignace

Cancel

Save and Continue



Qualification Questions

You are here: [Home](#) / [Careers](#)

Careers

- > [Return to USAJOBS](#)
- > [Application Help](#)

Visitor Information Assistant - Grade 04



Message

- All Grades saved successfully

Application Step 1 of 1

[Core Eligibility Questions](#)

[Minimum Qualification Questions](#)

[Application Summary](#)

Grade 04

* Denotes a mandatory question

Questions for series 1001

1. Select the statement(s) that reflects your education or experience. Experience claimed should be supported in your resume *

- I have at least 1 year of general experience in progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.
- I have successfully completed 2 years of study above high school.
- I have a combination of education and experience that together meets the qualification requirements for this position.
- I do not meet any of the requirement(s) described above.

[Cancel](#)

[Save](#)

[Save and Continue](#)



Example of Assessment Questions

12. Provide basic information to visitors regarding recreation use regulations on the unit.

- A. I have not had education, training, or experience in performing this task.
- B. I have had education or training in how to perform this task, but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.

13. Provide information to visitors regarding recreation opportunities on the unit.

- A. I have not had education, training, or experience in performing this task.
- B. I have had education or training in how to perform this task, but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.

14. Provide information to visitors regarding recreation restrictions on the unit.

- A. I have not had education, training, or experience in performing this task.
- B. I have had education or training in how to perform this task, but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure



Submit Application on Forest Service System

You are here: [Home](#) / [Careers](#)

Careers

- > [Return to USAJOBS](#)
- > [Application Help](#)

Visitor Information Assistant



Message

- All Grades saved successfully

[Core Eligibility Questions](#) | [Minimum Qualification Questions](#) | [Assessment Questions](#) | [Application Summary](#)

Application Form Status: **Complete but not submitted**

[Begin Application Submission](#)

To be considered for this position you must select "Begin Application Submission" button to advance to step 2 for final application submission. Prior to beginning the application submission process, verify that information and/or documentation that is required as stated in the announcement has been provided. "Complete" status certifies that a response has been provided for all mandatory questions (annotated with an *). This status does not indicate that other information/documentation as required in the announcement has been provided. You must ensure that all information/documentation as stated in the announcement is provided.

 [Print Summary](#)

