

Applications Procedures

(See the *How to Apply* section of the job announcement in USAJOBS for specific application procedures)

1. Applicants are **HIGHLY ENCOURAGED** to use the USA JOBS Resume Builder to apply for this position.

2. **Do not submit an OF-612; it is obsolete and no longer accepted.**

Link to USAJOBS: <https://www.usajobs.gov/>

Link to Application Manager: <https://applicationmanager.gov/Login.aspx>

(Here is a link for aiding you in building your Resume):

https://help.usajobs.gov/index.php/Most_Effective_Resumes#icc

(Ten Tips for Letting Federal Employers Know Your Work):

https://help.usajobs.gov/index.php/10_Tips_for_Letting_a_Federal_Employer_Know_Your_Worth#icc

The complete Application Package must be submitted by 11:59 PM (EST) on the Closing Date of the announcement in which you are applying for.

NOTE: If you choose to use your personal resume please ensure that your resume contains your full name, address, phone and at least the last four digits of your social security number.