

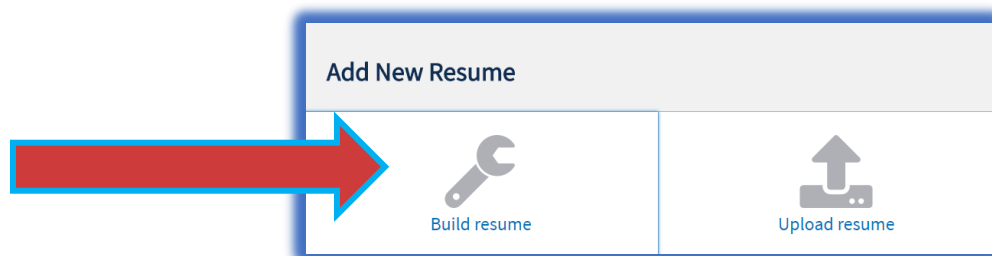
## How to build a resume in USAJOBS

### ① Create a **USAJOBS** account

Complete your profile prior to resume building

### ② Go to **Document**

Under the **Resumes** section, select the **Upload or build resume** button.



### ③ Click **Build Resume**

Name your new resume and click **Next**.

#### **Add Work Experience**

Enter the required information and click **Save Work Experience**, then **Next** to continue.

#### **Add Education**

Enter the required information and click **Save Education**. Repeat this step if necessary, then click **Next**. You may also click **Finish** if you don't want to add more information. Save all required information.

#### **Add Reference**

Enter the required information and click **Save Reference**. Repeat this step if necessary, then click **Next** to continue to the next step.

#### **Add Additional Information**

Enter additional information such as job related training, language skills, organizations/affiliations, professional publications, and other information. Click **Add** or **Save** for each section once completed.

Click **Finish** to save your resume. Your new resume will appear in your **Documents** list.

Visit [VACAREERS.VA.GOV](https://VACAREERS.VA.GOV) for more information on your future career with the VA.



Search Jobs ▶

Search and apply for all jobs within the Federal Government at:

[USAJOBS.GOV](https://USAJOBS.GOV)

## How to make a resume searchable

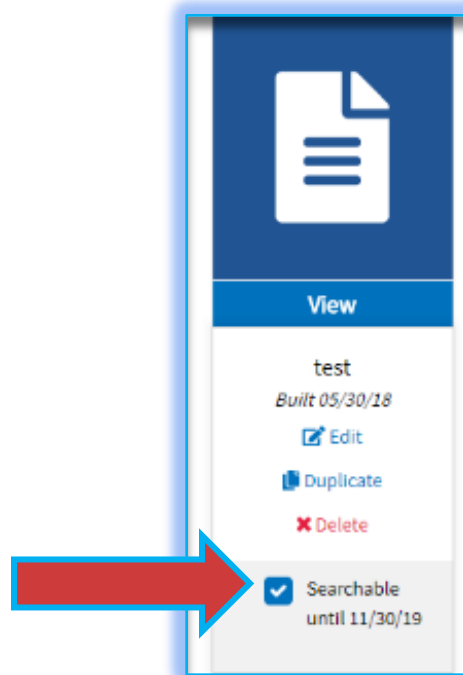
Making your resume searchable adds it to the USAJOBS Resume Mining collection, helping HR specialists and hiring managers from federal agencies look for applicants (with a USAJOBS profile) for their job announcements.

To make your resume searchable:

1. Sign into USAJOBS.
2. Go to **Documents**—your resumes will appear in your Documents.
3. Click the **Searchable** checkbox on the resume you want to make searchable.

If you want to remove your resume from the Resume Mining collection, unselect the **Searchable** checkbox.

- Only one of your resumes can be made searchable at a time.
- Only certain formats are searchable including Word, text based pdfs, text files and resumes created using our Resume Builder tool.
- Your resume will only remain searchable for 18 months unless it is renewed.



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