* Denotes a mandatory question

Status: Complete

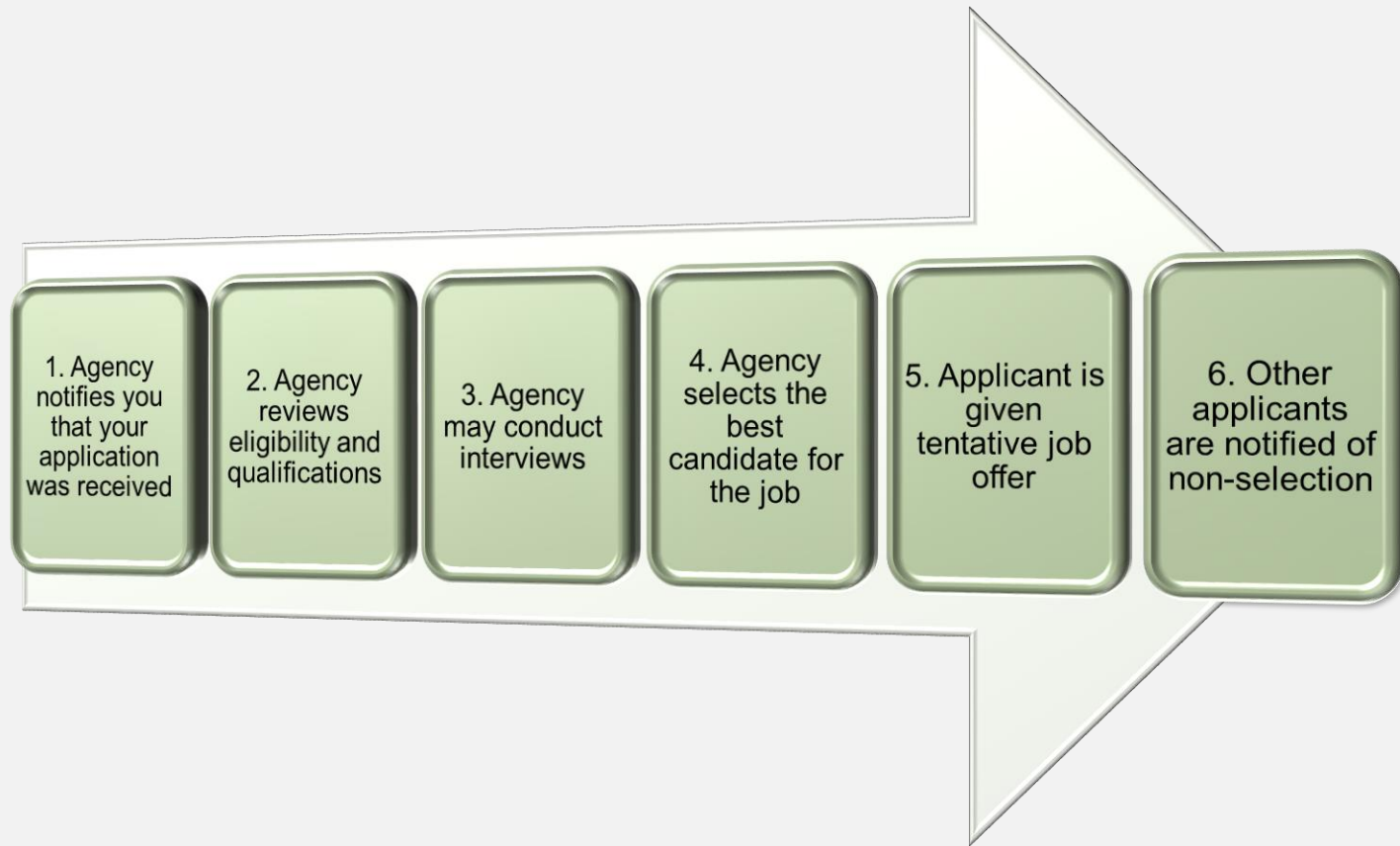
[Core Eligibility Questions](#) [Edit](#)

All Grades

1.	Title



What Happens Next?



ADAPTATION SAVINGS INTERACTIONS PROTECTION TECHNOLOGY ECOLOGY

ECOSYSTEM WATER ECOLOGY

PEACE CONDITIONS RECYCLE

LIMIT RESOURCES



The Resume

- Read the job announcement carefully
- Resume must be targeted and completely tailored to the position you are applying to
- A resume cover letter is recommended
- Your resume may be used to determine your qualifications and experience
- Federal resumes may be several pages in length as opposed to the private sector
- **PROOFREAD!**



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A Good Resume Starts with a Good Description

- Find a job description or vacancy announcement similar to the job you will be applying for
- Highlight the knowledge, skills, and abilities listed in the job announcement
- Review your master resume for ANY experiences that may speak to those skills, duties identified in the announcement
- Build your own resume with keywords from your example job description and any experiences, training from your master resume

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Making Your Resume Standout

- An average of 6.25 seconds is spent looking at a candidate's resume
- 80% of six seconds is spent looking at five things: name, current title, and organization; previous title and organization; start and end dates for current and past positions, and education
- 20% of that six seconds is scan time looking for **keywords** that match the open position



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Use Measurable Results



Quantify monetary **impacts:** *I saved \$25,000 by...*



Quantify your **accomplishments:** *I planned four controlled burns in a six-month period*



Quantify **time:** *I organized quarterly stakeholder meetings...*

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Include Pertinent Information

- Leadership roles in social organizations
- Volunteer experiences
- Projects and special assignments
- Professional/Academic successes
- Travel experiences



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Additional Tips

- Write in plain language
- Avoid acronyms
- Use spelling and grammar checks
- Have someone review
- Apply early and often



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Questions?

Help Is Available

- Email us: SM.FS.recruiting@usda.gov
- Explore real jobs, with real impact:
<https://www.fs.usda.gov/working-with-us/jobs/events>
- Forest Service How to Apply webpage:
<https://www.fs.usda.gov/working-with-us/jobs/how-to-apply>
- Join the job seeker database!



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HEALTHY TREE EARTH PEACE ECOLOGY LIMIT RESOURCES