

# USDA FSIS Resume Writing

## and USAJOBS Workshop Support Materials



resume



# FSIS USDA RESUME WRITING WORKSHOP

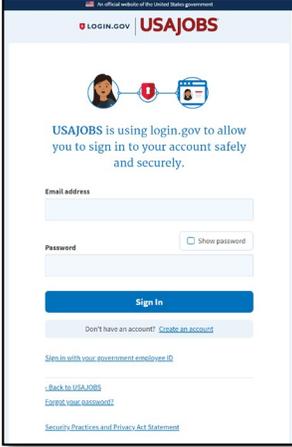
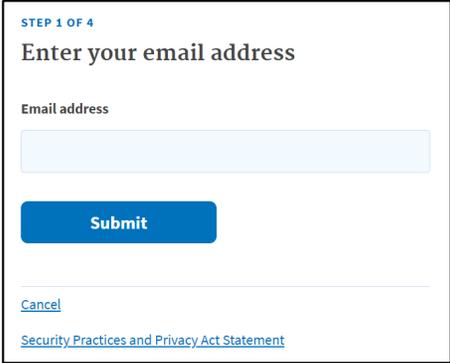
## Workbook 2 of 2



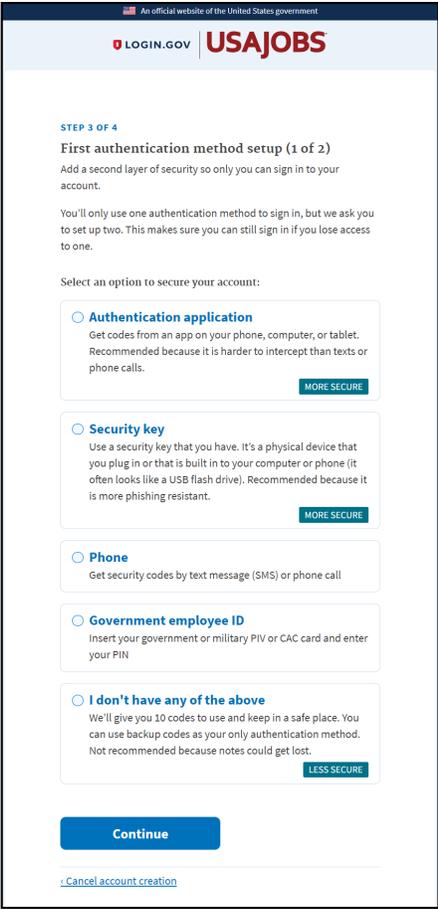
## **USDA FSIS Resume Writing and USAJOBS Workshop Support Materials**

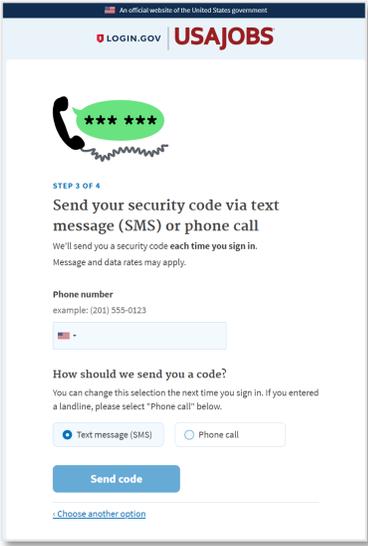
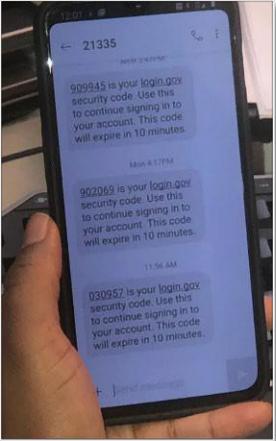
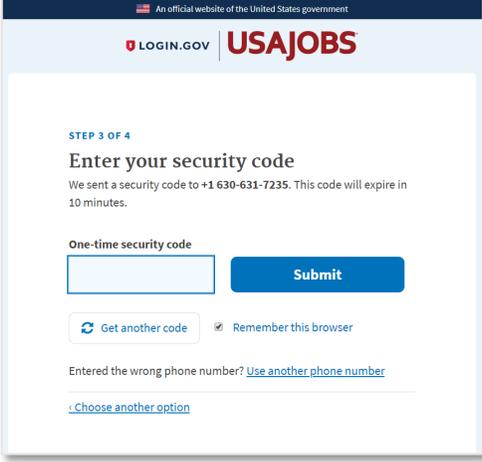
In this guide you will learn how to complete your online resume on USAJOBS including:

