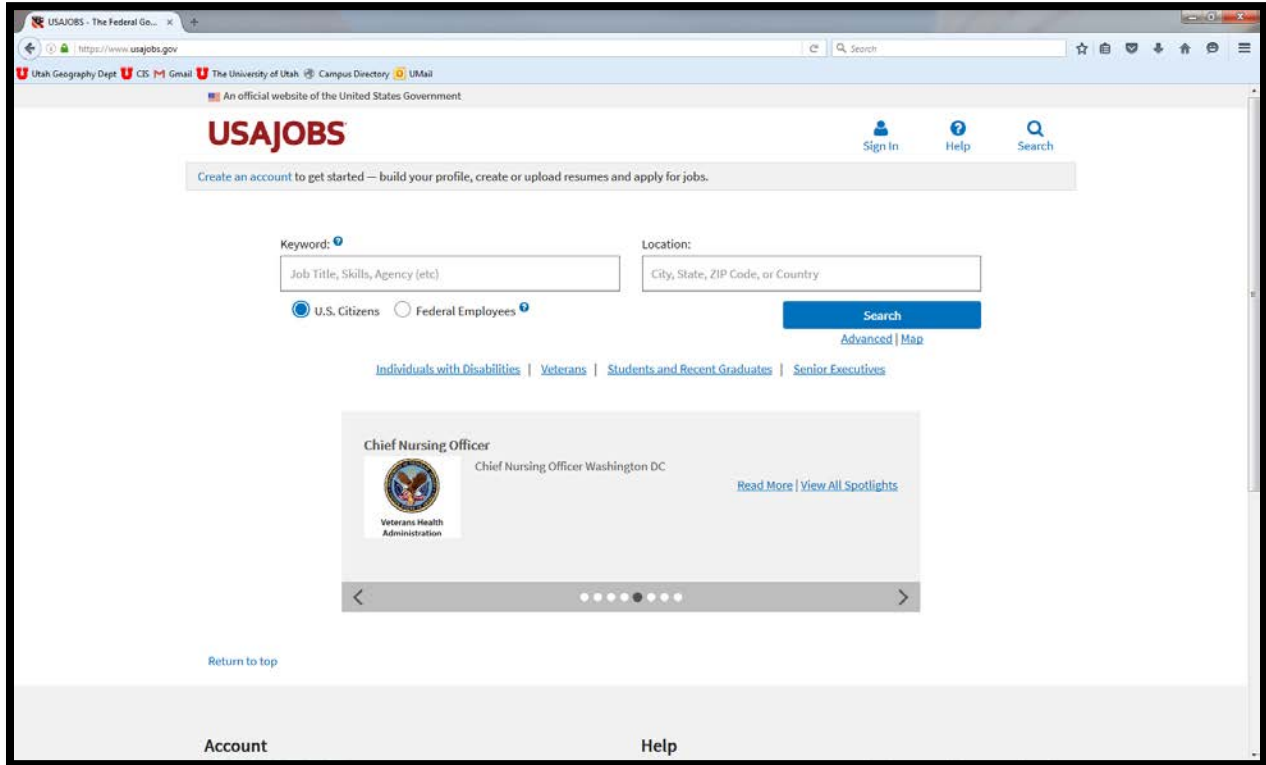
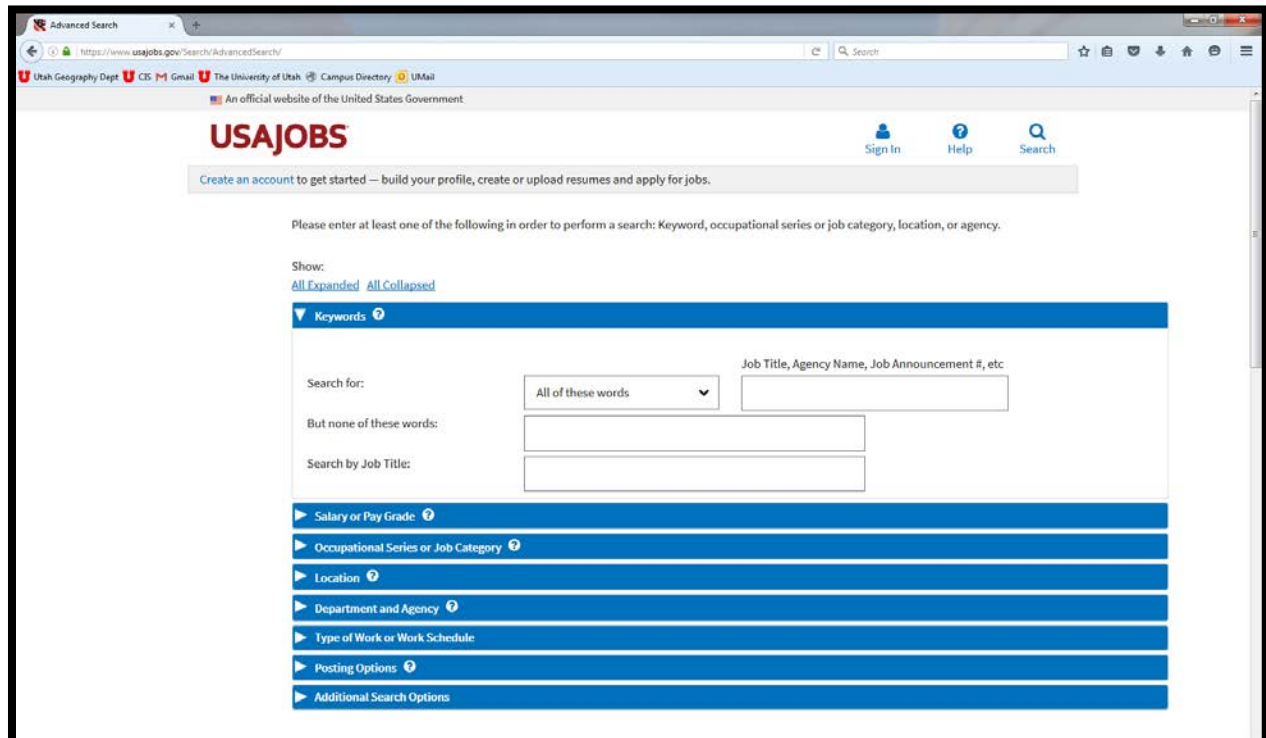


