

“How do I apply?”

1. Visit www.usajobs.opm.gov (for all Federal listings) or visit www.cpol.army.mil (for Army listings), find and review the announcement.
 - If you go directly to the Army site (cpol), you **MUST** use the announcement ending in ‘D’ or ‘E’
2. Use the Army Resume Builder Tool (RESUMIX) to:
 - Create account
 - Build resume
 - **SUBMIT** resume to system
3. Self nominate resume to specific job announcements ending in ‘D’ or ‘E’
4. Use ‘Answer’ Function to check status of nominated resumes



Useful Websites

These websites contain useful information for the applicant seeking a civilian position with the Federal Government.

<http://www.usajobs.opm.gov/>

Used to search job listings and complete the resume and application process

<http://media.newjobs.com/opm/www/usajobs/pdf/ei-61.pdf>

Direct link to downloadable PDF – Working for the Federal Government - Benefits

<http://media.newjobs.com/opm/www/usajobs/pdf/ei-64.pdf>

Direct link to downloadable PDF – Ten Tips for Letting Federal Employers Know Your Worth

www.opm.gov/veterans/html/vetsinfo.asp

Information on Civil Service Employment and Veterans