



How do you find and apply for Federal civilian jobs?

Federal civilian job opportunity announcements are posted on the U.S. Office of Personnel Management (OPM) USAJOBS website at www.USAJOBS.gov.

In USAJOBS, you may:

1. Build and store up to five distinct resumes
2. Store up to 10 supporting job application documents
3. Search for Federal civilian job opportunity announcements
4. Create job search agents to alert you of newly opened announcements
5. Apply for Federal civilian job opportunities
6. Be informed of your Federal civilian job application status

Maximize your USAJOBS experience

As you start exploring USAJOBS website, consider and follow these seven tips:

- Tip 1: Get to know your [Federal hiring eligibilities](#)
- Tip 2: Invest your time and energy in creating a great [Federal resume](#) in USAJOBS
- Tip 3: Make one of your USAJOBS [resume searchable by the Federal Human Resources professionals](#)
- Tip 4: Obtain electronic copy of [commonly required job application documents](#) and save them under your USAJOBS account
- Tip 5: Before conducting a [Federal civilian job search](#) in USAJOBS, translate your Navy occupational Rating into related Federal civilian occupational Job Series
- Tip 6: Carefully [read the job opportunity announcements](#) and follow the job application instructions
- Tip 7: Set up your [USAJOBS status notifications](#)

Take advantage of many transition resources available to you such as your local Fleet and Family Service Center (FFSC). FFSC can be located at:

http://www.cnic.navy.mil/CNIC_HQ_Site/WhatWeDo/FleetandFamilyReadiness/FamilyReadiness/FleetAndFamilySupportProgram/CNICD_A065580