## How to use USA Jobs – The Federal Government’s Official Jobs Site

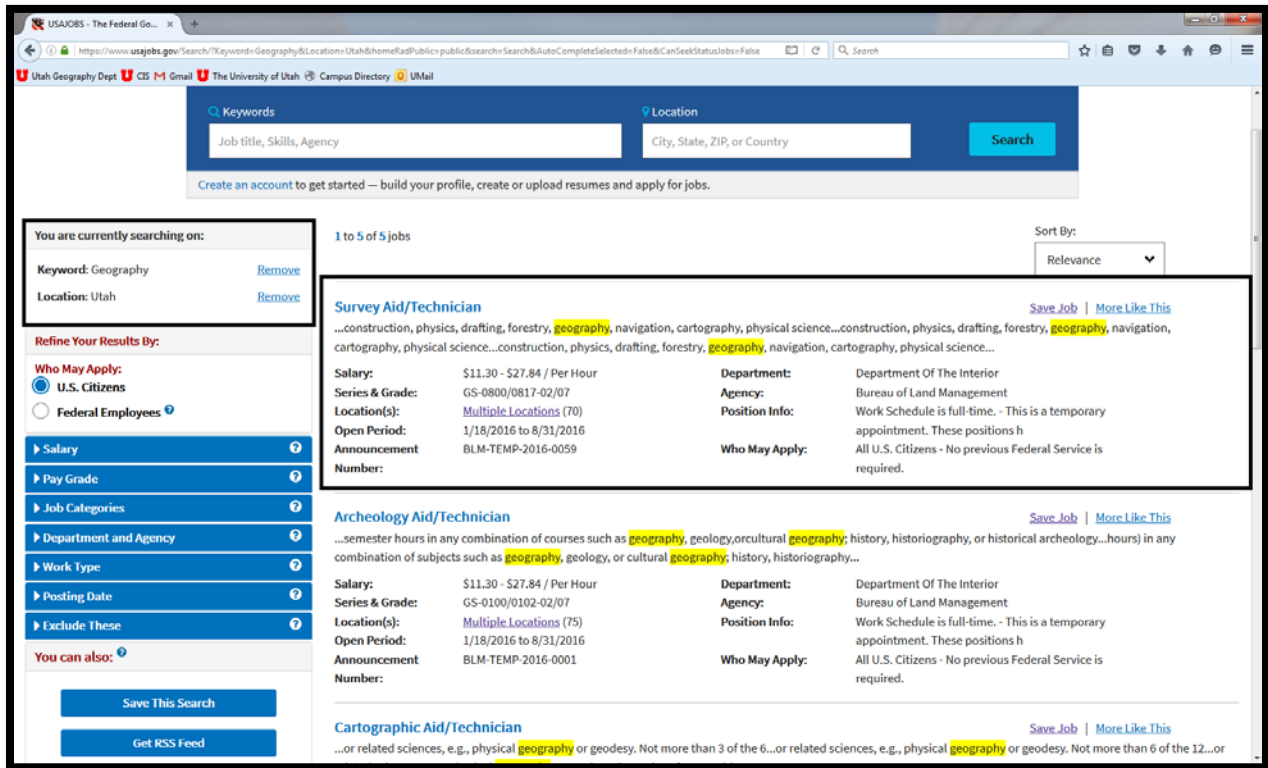
1. Go to [www.usajobs.gov](http://www.usajobs.gov)