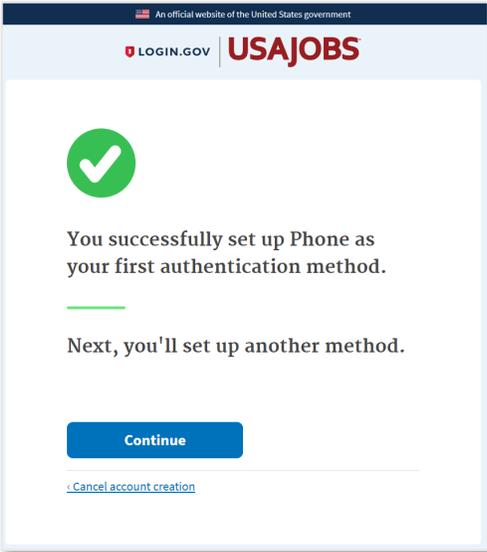
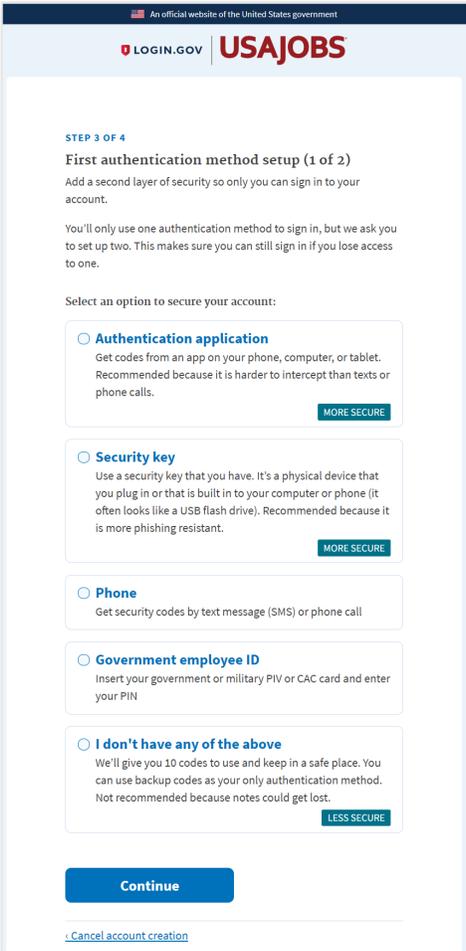
- Create a USAJOBS account
- Complete a USAJOBS profile
- Navigate USAJOBS Resume Builder and upload documents

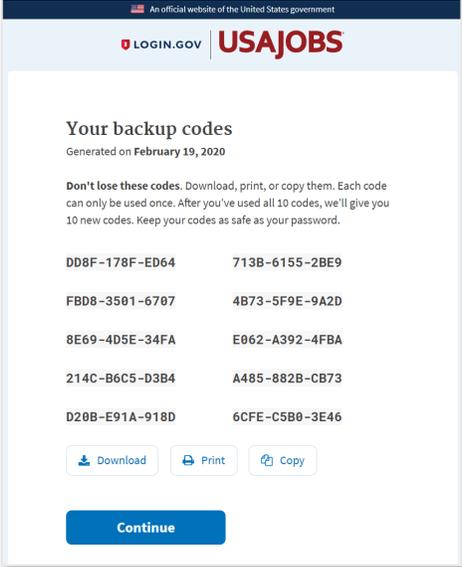
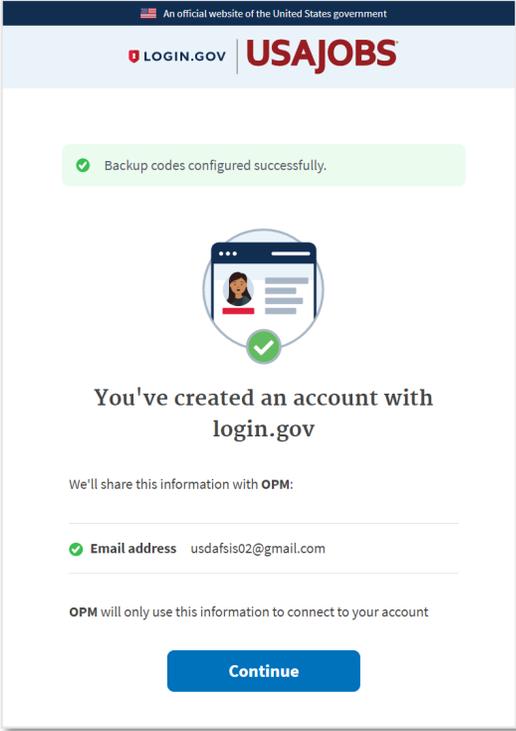
1.	Go to USAJOBS home page.	<a href="https://www.usajobs.gov/">https://www.usajobs.gov/</a>
2.	Click Create Profile.	
3.	Click Create an account to receive sign-in privileges.	
4.	Enter your private (not work) email address.	
5.	<p>USAJOBS sends a confirmation message to your email address.</p> <p>To have the confirmation re-sent, click Resend.</p>	

6.	<p>Sign-in to your email. Go to your inbox. Open the email from <a href="mailto:no-reply@login.gov">no-reply@login.gov</a></p>	
7.	<p>The link below confirms your email address. Click Confirm email address.</p>	
8.	<p>A new page opens. Create a new USAJOBS password. You'll learn how to do that in the next section of this tutorial.</p>	

<p>9.</p>	<p>Create a strong password. Passwords must be 12 characters long and contain numbers, letters, and approved symbols.</p>	
<p>10.</p>	<p>Click Continue</p>	
<p>11.</p>	<p>Choose a security option and follow the instructions.  For example: Select Phone.  Click Continue.</p>	

