



Writing Your Federal Résumé



Job Opportunity Announcement

USAJOBS

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[< Prev](#)

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[Next >](#)

Auditor

GENERAL SERVICES ADMINISTRATION
[Office of Inspector General](#)

Overview

[Locations](#)

[Duties](#)

[Requirements](#)

[Required Documents](#)

[Benefits](#)

[How to apply](#)

Overview [Help](#)

Open & closing dates

🕒 2016-02-28 to 2016-03-09

Pay scale & grade

GS 07-09

Appointment type

Recent Graduates

Salary

\$38,790 to \$69,545 / Per Year

Work schedule

Full Time

This job is open to [Help](#)



[Students & recent graduates](#)

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Announcement number

JA-2016-17-RG

Control number

3524792500

Location [Help](#)

Few vacancies in the following locations:

📍 Washington, DC

📍 New York, NY



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[< Prev](#)

[^ Back to results](#)

[Next >](#)

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[Office of Inspector General](#)

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[Locations](#)

[Duties](#)

[Requirements](#)

[Required Documents](#)

[Benefits](#)

[How to apply](#)

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Help

[Qualifications](#)

Save

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[< Prev](#)

[^ Back to results](#)

[Next >](#)

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[Duties](#)

[Requirements](#)

[Required Documents](#)

[Benefits](#)

[How to apply](#)

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Duties



Duties

Summary

It is anticipated that there will be significant interest in the announcement. As a result, the announcement will close at 11:59 p.m. ET on the date of receipt of the **200th application or at 11:59 p.m. ET on 3/9/2016**; whichever occurs first.

We are seeking a highly qualified and motivated individual to serve as an auditor and be a proactive member of our team. The Office of Inspector General (OIG) for the General Services Administration (GSA) is one of the original OIGs established by the Inspector General Act of 1978. The OIGs were created as independent and objective entities within an agency (A) to promote economy, efficiency, and effectiveness in the administration of the agency, and (B) to prevent and detect fraud and abuse in agency programs and operations. The OIGs report to the agency head and Congress through semi-annual and other reports.

The GSA OIG is dedicated to protecting the public interest by bringing about positive changes in the performance, accountability, and integrity of GSA programs and operations. Oversight is provided through auditing, inspections and evaluations, and investigations of GSA extensive procurement, real property, and related programs and operations, which primarily support other federal agencies. OIG oversight components report their findings and recommend courses of action to promote efficiency and economy in the GSA's activities. Last fiscal year, our OIG professionals' efforts resulted in \$243 million in criminal, civil, administrative, and other recoveries; over \$1.4 billion in GSA management decisions that agreed with GSA OIG audit recommendations; over 40 successful criminal prosecutions; and numerous suspensions and debarments. Applicants are encouraged to review the work and accomplishments of the GSA OIG on our website <https://www.gsaig.gov/>.

[Learn more about this agency](#)



Responsibilities

Responsibilities

This position is located in the Audits Office of Inspector General (OIG). The incumbent serves as an Auditor and works directly for the Fort Worth, Texas office. As an Auditor, you will work on a team conducting performance and attestation audits. You will perform systematic examinations and analyses of financial-related records, reports, management controls, and policies and practices that impact the financial condition of GSA organizations and activities. You will be responsible for 1) preparing work papers/reports to document the audit process including audit objectives and related conclusions, deficiencies, and recommendations for corrective actions; 2) assisting higher level auditors in determining areas of high risk to focus on during an audit; and, 3) other related assigned duties.

At the full performance level of the position, additional responsibilities include:

- Performing research, evaluations, studies, and analyses;
- Identifying significant audit and review findings, trends, and patterns;
- Researching and reviewing pertinent federal laws and Comptroller General decisions; and,
- Identifying legislative, regulatory, and procedural requirements applicable to GSA programs, activities, and functions.

Travel Required

Occasional Travel - Selected applicant must be able to acquire and maintain a government-issued travel charge card.

Supervisory status

No

Promotion Potential

13



Who May Apply

Who May Apply

This job is open to...