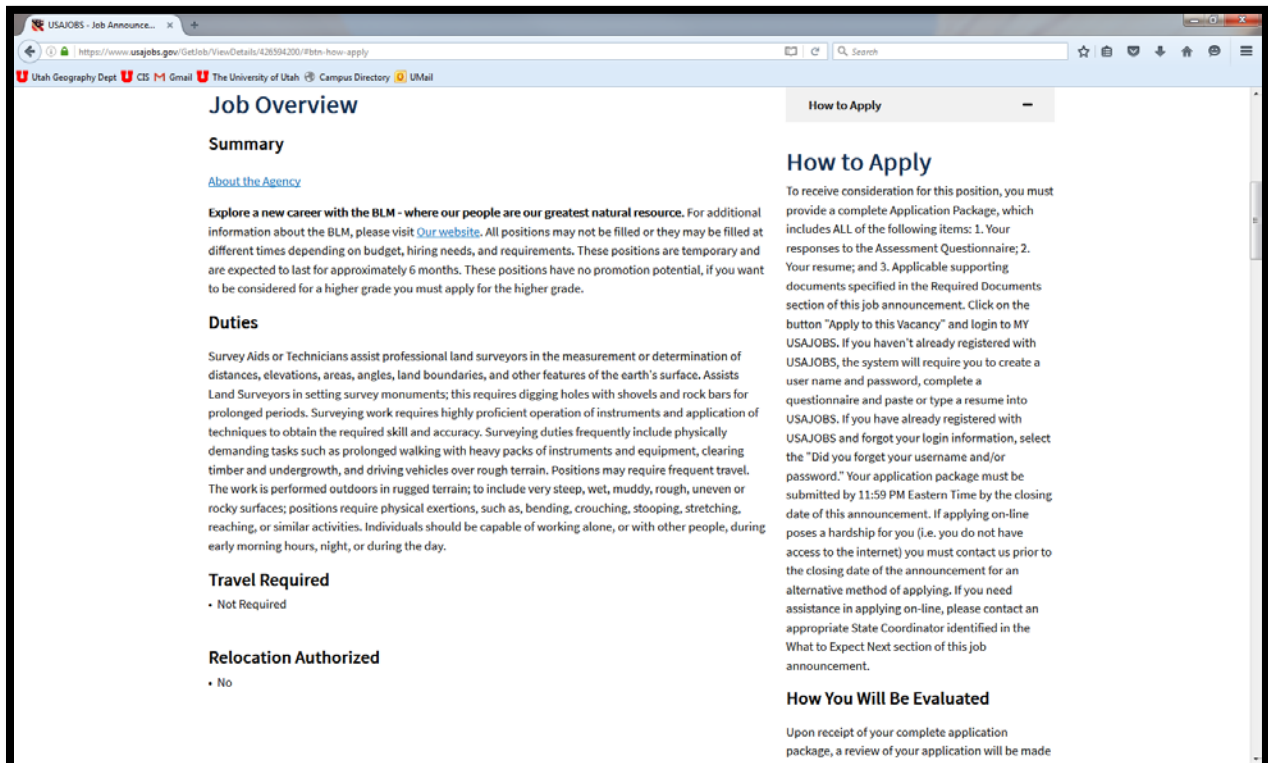
2. The default search uses a keyword and location. The advanced search has multiple options including salary, department and agency, or type of work.



- Once you search, job postings will have the keyword highlighted, along with other job information such as salary, location, and when the application period closes.



- Once you select a job posting, you will find a job overview that describes the agency, duties of the job, and key requirements and qualifications.



5. If you want to apply or save a position, you have to create a USAJOBS account. Visit <https://login.usajobs.gov/Account/Create> to create an account.

USAJOBS Create Account  
"WORKING FOR AMERICA"

### Welcome to USAJOBS!

USAJOBS is the official job site of the U.S. Federal Government. It's your one-stop source for Federal jobs and employment information.

With your new account you'll be able to:

- Build and store up to five distinct resumes
- Save and automate job searches
- Save and apply for jobs
- Search by Agency, Occupation, Location...
- Apply to Federal Agencies
- Learn how to use USAJOBS
- Learn about the Federal hiring process
- Discover special hiring programs
- See which jobs are in demand

**Be advised that only one account can be created for each email address.**  
**Be sure the email account you use is only accessible by you and the email account is properly secured.**

*All fields are required unless otherwise noted*

Primary Email

Confirm Primary Email

Username

Username must be between 8 and 20 alphanumeric characters, must contain at least one letter (i.e. can't be all numbers), and may only contain the following special characters: underscore(\_), ampersand(&), and period(.).

- If you have questions related to the Federal hiring process, visit this page for more information:  
<https://www.usajobs.gov/Help/faq/>
- If you have questions related to the USAJOBS website, visit this page for more information:  
<https://www.usajobs.gov/Help/how-to/>
- If you have questions related to working in government, visit this page for more information:  
<https://www.usajobs.gov/Help/working-in-government/>

Stop by the Geography Department office in Building 73, Room 217 if you have any other questions!