<p>12.</p>	<p>Enter your phone number. Select a text message or phone call.  Click Send code.</p>	
<p>13.</p>	<p>When selecting a text message (SMS), you will receive a 6-digit security code to access your USAJOBS account.  The code is only useable for 10 minutes.</p>	
<p>14.</p>	<p>Enter the security code sent to your phone.  Click Submit.  Each time you sign in to USAJOBS, you will receive a new, one-time security code.</p>	

<p>15. Click Continue</p>	 <p>The screenshot shows the USAJOBS account setup page. At the top, it says "An official website of the United States government" and "LOGIN.GOV USAJOBS". A green checkmark icon is displayed, followed by the text: "You successfully set up Phone as your first authentication method." Below this, it says "Next, you'll set up another method." There is a blue "Continue" button and a link for "Cancel account creation" at the bottom.</p>
<p>16. USAJOBS requires two authentication methods. For example: Select I don't have any of the above.  Click Continue.</p>	 <p>The screenshot shows the USAJOBS account setup page at "STEP 3 OF 4". The heading is "First authentication method setup (1 of 2)". The text says: "Add a second layer of security so only you can sign in to your account. You'll only use one authentication method to sign in, but we ask you to set up two. This makes sure you can still sign in if you lose access to one." Below this, it says "Select an option to secure your account:". There are five radio button options:         <ul style="list-style-type: none"> <li><b>Authentication application</b>: Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls. (MORE SECURE)</li> <li><b>Security key</b>: Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant. (MORE SECURE)</li> <li><b>Phone</b>: Get security codes by text message (SMS) or phone call.</li> <li><b>Government employee ID</b>: Insert your government or military PIV or CAC card and enter your PIN.</li> <li><b>I don't have any of the above</b>: We'll give you 10 codes to use and keep in a safe place. You can use backup codes as your only authentication method. Not recommended because notes could get lost. (LESS SECURE)</li> </ul>         There is a blue "Continue" button and a link for "Cancel account creation" at the bottom.       </p>

17.	New page opens. Click Continue	
18.	<p>A new page opens. Choose download, print, or copy your backup codes.</p> <p>Click Continue.</p>	
19.	Click Continue.	

Create your profile page opens.

20.

The screenshot shows the 'Create your profile' page for a guest user. At the top, it says 'Welcome Guest!' with a 'Sign Out' link. Below this, a message states: 'Before you can apply for jobs, you'll need to create and complete your profile. [Already have a profile?](#)'

Three statistics are displayed in blue boxes: 0 APPLICATIONS, 0 SAVED JOBS, and 0 SAVED SEARCHES.

The main heading is 'Create your profile'. Below it are three items:

- 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.

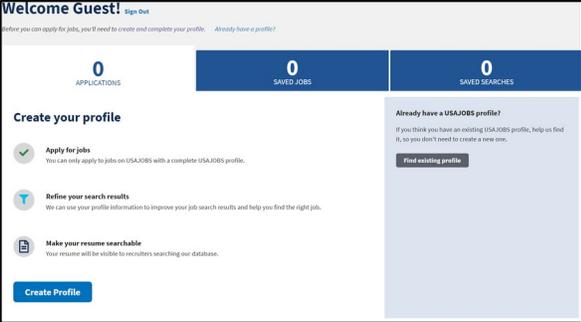
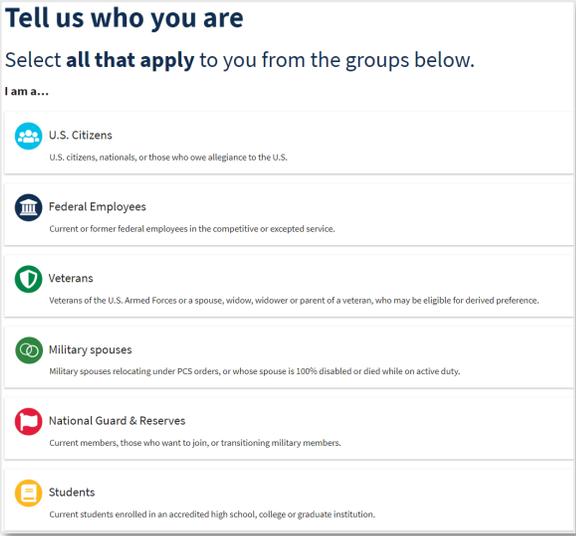
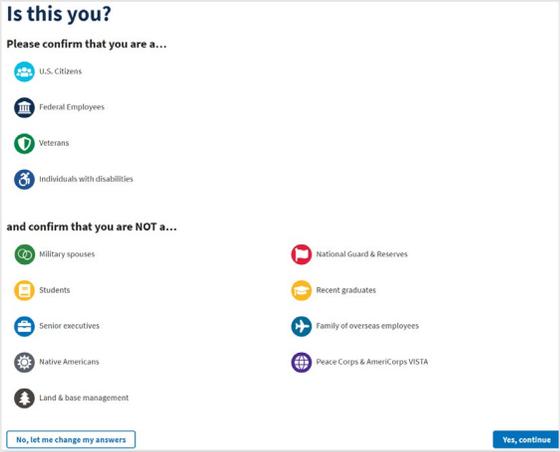
A blue 'Create Profile' button is at the bottom left. On the right side, there is a section titled 'Already have a USAJOBS profile?' with the text: 'If you think you have an existing USAJOBS profile, help us find it, so you don't need to create a new one.' Below this text is a dark grey button labeled 'Find existing profile'.