All Recent Graduates eligibles

[Questions? This job is open to 1 group.](#)

Job family (Series)

0511 Auditing

Similar jobs

Auditors

Auditors, Field

Field Auditors



Requirements

[? Help](#)

Requirements

Conditions of Employment

- Background security investigation required.
- Applicants must be U.S. Citizens or nationals
- Applicants must apply online via GSAjobs (see "How to Apply" section)

The experience may have been gained in either the public, private sector or [volunteer service](#). One year of experience refers to full-time work; part-time work is considered on a prorated basis. To ensure full credit for your work experience, please indicate dates of employment, and indicate number of hours worked per week on your résumé.



Qualifications

Qualifications

In order to qualify, you must meet the education and experience requirements described below. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience. Your resume must clearly describe your relevant experience; if qualifying based on education, your transcripts will be required as part of your application. Additional information about transcripts is [in this document](#).

Basic Requirement for Auditor:

A. Degree: Bachelor's degree (or higher degree) in accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law.

OR

B. Combination of Education and Experience: Must include at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include one of the following:

- (1) Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law; OR
- (2) A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; OR
- (3) Completion of the requirements for a degree that included substantial course work in



Qualifications

Specialized Experience:

In addition to OPM's basic eligibility requirements, applicants must have specialized experience that is compensated or uncompensated (related educational and/or work experience) which has equipped you with the specific knowledge, skills and abilities to successfully perform the duties of the position in the application of professional accounting and auditing principles, procedures, and techniques.

All successful applicants for this position will possess the following competencies: Basic knowledge of accounting principles and auditing standards; the ability to apply audit techniques in collecting and analyzing data; the ability to communicate effectively, both orally and in writing; and the ability to conduct multiple segments of complex audits.

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level. Specialized experience includes, but is not limited to, assisting in the verification of reports against source accounts, and performing routine technical accounting assignments; reconciling bank and other accounts; verifying cash receipts and disbursement vouchers; verifying the accuracy of computations; and assisting in the preparation of basic audit work papers.

GS-9 applicants must have two (2) years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree or (1) year of specialized



Additional Information

Education

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please submit your foreign education evaluation with your application.

Additional information

What To Expect Next

Once your completed application is received, your qualifications will be evaluated. The best qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome. Applicants may also check the status of their application on-line 24 hours a day through USAJOBS.

Thank you for your interest in working for the U.S. General Services Administration, Office of Inspector General!



How You Will Be Evaluated

How You Will Be Evaluated

Category rating will be used to rank candidates into one of the three Quality groups; Best Qualified, Well Qualified, and Qualified. Veteran's preference consideration, if supported by appropriate documentation, is then applied. Qualified preference eligibles are placed above non-preference eligibles within their respective quality category and considered before non-preference-eligibles in that category. Note: Your responses must be substantiated by the resume submitted. If a determination is made that in responding to the vacancy questions you have rated yourself higher than is evident in your resume, experience, and/or education, your score may be adjusted by a Human Resources Specialist.

To preview questions please [click here](#).

Background checks and security clearance

Security clearance

[Public Trust - Background Investigation](#)



Required Documents

[Help](#)

Required Documents

You must submit ALL required documents before the closing date/deadline to have a complete application. Review the following list to determine which documents must be submitted online.

College Transcripts: If you are using some or all of your college education to meet qualification requirements for this position, you must submit a photocopy of your college transcript(s). If selected, an official/sealed transcript will be required prior to appointment. For education completed outside the United States, also submit a valid foreign credential evaluation that substantiates possession of the required education. See Application of Qualification Standards at [OPM's General Schedule Qualification Policies](#) website for information on crediting education.

ICTAP/CTAP Eligible: Submit (a) proof of eligibility including agency notice; (b) SF-50 and (c) most recent performance rating.

Veterans and applicants claiming veterans preference: You must submit a copy of the applicable Certificate of Release or Discharge From Active Duty, DD-214 that shows the dates of applicable active duty service. If selected, a DD-214 showing the type of discharge (member 4 copy) will be required prior to appointment. If you are claiming 10 point preference or Derived Preference (a spouse, widow/widower, or parent of a deceased or disabled veteran), you must submit the following in addition to the DD-214: (1) completed [SF-15](#) form; and (2) proof of your entitlement. A list of documents which serve as acceptable proof of entitlement is indicated on the SF-15 form.



