

FEDERAL APPLICATION CHECKLIST

Applying for a federal job can seem daunting, but once you fully understand the application process, it's completely manageable! Consider the checklists below to help you best prepare your materials.

HOW TO COMPILE YOUR FEDERAL APPLICATION

- Determine eligibility for Veterans' Preference or other hiring authorities
- Create an account on USAJOBS.gov
- Search for jobs that your skills and interests
- Analyze announcements
- Identify keywords
- Build your federal resume
- Gather your assessments (Knowledge, Skills, Abilities essays; questionnaire)
- Submit your college transcript (depending on position)
- Complete SF-15, veterans' preference documentation (if applicable)

HOW TO PREPARE YOUR APPLICATION DOCUMENTS

Federal Resume

- Tailor your resume to the specific position to which you are applying
- Highlight the key words and phrases from the job vacancy announcement
- Demonstrate that you possess all of the competencies required for the position
- Include all relevant course work
- Feature applicable volunteer and work experience

Assessments: KSAs and Questionnaires

- Address key words and phrases mentioned in the position description
- Use rich and substantive examples
- Tie your personal experiences to each KSA or question
- Focus on outcomes to which you directly contributed
- Avoid acronyms
- Remember your transferrable skills gained through coursework, as well as work and volunteer experience
- Be honest about your level of experience, but don't sell yourself short