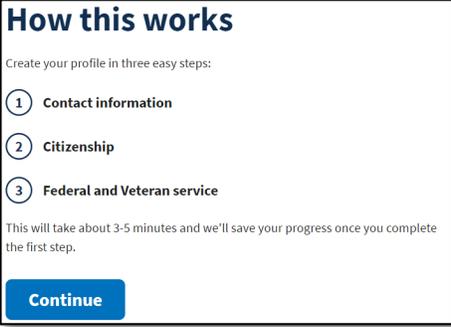
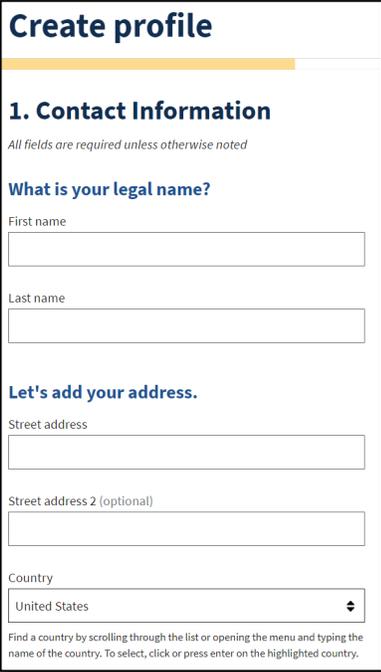


## **Create a Profile on USAJOBS**

In this section, you will learn how to create a profile on the USAJOBS, including:

- Select hiring paths
- Add contact information
- Add citizenship
- Add federal service

<p>1.</p>	<p>Click Create Profile.</p>	
<p>2.</p>	<p>Start creating your USAJOBS Profile by clicking on all groups that apply.</p> <p>Click Next.</p>	
<p>3.</p>	<p>Confirm the selection, you will be asked to provide supporting documents later.</p> <p>If there are no corrections, click Yes, continue.</p> <p>To make corrections, click No, let me change my answers. Make the corrections then repeat the process.</p>	

<p>4.</p>	<p>A new page opens, called How this works.</p> <p>This section takes 3-5 minutes to complete.</p> <p>Click Continue.</p>	 <p><b>How this works</b></p> <p>Create your profile in three easy steps:</p> <ol style="list-style-type: none"> <li>1 Contact information</li> <li>2 Citizenship</li> <li>3 Federal and Veteran service</li> </ol> <p>This will take about 3-5 minutes and we'll save your progress once you complete the first step.</p> <p><a href="#">Continue</a></p>
<p>5.</p>	<p>Enter your contact information.</p> <p>Complete each section then click Continue to step 2.</p>	 <p><b>Create profile</b></p> <p><b>1. Contact Information</b></p> <p><i>All fields are required unless otherwise noted</i></p> <p><b>What is your legal name?</b></p> <p>First name <input type="text"/></p> <p>Last name <input type="text"/></p> <p><b>Let's add your address.</b></p> <p>Street address <input type="text"/></p> <p>Street address 2 (optional) <input type="text"/></p> <p>Country <input type="text" value="United States"/></p> <p><small>Find a country by scrolling through the list or opening the menu and typing the name of the country. To select, click or press enter on the highlighted country.</small></p>

6.

Answer the citizenship questions.  
Click Continue to step 3.

## Create profile

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**1** Contact Information

---

## 2. Citizenship

*All fields are required*

**Are you a U.S. Citizen or national?**

Yes

No

Country of citizenship

Please select 

**Please select the statement that best applies to your [Selective Service registration status](#).**

**Registered**

I am a male born on or after January 1, 1960, and I have registered.

**Exempt**

I am a female, and therefore I am exempt from registering.

I am a male born before January 1, 1960 and therefore I am exempt from registering.

I am a male born on or after January 1, 1960, and I have not registered, but I have an approved exemption.

**Not Registered**

I am a male born on or after January 1, 1960, and I have not registered.

[Continue to step 3](#)

7.

Enter your federal and veteran experience.

You will be asked to provide supporting documents later.

Click Save & Continue.

### 3. Experience

*All fields are required unless otherwise noted*

**Federal employee**

**Let's answer some questions regarding your Federal employment.**

**Please select the statement below which best reflects your federal employment status.**

I am currently a federal civilian employee

I am a former federal civilian employee with [reinstatement](#) eligibility.

I am a former federal civilian employee but do not have [reinstatement](#) eligibility.

**Not a federal employee**

I am not and have never been a federal civilian employee.

**Are you a contractor who is currently working for the Federal Government?** (optional)

Yes

No

**About your experience**

Series (optional)

1863 - Food Inspection

Find a series by browsing through the list or opening the menu and typing the name or number of the series. To select, click or press enter on the highlighted series.

Highest grade (optional)

The highest grade that you have reached as a federal employee.

Pay scale of highest grade (optional)

- Select -

The pay scale that corresponds to the highest grade you have reached as a federal employee.

