



Tips When Applying for Federal Jobs



U.S. Fish and Wildlife Service, Pacific West Regions, Division of Human Resources

These tips were developed to guide applicants on how to showcase work related skills, education and talents in their application materials. Please note this information does not guarantee a position with the federal government.

For an instructional YouTube video on Resume Writing for Federal Employment, please visit:

<https://www.youtube.com/watch?v=8YX7o1PBoFk>.

- This video provides tips on tailoring your resume for federal employment and what information should be on your resume as you apply for specific jobs.

For a list of current job openings with the U.S. Fish and Wildlife Service, please visit: <https://www.usajobs.gov/>

- You can search this website using keywords, Department name and desired location.
- Once you create or update your account, you can set up a job alert (saved searches) to be notified when any jobs open that meet your qualifications and requirements.

A: APPLICATION MATERIALS

1. Ensure all application materials are uploaded:

USAJOBS typically prompts you to include complete documents during the application process. As you upload documents, you should check to confirm the documents are current for the position for which you are applying.

2. Self-Assessments:

When completing the assessment questionnaire for your application, make sure you are accurate with your experience and provide dates relating to required skills found in your resume. This will give Human Resources (HR) professionals an accurate assessment of your experience for the position. Bear in mind that the information you provide will be validated against your resume.

3. Meet Deadlines:

Vacancy announcements indicate when the vacancy closes. Once the deadline is reached, no additional information can be added to an existing application package.

Announcements posted on USAJOBS expire at 11:59 PM Eastern Time (ET) on the published closing date. Applying earlier, rather than later, allows more time to make change before the closing deadline.

B: RESUMES

1. At a minimum, your resume MUST contain job title (include job series and grade, if federal), duties, starting and ending dates (month and year), hours worked per week, and salary. We highly recommend using the USAJOBS Resume Builder to capture your information.

2. Provide enough detail in your resume regarding the work you have done that meets the specialized experience requirement listed in the job announcement (this can include volunteer and internship work). A federal resume generally contains more detailed information than a private sector resume. For example, if a position requires specialized skill in budget formulation, executing spend plans, and executing contracts, a successful applicant will have addressed those specific elements in their resume. An HR professional cannot infer that a person is qualified because they say they held a job in a specific position in the past. By law, the HR professional must be



Tips When Applying for Federal Jobs



U.S. Fish and Wildlife Service, Pacific West Regions, Division of Human Resources

able to identify specifically in the resume where an applicant has the specialized experience required of the position. **Unfortunately, insufficient detail in a resume is a common cause for applicants to be deemed not qualified.**

3. The OPM website has the qualification requirements referred to as qualification standards for all positions in the federal sector. Prior to starting the application process, it is recommended you take time to review the standards which will help you highlight your qualifications. Please list specific degrees, certificates, classes or trainings you have completed that show you are qualified.

C: TRANSCRIPTS

1. Submit copies of your transcripts every time you apply for a position, even if you are currently employed by that agency. An applicant may have several degrees; submit all the transcripts for the course work.

2. Submit course descriptions from the academic institution *on any course that is not readily recognizable* that you believe meets the education requirements for the position for which you are applying. If you believe a portion of a particular course can be credited toward meeting an educational requirement, you must also provide a memorandum on letterhead from the academic professor or from your school stating the percentage of the course that should be considered to meet the requirement and the equivalent number of units. Do not submit the entire catalog, only the specific page or pages.

Note: There are some positions where specific education requirements must be met (ex: credits in wildlife courses). If your transcripts do not clearly indicate a course that recognizably meets these education requirements, you may want to consider adding the course description from the course catalog/offering from your academic institution that describes what was covered in the course.

For those situations where an applicant completed degree work and a course description is unavailable, obtain a written letter from the instructor/professor/teacher indicating what the course work covered and submit this with your transcripts.

3. Official transcripts will be required for the record if selected for a position and must be provided prior to a start date. Obtain the information on how to request official transcripts from your academic institution(s).

4. **Foreign Education:** You can receive credit for education earned outside the United States if you provide evidence that it is comparable to an accredited educational institution, or that full credit has been given by an accredited institution in the United States. For more information, see:

<http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

FINAL THOUGHTS:

While these tips will not guarantee a job with the federal workforce, they should assist you when applying for a position. We encourage you to apply for U.S. Fish and Wildlife Service positions as our employees have a great work-life balance, work for a good cause, often get outside for their work, and get to know wildlife hands-on. Most importantly, our agency is a great place to work with like-minded people who share a passion for conservation!