Benefits

[Help](#)

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](#)
- [Healthcare insurance](#)
- [Pay and leave](#)

<https://www.usajobs.gov/Help/working-in-government/benefits/>

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.



How to Apply

[Help](#)

How to Apply


You must submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the Announcement. Errors or omissions may result in your not being considered for this vacancy. A description of the online process is provided below. For more information on applying for a GSA vacancy, please visit [Applying for a GSA Job](#).

- 1. To begin, click Apply Online to create a USAJOBS account or log in to your existing account.** Follow the prompts to select your USAJOBS resume and/or other supporting documents. Once you have completed this step, select "Apply for this Position Now!"
- 2. Complete your personal information within GSAjobs.** Once you've been redirected to GSA's automated system, follow the prompts to create, review, or update your personal information. This information is used to determine your eligibility to apply for this position so be sure that it is up to date.
- 3. Respond to all of the vacancy specific questions.**
- 4. Submit any required documents.** A "Vacancy Documents" page is automatically displayed by the GSAjobs system. Review the Required Documents section of this announcement to determine which apply to you. You may choose one of the following options to submit your document(s): Upload; USAJOBS, or FAX. We strongly recommend you read the "Fax Instructions" provided on the Document Manager page prior to printing the Fax Cover Sheet and faxing your information.
- 5. Respond to any Additional Assessment Questions.** If you are presented with additional assessment questions, be sure to respond to them or you may not be considered.



Contact Information

Agency contact information

 Joe Government

Phone

[202-XXX-XXXX](tel:202-XXX-XXXX)

Fax

000-000-0000

Email

Joe.government@gsa.gov

[Learn more about this agency](#)

Address

GSA, Office of Inspector General
General Services Administration
1800 F Street NW Room 5046
Washington, District of Columbia
United States



Next Steps

Next steps

After the closing date/deadline:

1. **ELIGIBILITY/QUALIFICATIONS:** Your application will be reviewed for all requirements.
2. **REFERRAL TO MANAGEMENT:** If you meet all the requirements, you may be referred to management for review and a possible interview.
3. **SELECTION/TENTATIVE JOB OFFER:** If you are selected, you will receive a tentative offer and start the suitability and/or security background investigation process.
4. **FINAL JOB OFFER:** Once our security office determines you can come on board, you will be given a final offer, which is typically 40 days after the announcement closes.
5. **FINAL COMMUNICATION:** Once the position is filled, we will notify you of your status. You may also check your status by logging into USAJOBS. Go to My USAJOBS and then to Applications.

Thank you for your interest in working for U.S. General Services Administration!

[Close](#)



3 Sections

- Job Opportunity Announcement (JOA) sources:
 - Qualifications
 - Occupational Questionnaire
 - Linked from the JOA
 - Duties
 - Responsibilities



Your Résumé

- Your résumé:
 - Your best marketing tool
 - Communicates your qualifications
 - Shows you can provide immediate results
 - Should be tailored for each job
 - Has no page limitations
 - Is your first and often only impression



Format

- Reverse chronological order:
 - Lists your most recent experience first then work backwards listing previous jobs
 - Include job-relevant paid/unpaid experience
 - Recommended for Federal résumés



Resume Information

- General Information Only
- Experience Only
- Experience and Accomplishment
(Two part answer = **IDEAL**)



General Information Only

- Typically a 1 page resume
- Often used on every application
- Provides a vague overview of skills
- Does not capture qualifications



Experience Only

- **Provides experience:**
 - Amount of experience:
 - “Managed an 8 person team over 15 years...”
 - Level of experience:
 - “Routinely advised and briefed organizational senior executives on...”

Note: Repetition is OK

- **Does not provide:**
 - Why you, over someone else (Accomplishment)



Experience and Accomplishment

(Two part answer = IDEAL)

- **Provides experience:**

- Amount of experience:
- Level of experience:

Note: Repetition is OK

- **Provides accomplishment:**

- Who was impacted?
- What were the cost savings?
- Did you exceed deadlines?
- Did you receive awards or recognition?
- What changed/improved?