Job title (optional)

**Veteran**

**Let's answer some questions regarding your military service.**

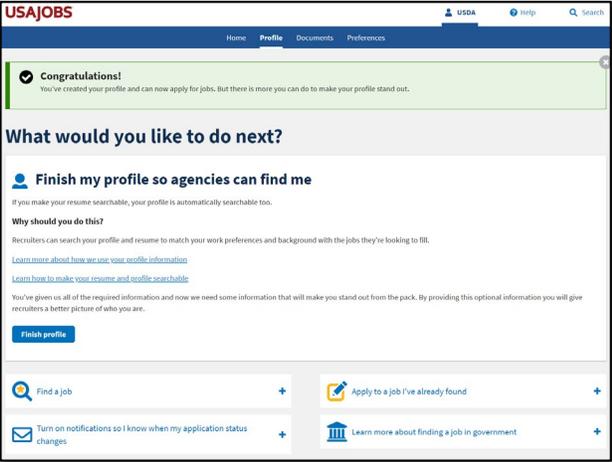
**Have you served in the U.S. Armed Forces or are you a family member eligible for [derived preference](#)?**

**This field is required**

Yes

No

**Save & Continue**

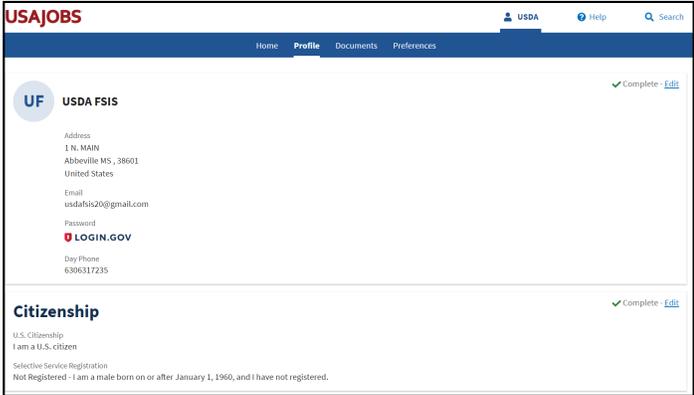
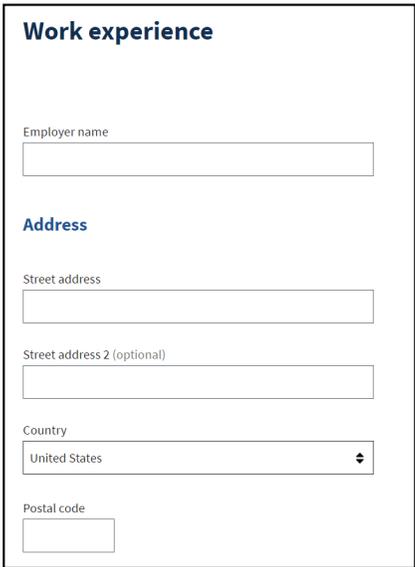
<p>8.</p>	<p>A new page opens, What would you like to do next?  Click Finish profile.</p>	
<p>9.</p>	<p>In the next section, you'll learn how to add your work experience, education, demographics, languages, affiliations, and references.</p>	



## **Create a Profile on USAJOBS (continued)**

In this section, you will learn how to enter additional professional experience on USAJOBS, including:

- Professional work experience
- Education
- Demographics
- Languages
- Organizations
- References

<p>1.</p>	<p>Review your profile; make sure your information is correct. To make corrections, click Edit. Scroll down the page.</p>  <p>The screenshot shows the USAJOBS profile page for a user named 'USDA FSIS'. The profile includes contact information such as address (1 N. MAIN, Abbeville MS, 38601), email (usdafsi20@gmail.com), and day phone (6306317235). It also shows a 'Citizenship' section where the user is identified as a U.S. citizen and has not registered for Selective Service.</p>
<p>2.</p>	<p>To enter work experience, click Add.</p>  <p>The screenshot shows a button labeled 'Work experience' with an 'Add' link next to it.</p>
<p>3.</p>	<p>Add your work experience; field personnel use the establishment address. Click Save work experience.</p>  <p>The screenshot shows the 'Work experience' form. It contains several input fields: 'Employer name', 'Street address', 'Street address 2 (optional)', 'Country' (a dropdown menu currently set to 'United States'), and 'Postal code'.</p>

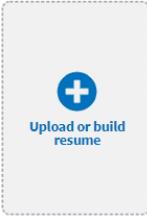
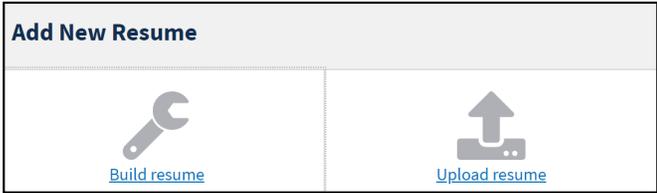
4.	<p>Click Add work experience to continue entering your work history.</p> <div data-bbox="293 312 1349 590"><p><b>Work experience</b> <a href="#">Add</a></p><hr/><p>+ <b>Food Inspector</b> <b>USDA FSIS</b> January 2012 - Present</p><p><a href="#">Add work experience</a></p></div>
5.	<p>Scroll down page to add education.</p> <div data-bbox="293 785 1349 957"><p><b>Education</b> (Optional)</p><p>List your educational history here. If you make your profile searchable, agencies can find you based on your education level.</p><p><a href="#">+ Add Education</a></p></div>
6.	<p>Scroll down page to add demographics.</p> <div data-bbox="293 1136 1349 1430"><p><b>Demographics</b> (Optional)</p><p>Answer a few questions about your demographics. We use this information to find out if our recruitment efforts are reaching all segments of the population, consistent with federal equal employment opportunity laws.</p><p>You don't have to fill out this information—it's voluntary and will have no impact on your job application or whether or not you get hired.</p><p>Review our <a href="#">privacy policy</a> and the <a href="#">Paperwork Reduction Act</a> for more information.</p><p><a href="#">+ Add Demographics</a></p></div>
7.	<p>Scroll down page to add languages.</p> <div data-bbox="293 1593 1349 1759"><p><b>Languages</b> (Optional)</p><p>List languages that you're fluent in. If you make your profile searchable, agencies can find you based on the languages you speak.</p><p><a href="#">+ Add Languages</a></p></div>

