**Career Hub Presents...**

Top Ten Tips for Federal Job Searching

1. **Application timelines will vary, make sure to always check the deadlines.**
2. **Be patient! The application process can**

take between 6-18 months with an additional 3 months for security clearance.

1. **Sign up for agency mailing lists for job announcements.**
2. **Create a profile on USAJobs and review the**

Pathways Program for opportunities on federal jobs.

1. **Research salaries and benefits. Some programs offer professional development and educational opportunities.**
2. **Follow specific federal resume guidelines - these resumes are longer than traditional resumes (2-5).**
3. **List keywords and phrases in your applications. Due to the high volume of applications, ATS scans for keywords and compares them to job postings.**

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**Top Ten Tips for Federal Job Searching**

1. **Contact previous supervisors and gain their consent to use their names on your application.**
2. **Prepare for the interview - Employers are**

required to ask everyone the same questions in the same order. These questions will mostly be about previous experiences. When answering questions, make sure to use the STAR method.

10 Use your network to get inside information on federal governmental career pathways and opportunities.

**Should I upload a resume or use a resume builder when applying through USAJobs?**

**The resume builder is recommended because it is already in a federal format that the ATS can understand easily. Also, HR specialists are familiar with the builder format, which makes it easier to examine your resume.**

**How important is the resume compared to the whole application?**

**The resume is the most important aspect in the grand scheme of the application. It is usually the first part of the application that is looked at.**

**Where else are federal opportunities posted?**

**Many agencies will have job postings on USAJobs; however, intelligence agencies will not. Most agency sites will have email lists to join to keep up to date on job listings.**

**Do automated systems scan for keywords and phrases in resumes?**

**HR specialists do look at resumes, but many agencies use automated systems to review applications. Make sure to have the resumes tailored to each specific job posting to make it scannable.**