- **Helps answer:**

- How well do you do the task?
- Why should we hire you over others?





Language Matters

(Two part answer)

- **Before:**
Responsible for planning, executing and coordinating special operations mountain and desert training. Served as primary instructor for all new Soldiers in training.
- **After:**
Developed and executed numerous sensitive and realistic training courses for nearly 1,500 personnel annually. Rated as the number one instructor over 20 peers on last 3 annual performance reports.



Information

- Personal sources:
 - Former job descriptions
 - Supervisory reviews and feedback
 - Transcripts
 - Course feedback
 - Military honors
 - Awards and recognition
 - Customer acknowledgements
 - Survey results



Information

- Think outside the box
 - Leadership roles in social organizations
 - Volunteer experiences
 - Projects
 - Professional/Academic challenges or successes
 - Special assignments
 - Travel experiences

Skills

- Create
 - A list of your skills and match them to job types (Skills Profiler)
 - <https://www.careerinfonet.org/skills/?ES=Y&EST=skills+profiler>



www.careeronestop.org



Skills Profiler

System Skills

- ❑ **Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- ❑ **Systems Analysis** - Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- ❑ **Systems Evaluation** - Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Resource Management Skills

- ❑ **Management of Financial Resources** - Determining how money will be spent to get the work done, and accounting for these expenditures.
- ❑ **Management of Material Resources** - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.



Translate

- Veterans
 - Translate military career fields to Federal occupations
 - <http://www.dllr.state.md.us/mil2fedjobs/>



DEPARTMENT OF LABOR, LICENSING AND REGULATION

Military to Federal Jobs Crosswalk



MIL2FEDJOBS

SERVICE MEMBER/VETERAN SEARCH

To find out what federal jobs are related to specific military occupations, use the following steps:

Step 1. Select the Service and the Personnel Category

Service: Army Navy Air Force Marine Corps Coast Guard

Personnel Category: Officer Warrant Officer Enlisted

Step 2. Select a Military Occupation

Military Occupation Code:
36A - Financial Manager

- or -

Military Occupation Title:
Financial Manager - 36A



MIL2FEDJOBS

Federal Occupational Series Related to Army [36A - Financial Manager](#)

The table below lists federal occupations related to the military occupation you selected. Keep in mind that job qualifications vary according to specific positions that are being filled by the federal agency. To find out more about specific positions available and their requirements, use the Search USAJOBS Now link in the last column. If you'd like to learn general information about federal jobs, see [Federal Career Considerations](#).

Click on column headings to sort. Click on the numbers above and below the table to page through results.

Code	Title	Type	Federal Job Family	Search for a Job
0340	Program Management Series	WHITE COLLAR	0300 - GENERAL, ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP	Search USAJOBS Now
0343	Management and Program Analysis Series	WHITE COLLAR	0300 - GENERAL, ADMINISTRATIVE, CLERICAL, AND OFFICE SERVICES GROUP	Search USAJOBS Now
0501	Financial Administration and Program Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now
0503	Financial Clerical and Technician Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now
0505	Financial Management Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now
0510	Accounting Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now
0511	Auditing Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now
0512	Internal Revenue Agent Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now
0525	Accounting Technician Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now
0526	Tax Specialist Series	WHITE COLLAR	0500 - ACCOUNTING AND BUDGET GROUP	Search USAJOBS Now



Process

- 3 steps:
 - Review
 - Understand the requirements
 - Select in or select out
 - Identify
 - Find keywords and phrases
 - Highlight
 - Align
 - Place information into bullets
 - Match personal experiences/accomplishments



Grade Level or Equivalent

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or **one (1) year of specialized experience** equivalent to at least the GS-5 level. Specialized experience includes, but is not limited to, performing routine technical accounting assignments, and assisting in the verification of reports against source accounts; reconciling bank and other accounts; verifying cash receipts and disbursement vouchers; verifying the accuracy of computations; and assisting in the preparation of basic audit work papers.