8.	<p>Scroll down page to add organizations.</p> <div data-bbox="293 317 1349 478"><p><b>Organizations</b> (Optional)</p><p>List any organizations you belong to here. If you use our Resume Builder, you can pull this information into your Resume.</p><p><a href="#">+ Add Organizations</a></p></div>
9.	<p>Scroll down page to add references.</p> <div data-bbox="293 640 1349 802"><p><b>References</b> (Optional)</p><p>List your references here. If you use our Resume Builder, you can pull this information into your Resume.</p><p><a href="#">+ Add References</a></p></div>



## **Upload Supporting Documents with Hiring Paths**

In this section, you will learn how to use Resume Builder and add documents on USAJOBS.

1.	<p>Click the Documents tab on the toolbar.</p> <p><b>USAJOBS</b></p> <p>Home Profile Documents Preferences</p> <p>UF <b>USDA FSIS</b> <span>✓ Complete - <a href="#">Edit</a></span></p> <p>Address 1 N. MAIN abernalle MS , 38601 United States</p> <p>Email usdafsis21@gmail.com</p> <p>Password <b>LOGIN.GOV</b></p> <p>Day Phone 6306317235</p>
2.	<p>Click Upload or build resume.</p> <p></p> <p>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).</p>
3.	<p>Click Build resume.</p> <p>(FSIS Human Resources strongly suggests not using Upload resume.)</p> <p></p>

4.	<p>Enter a resume name. It could be your name, position title, or an agency.</p> <p>Click Next.</p> <div data-bbox="318 401 933 590"><p><b>Resume Builder</b></p><p>Resume Name <small>All fields are required unless otherwise noted</small></p><input type="text"/></div> <p><b>Next</b></p>
5.	<p>Click Add Work Experience. <b>Add Work Experience</b></p>

A new page opens. Fill out the Work Experience section.

6.

**Work Experience** All fields are required unless otherwise noted

Employer Name  Formal Job Title

Employer Address 1  **Use USDA FSIS**

Start Date  Start Year

Employer Address 2 (optional)  **Use establishment address or District Office**

End Year

Country  Salary (optional)  Currency  Salary Rate

Postal Code  Average Hours per week

City/Town  May we contact your supervisor?  
 Yes  No  Contact me first

State/Territory/Province  Is this a Federal Civilian position?  Yes  No

7.

Scroll down the page. Enter your work duties, accomplishments (be specific) and related personal skills. This section is what should set you apart from other applicants.

Duties, Accomplishments, and Related Skills

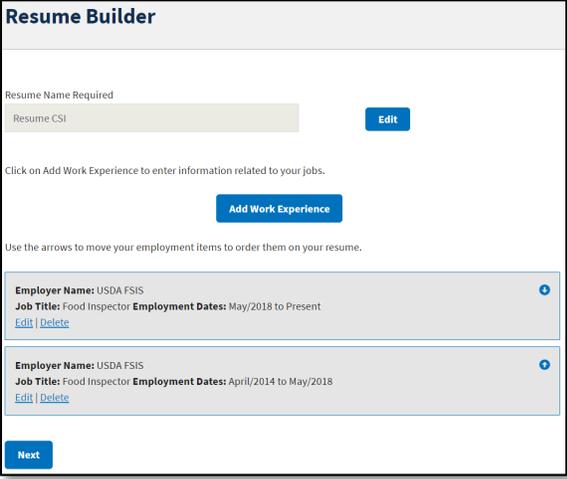
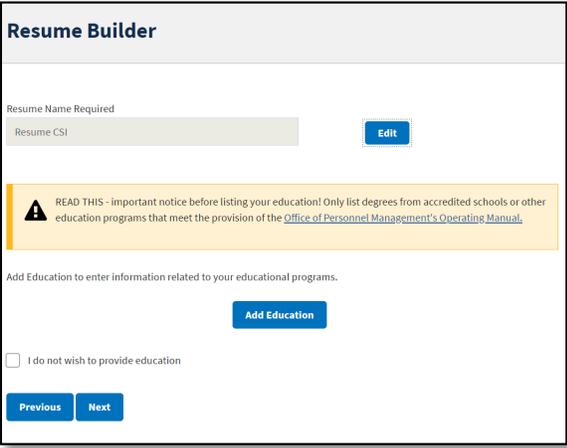
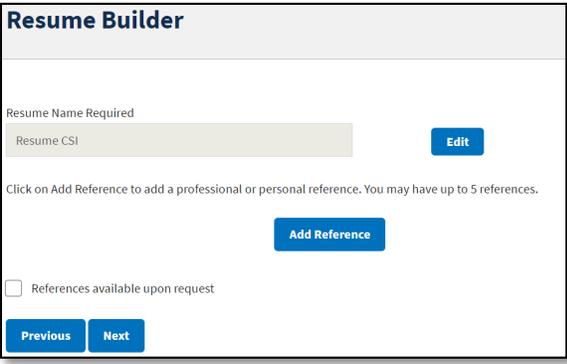
(5000 characters remaining)

