



United States Department of Agriculture

Getting Started with USAJOBS



USDA is an equal opportunity provider, employer, and lender.

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USDA Natural Resources Conservation Service (NRCS) mission is to provide resources to farm owners and land owners to aid them in conservation. NRCS employs approximately 11,500 people in its 2,900 offices, 90 percent of whom work outside of the Washington, D.C. area. NRCS operates in numerous communities across North America, working hand-in-hand with landowners and our partners to improve our natural resources. Our passion is derived from stewardship of the land and the benefits we all enjoy as a result, such as cleaner air and water, improved soil, and abundant wildlife habitat.

<https://www.nrcs.usda.gov/wps/portal/nrcs/main/national/careers>



ARKANSAS
Natural
Resources
Conservation
Service

nrcs.usda.gov



START YOUR FEDERAL CAREER



Where do I start?

1. CREATE A LOGIN.GOV ACCOUNT

USAJOBS is now using login.gov for our sign-in process. Login.gov is a service that offers secure and private online access to government programs, such as federal benefits, services and applications. Once you create a login.gov account, you can sign into USAJOBS and create a profile.

2. CREATE A USAJOBS PROFILE

Your profile includes all the information you need to apply to a federal job; your name, address and other important information that are submitted for each job application. It's important to create a profile, because we can use this information to improve your job search results and help you fill in parts of a job application.

With a profile, you can also upload resumes, save jobs and save job searches.

3. CREATE OR UPLOAD A RESUME

You can either upload a resume or create one using our Resume Builder. You can store up to five unique

resumes within your profile—this will help you target your resume to different types of jobs.

If you upload a resume:

The document size must be less than 3 MB. The document must be in an acceptable format such as: JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

You can also create a resume using the Resume Builder—we help create a resume for you by asking you to enter information such as previous work experiences and skills.

Important tip: If you save five resumes and want to add a new one, you'll have to delete one of the existing five.

What to include in a resume

When applying for a federal job, it's important to clearly describe how your skills and work experiences align to the selection criteria defined by the job announcement. You should tailor your resume to the job announcement to which you are applying.

4. SEARCH FOR JOBS

Take advantage of the USAJOBS search tool—the more details you provide, the more effective your results will be.

Filter your job search

You can search for jobs by keyword, occupation or job category, agency, location, salary range and pay grade.

Save searches and receive notifications

You can set up automated job searches based on your search criteria. USAJOBS will email you

(daily, weekly or monthly) when there are new jobs entered into the database that meet your needs.

5. REVIEW THE JOB ANNOUNCEMENT

Once you find a job you're interested in, read the entire job announcement and pay close attention to the:

- This job is open to and Who may apply sections to see if you're eligible for the job. Qualifications section to learn what skills and experience you need for the job.
- How to Apply section to learn about agency specific instructions, required documents, and contact information. Which jobs am I eligible to apply for? What types of documents might I need to provide?

I found a job I am interested in, what's next?

1. Prepare your job application

We will guide you through a five-step process to prepare your application, including attaching a resume and other required documents.

2. Submit your application

Once your application is ready, you'll be transferred to the hiring agency application system and at that point you move into the hiring agency process.

3. Check your USAJOBS account for status updates

You can check the status of your application in the application section of USAJOBS.

If you need further assistance visit <https://www.usajobs.gov/Help/Get-Started>

