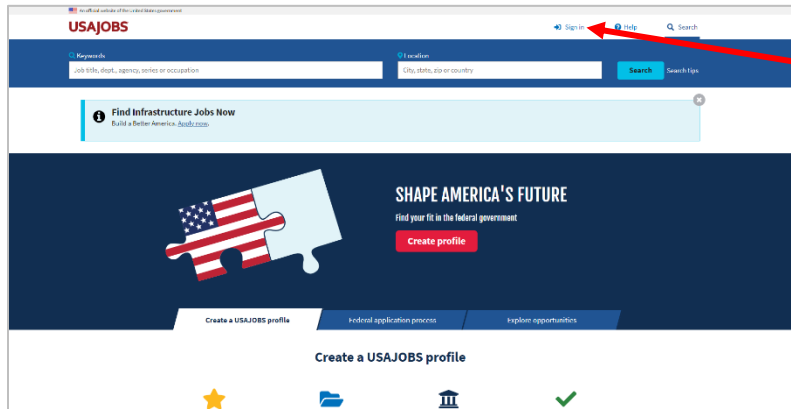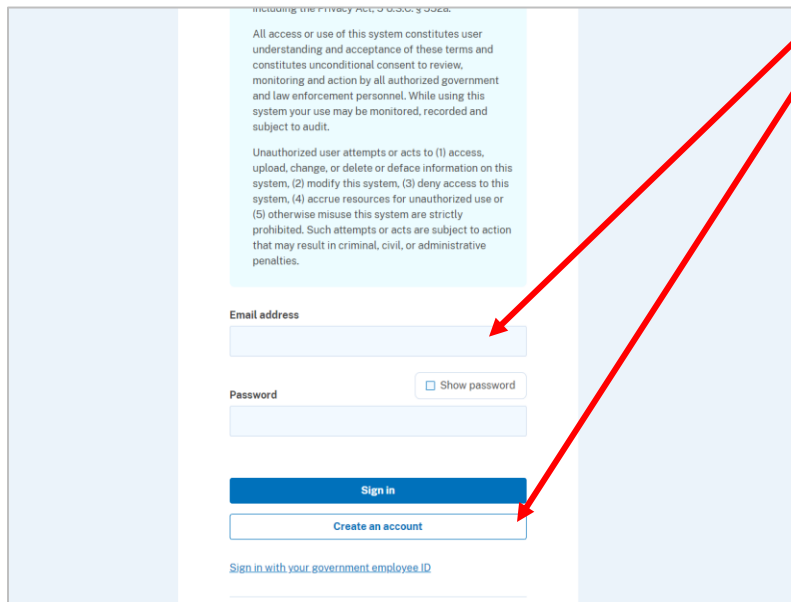**How to create a Federal Resume on USAJobs.gov using Resume Builder.**

Click on "Sign in" to Login to your USAJOBS account, or to create a new account.

*NOTE: You must have an account to create a resume and apply for federal jobs.*

Login or select "Create an account" and follow directions for setup in order to proceed.

NOTE: If you are an active duty service member, DO NOT use your military email to create this account. Create a professional email account using a single or combination of first name, last name, with at least two numbers if you have a common name.

Once an account is created, the home page will look similar to this.

Home: this page

Profile: has your resume information that is included in your resume. You will fill this section out once you create an account. This information will be included when you create a resume using Resume Builder.

Documents: includes saved resumes (up to five), and other documents such as transcripts or DD214 (up to 10)