Review

Specialized Experience:

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GS-9 applicants must have two (2) years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree or (1) year of specialized



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Match your experiences beginning with your current/most recent job



Align

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- Verification of reports against source accounts,

Experience and accomplishment (Two part answer)

- Performing routine technical accounting assignments;
- Reconciling bank and other accounts;
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- Basic knowledge of accounting principles and auditing standards;
- Apply audit techniques in collecting and analyzing data;
- Communicate effectively, both orally and in writing;
- Conduct multiple segments of complex audits.



Align

Specialized Experience:

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level.

- Verification of reports against source accounts,

Annually verified over 500 source reports and identified weak internal controls and accounting procedures. Created a new standard operating procedure which resulted in a 10% decrease in errors and \$52,000 in labor savings.

- Performing routine technical accounting assignments;
- Reconciling bank and other accounts;
- Verifying cash receipts and disbursement vouchers;
- Verifying the accuracy of computations;
- Preparation of basic audit work papers.

All successful applicants for this position will possess the following competencies:

Ability to:

- Basic knowledge of accounting principles and auditing standards;
- Apply audit techniques in collecting and analyzing data;
- Communicate effectively, both orally and in writing;
- Conduct multiple segments of complex audits.



Align

Specialized Experience:

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level.

- Verification of reports against source accounts,
Experience and accomplishment (Two part answer)
- Performing routine technical accounting assignments;
Experience and accomplishment (Two part answer)
- Reconciling bank and other accounts;
Experience and accomplishment (Two part answer)
- Verifying cash receipts and disbursement vouchers;
Experience and accomplishment (Two part answer)
- Verifying the accuracy of computations;
Experience and accomplishment (Two part answer)
- Preparation of basic audit work papers.
Experience and accomplishment (Two part answer)

Create answers for all of the bullets

All successful applicants for this position will possess the following competencies:

Ability to:

- Basic knowledge of accounting principles and auditing standards;
Experience and accomplishment (Two part answer)
- Apply audit techniques in collecting and analyzing data;
Experience and accomplishment (Two part answer)
- Communicate effectively, both orally and in writing;
Experience and accomplishment (Two part answer)
- Conduct multiple segments of complex audits.
Experience and accomplishment (Two part answer)



Align

Current Most Recent Job/Experience

Experience and accomplishment (Two part answer)

Experience and accomplishment (Two part answer)

Experience and accomplishment (Two part answer)

Experience and accomplishment (Two part answer)

Experience and accomplishment (Two part answer)

Experience and accomplishment (Two part answer)

Experience and accomplishment (Two part answer)

Experience and accomplishment (Two part answer)

Experience and accomplishment (Two part answer)

DELETE THE RED BULLETS



Align

Resume Builder

Work Experience All fields are required unless otherwise noted

Employer Name Formal Job Title

Employer Address 1 Start Date Start Year

Employer Address 2 Optional End Date 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

Duties, Accomplishments, and Related Skills (1400 characters remaining)

Experience and Accomplishment (Two-part answer)

Experience and Accomplishment (Two-part answer)

Experience and Accomplishment (Two-part answer)

Experience and Accomplishment (Two-part answer)

Problems with formatting when pasting from Microsoft Word?

Paste the two-part answers in your resume under the job where you earned the experience.

Repeat the process if you have other experience



Questionnaire

How You Will Be Evaluated

The category rating procedure is being used to rank candidates. If you are found qualified for the position, your responses to the self-assessment vacancy questions will be used to place you in one of the following categories: Qualified, Well Qualified, and Best Qualified. **Note: Your responses must be substantiated by the resume submitted. If a determination is made that in responding to the vacancy questions you have rated yourself higher than is evident in your resume, experience, and/or education, your score may be adjusted by a Human Resources Specialist.**



Résumé Summary

- Highlight your knowledge, skills, abilities and experience as it relates to the job.
 - Use keywords/phrases or short sentences
 - Paint a picture
 - Include your security clearance, if applicable
 - Complete only after you have listed all of your experience and accomplishments



USAJOBS

- Special hiring authorities:
 - Veterans Recruitment Appointment (VRA)
 - Veterans 30% or more disabled
 - Disabled veterans who completed VA training
 - Schedule A for people with disabilities
 - Military Spouse
 - Certain former overseas employees
 - AmeriCorps VISTA, Peace Corps
- Sensitive information and photographs



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USERNAME & PASSWORD

Documents - Resumes

Get noticed by recruiters—make your resume searchable
If you make your resume searchable, your profile and resume will be visible to recruiters searching our resume bank. Only one resume can be searchable at a time.