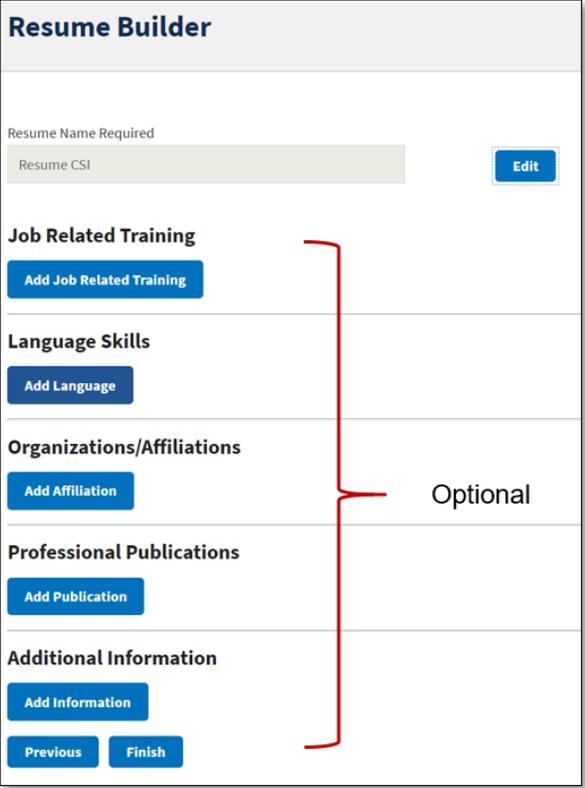
Problems with formatting when pasting from Microsoft Word?

8.

Click Save Work Experience.



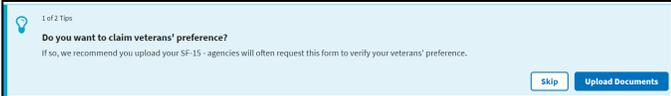
9.	To add work experience, repeat the above steps. (Optional)
10.	<p>Click Next.</p> 
11.	<p>To add your education experience, click Add Education.</p> <p>Click Next.</p> 
12.	<p>To add a reference, click Add Reference.</p> <p>Click Next.</p> 

13.	Click Add Job-Related Training, Language, Affiliation, Publication, Information.  (Optional)	 <p>The screenshot shows the 'Resume Builder' interface. At the top, there is a 'Resume Name Required' field with the text 'Resume CSI' and an 'Edit' button. Below this are five sections, each with an 'Add' button: 'Job Related Training' (Add Job Related Training), 'Language Skills' (Add Language), 'Organizations/Affiliations' (Add Affiliation), 'Professional Publications' (Add Publication), and 'Additional Information' (Add Information). At the bottom are 'Previous' and 'Finish' buttons. A red bracket on the right side of the interface groups the 'Organizations/Affiliations', 'Professional Publications', and 'Additional Information' sections, with the word 'Optional' written next to it.</p>
14.	Click Finish.	 <p>The screenshot shows a single blue button with the word 'Finish' in white text.</p>

## Upload Supporting Documents with Hiring Paths

After completing your USAJOBS profile, you will have the option to choose hiring paths. If you select hiring paths, USAJOBS will ask for supporting documentation. See examples. If you do not select hiring paths, you'll be able to upload SF-50, SF-15, DD-214, OF-306, transcripts, and other documents later.