Preferences: job preferences saved for your searches
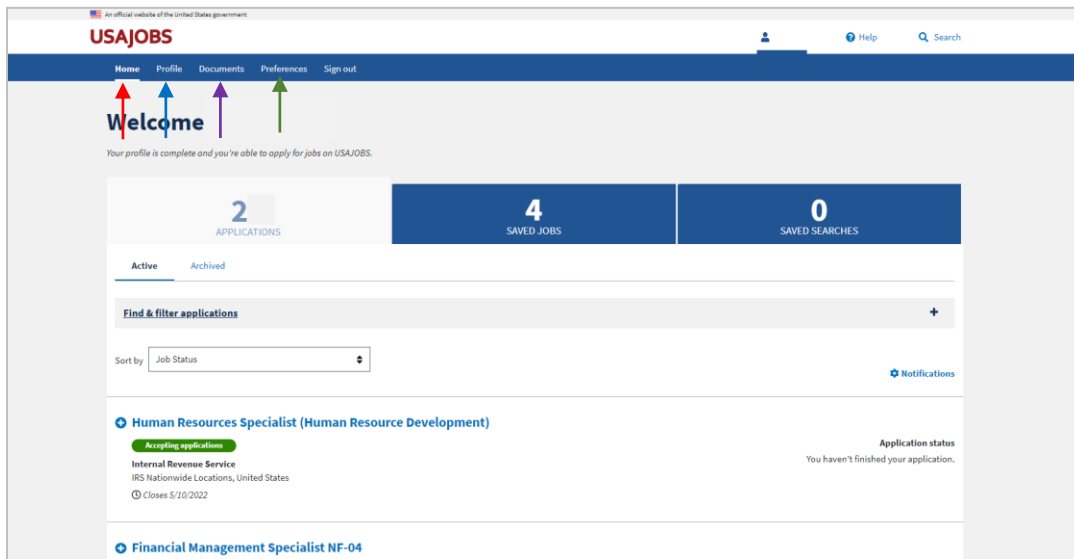
Documents-Resumes: There are up to five saved resumes and one can be selected to be searchable by employers. Resumes can be duplicated and modified as needed. Name accordingly to help differentiate job posting.
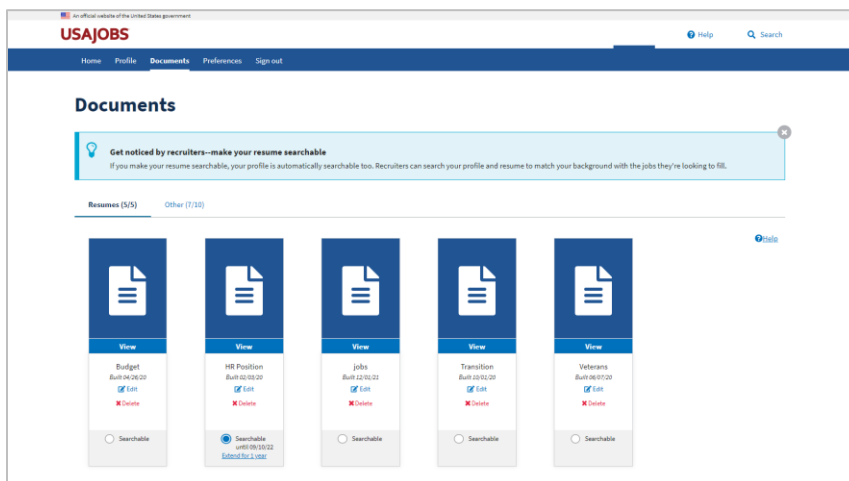
NOTE: Use the site's internal Resume builder and avoid uploading one. There is a specific format within the program.
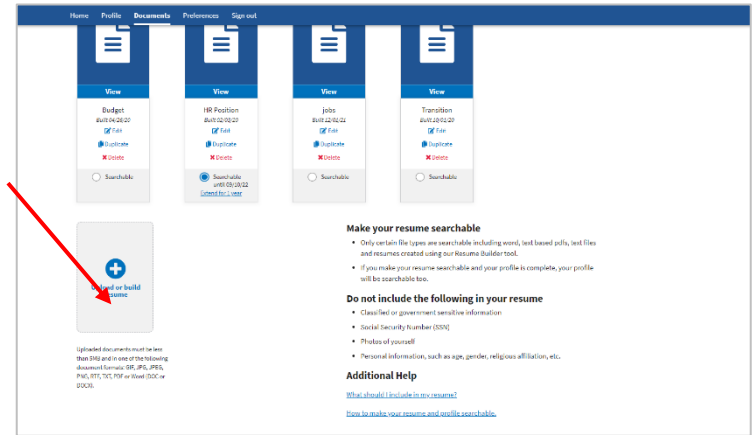

When selected, the following information will be needed to add a new work experience. Recommend using a Word document to record the information and copy and paste to Resume Builder. The site "times out" in a short period. The information can be in sentence or bullet format, but use as much space as needed. **Federal resume is not limited to two pages**.

