



Federal Employment Checklist

Use these steps to assist you with applying for federal employment.

✓	Steps
1	<i>Locate federal job openings.</i> Use the resources in Exercise 8a to locate government jobs.
2	<i>Carefully review the job announcement.</i> Are you eligible to apply? Are you qualified to apply? Are you comfortable with the duties, and have you performed them in the past? Do you have the specialized experience and KSAs/competencies the government agency is seeking?
3	<i>Write your federal resume.</i> <ul style="list-style-type: none">a. The recommended way to apply is to create your resume using the Resume Builder found in https://my.usajobs.gov/Account/Login. Tailor your resume to the duties of the position and explain how your experience meets the required specialized experience. Include your country of citizenship, highest grade level if you have previous federal employment, and how much Veteran's preference you have, if any.b. You can upload your resume (if you do this include the last four of your social security number on every page). The federal resume, unlike the corporate resume, should be long (4 to 5 pages is average) and detailed.c. If you are submitting a hard copy application, place the position title and job announcement number on each page.d. You can use the brochure OF 510 "Applying for a Federal Job" (www.gpo.gov/pdfs/careers/apply/of0510.pdf) for guidance.e. Some agencies may require the use of OF 612 "Optional Application for Federal Employment" (www.opm.gov/forms/pdf_fill/of612.pdf).
4	<i>Give careful thought to the KSA section.</i> This is the most important part of the federal job application process and is normally listed under "Qualifications and Evaluations." Specialized experience is <u>the</u> most important part. You must incorporate the KSAs/competencies into your resume to show you possess them or you will not qualify for the position. Think of the KSAs as interview questions, and cite 3-4 sentence examples from your work experience to match each.
5	<i>Complete the package.</i> Your completed job application package should consist of a cover letter (optional), your resume, your short responses addressing each KSA, and any additional information or optional forms that are specified in the job announcement. For additional or optional forms visit www.opm.gov/forms/index.asp .