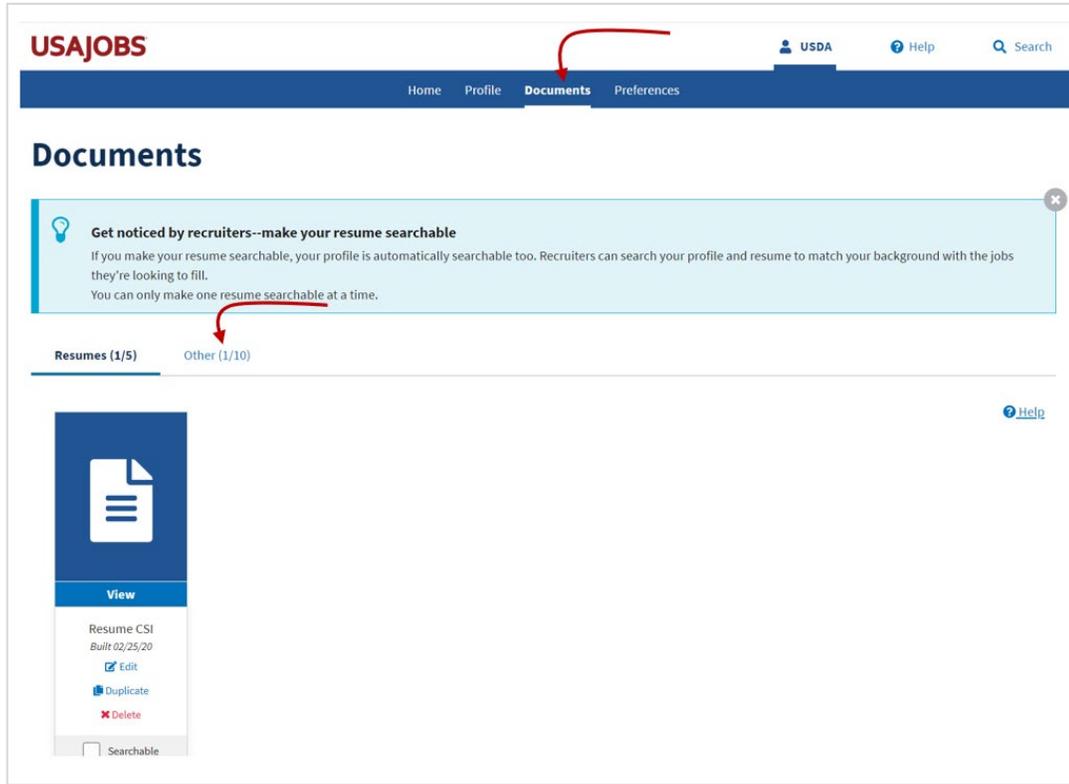
### Examples

<p>Click Documents on the toolbar. At the top of the page, you will see a message box. Read it.</p> <p><b>Example:</b></p> <p>Your profile says you were in the military. Upload DD-214 (Form 4). If applicable, click Upload Documents.</p>	
<p><b>Example:</b></p> <p>If you claim veterans' preference, upload your SF-15 to verify it. If applicable, click Upload Documents.</p>	
<p><b>Example:</b></p> <p>Your profile says you are a federal employee. Upload your SF-50 to verify that. If applicable, click Upload Documents.</p>	

Click Documents on the toolbar.

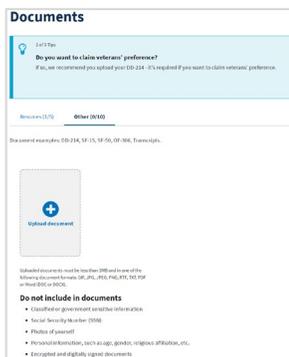
Click Other (1/10) below the message box. Upload your supporting documents.

1.



New page opens. Click Upload document.

2.



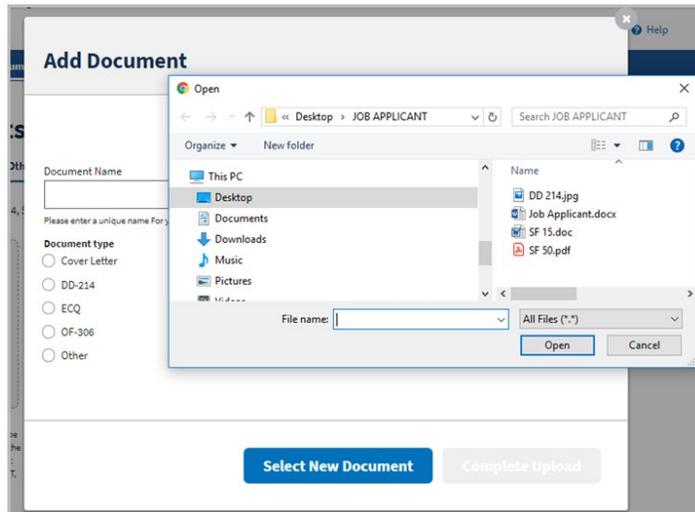
A new page opens. Upload a document.

Open folder with supporting documents.

Click the document.

Click Open.

3.



4.	<p>A new page opens.</p> <ul style="list-style-type: none"><li>✓ Document name automatically populates Document Name box.</li><li>✓ Choose a document type.</li></ul> <p>Click Complete Upload or Select New Document.</p> <div data-bbox="295 506 1110 1140"><p><b>Add Document</b></p><p><i>All fields are required</i></p><p>Document Name</p><p>SF 50 .pdf</p><p>Please enter a unique name for your document (100 character maximum).</p><p>Document type</p><p><input type="radio"/> Cover Letter <input type="radio"/> SF-15 <input checked="" type="radio"/> SF-50 <input type="radio"/> Transcript <input type="radio"/> Veteran Other</p><p><input type="radio"/> DD-214 <input type="radio"/> ECQ <input type="radio"/> OF-306 <input type="radio"/> Other</p><p>Select New Document Complete Upload</p></div>
5.	<p>If necessary, repeat steps.</p> <div data-bbox="295 1304 636 1717"><p><b>Documents</b></p><p>Resumes (1/5) Other (1/10)</p><p>Document examples: DD-214, SF-15, SF-50, OF-306, Transcripts.</p><p>SF 50.pdf Uploaded 03/06/19 Edit Delete</p><p>SF-50</p></div>
6.	<p>After completing the sections above, you are ready to search and apply for a new job.</p>