- For service members, use your branch as the employer name (U.S. Army, U.S. Marines) and not the unit.
- Address can be entered as Fort, Camp, or location of duty assignment. Physical address can be entered if known.
- Unless a part-time time job, enter 40 for average hours per week.
- References will be added later. Prepare to list five.
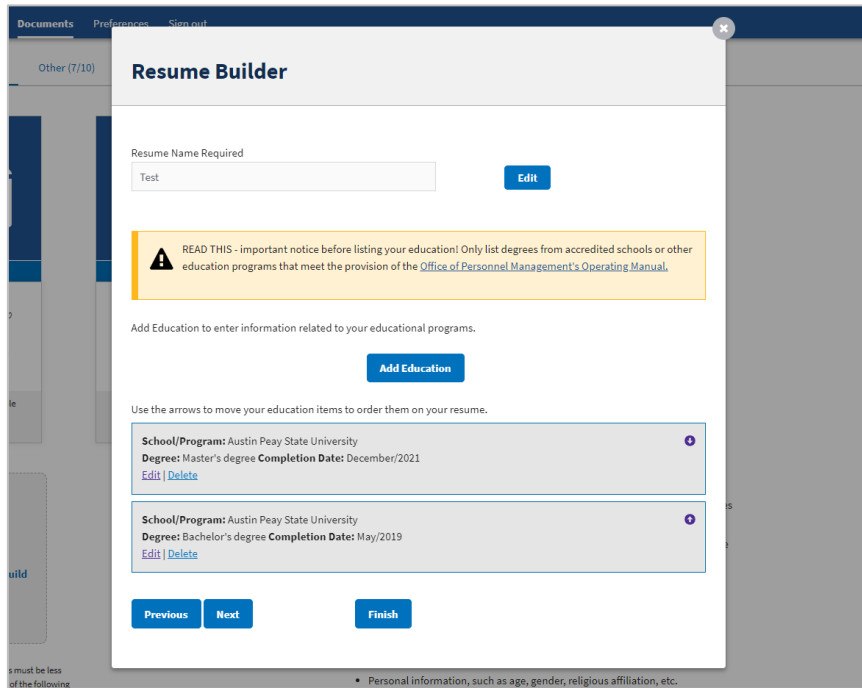
- Only list institutions listed within the OPM manual. Military schools (NCOES, OES) are not recognized as education institutions

- GPA can be included if over 3.5/4.0. Do not list anything below this. If still attending, note projected graduation year.

- There is an area for more input such as relevant coursework, licensures, and certifications.
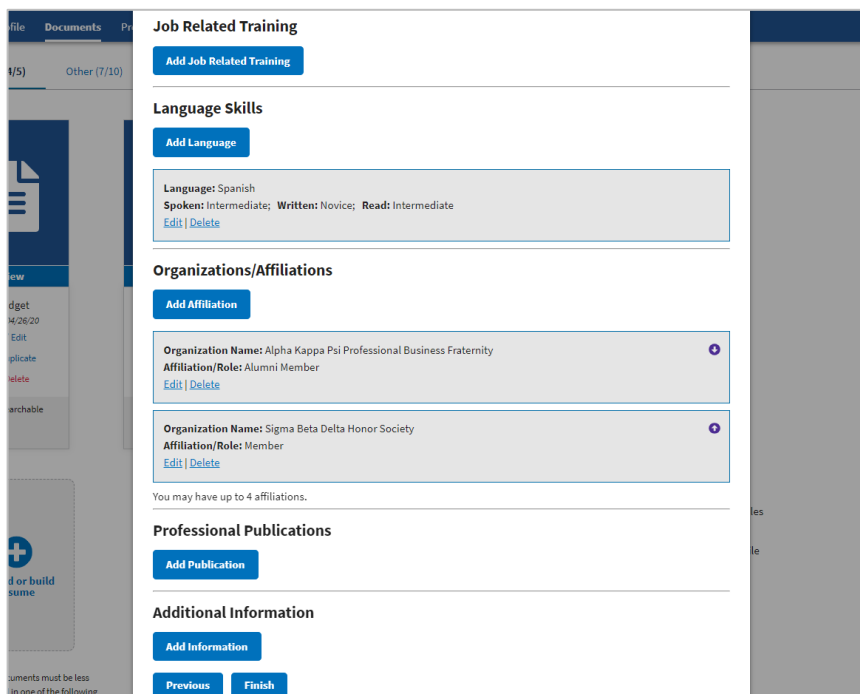
- More information can be included at the bottom of this section under "Add Information".
- Make sure to save your data for each section's entry.
- Once completed, resumes can be viewed, edited, or deleted.
- It is highly recommended to create a resume with the internal Resume Builder, but a resume can still be uploaded if preferred.

NOTE: Review all information, spelling, dates, and edit as necessary prior to submitting resume. Changes can be made at any time, but not after position has been applied for.

Documents-Other: Save up to 10 documents for future applications such as transcripts, certifications, or forms (DD214, SF15). These forms will be available to select during the application process as needed.