

Federal Employment Checklist

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

✓	Steps
1	<p><i>Locate federal job openings.</i> Use the resources in Exercise 8a to locate government jobs.</p>
2	<p><i>Carefully review the job announcement.</i> Are you eligible to apply? Are you comfortable with the duties and where the job is located? Do you have the specialized experience and KSAs the government agency is seeking?</p>
3	<p><i>Write your federal resume.</i></p> <ol style="list-style-type: none"> a. The recommended way to apply is to create your resume using the Resume Builder found in www.usajobs.gov. Tailor your resume to the duties of the position and explain how your experience meets the specialized experience required. 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. You can use the brochure OF 510 “Applying for a Federal Job” (www.gpo.gov/pdfs/careers/apply/of0510.pdf) for guidance. d. Some agencies may require the use of OF 612 “Optional Application for Federal Employment” (www.opm.gov/forms/pdf_fill/of612.pdf) as well.
4	<p><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.” You must incorporate the KSAs 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 examples from your work experience to match each.</p>
5	<p><i>Complete the package.</i> Your completed job application package should consist of a cover letter (optional), your resume, the KSAs essay if required, and any additional information or optional forms that are specified in the job announcement. For additional or optional forms visit www.opm.gov/forms.</p>