Resumes (3/5)

View	View	View
Human Resources <i>Built 04/04/11</i> Edit Duplicate X Delete <input type="checkbox"/> Searchable	Recruiting <i>Built 04/02/11</i> Edit Duplicate X Delete <input type="checkbox"/> Searchable	Security Analyst <i>Built 04/04/11</i> Edit Duplicate X Delete <input type="checkbox"/> Searchable

Upload or build resume

Do not include in Resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.

Allows users 5 Resumes


- Upload
- Build
- Combination




Resume Builder

searching our resume bank. Only one resume can be searchable at a time.

Add New Resume



Build resume



Upload resume


PROFILE

DOCUMENTS

USERNAME & PASSWORD

Help

View	View	View
<p>Human Resources</p> <p><i>Built 02/01/11</i></p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input type="checkbox"/> Searchable</p>	<p>Recruiting</p> <p><i>Built 02/20/11</i></p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input type="checkbox"/> Searchable</p>	<p>Security Analyst</p> <p><i>Built 01/15/11</i></p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input type="checkbox"/> Searchable</p>



Upload or build resume

Do not include in Resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents



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Complete

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USERNAME &
PASSWORD

Resume Builder

Resume Name *Required*

Edit

Click on Add Work Experience to enter information related to your jobs.

Add Work Experience

I do not wish to provide work experience

Next

recruiters

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Human Resources
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Searchable

View

Recruiting
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[Delete](#)

Searchable

View

Security Analyst
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[Duplicate](#)

[Delete](#)

Searchable



Experience

Resume Builder

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

Employer Name Formal Job Title

Employer Address 1 Start Date Start Year

Employer Address 2 *Optional* End Date 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

Duties, Accomplishments, and Related Skills (5000 characters remaining)

Problems with formatting when pasting from Microsoft Word?



All fields are required unless otherwise noted



Education

Resume Builder

Education

All fields are required unless otherwise noted



School or Program Name Major *Optional*

Country

Minor

Postal Code

GPA

Optional of GPA Max.

Optional

City/Town

Total Credits Earned

Optional

State/Territory/Province

System for Awarded Credits

Optional

Semester Hours

Quarter Hours

Continuing Education Units

Degree/Level Attained

Honors

Optional

Completion date

Optional

Relevant Coursework, Licensures, and Certifications *Optional*
(2000 characters remaining)

Problems with formatting when pasting from Microsoft Word?

Cancel

Save Education



Education

Education: **University of Maryland** College Park, MD United States
Bachelor's Degree 05/2013
GPA: 4.0 of a maximum 4.0
Credits Earned: 120 Semester hours
Major: Accounting **Honors:** Summa Cum Laude
Relevant Coursework, Licenses and Certifications:
Auditing Theory and Practice
Government Accounting
Accounting I
Accounting II
Managerial Accounting
Accounting Systems
Taxation of Individuals
Ethics and Professionalism in Accounting



References

Resume Builder

References *All fields are required unless otherwise noted*

Name	Phone
<input type="text"/>	<input type="text"/>
Employer <i>Optional</i>	Email
<input type="text"/>	<input type="text"/>
Title <i>Optional</i>	Reference Type
<input type="text"/>	<input checked="" type="radio"/> Professional <input type="radio"/> Personal



Other Qualifications

Resume Builder

Resume Name *Required*

JA-2019-17-RG [Edit](#)

Job Related Training

[Add Job Related Training](#)

Language Skills

[Add Language](#)

Organizations/Affiliations

[Add Affiliation](#)

Professional Publications

[Add Publication](#)

Additional Information

[Add Information](#)

[Previous](#) [Finish](#)



Cover Letter

- Highlights experience
- Allows compelling language
- Optional



Additional Tips

- Write in plain language
- Show specialized experience
- Avoid acronyms
- Use spelling and grammar checks
- Have someone review
- Apply early as some JOAs limit the number of applications accepted



Questions
Email: Outreach@opm.gov