**TIPS FOR APPLYING FOR A FEDERAL JOB (by someone who just got one in January)**

1.  Use the sites resume builder. It puts your info on the format the hiring managers prefer.

2.  There is no 2-page limit on a Federal resume.

3.  For every job you've had put in the job requirements/responsibilities,

qualifications (from the job listing) that that job gave you to make you a qualified candidate for the position you are applying for.  This makes for a very long application.  However, should your application be declined, you can request to know why and if the reason given is something you did cover in your application, you can point it out to the hiring manager.  This will get you reconsidered.

4.  Don't presume/assume that anything you submit will be a known/given fact.  Be explicit.

5.  Sign-up for the job search notifications.  They only send one email per saved search per day.  Who knows, you may not get the job you want, but you may see others to apply for.

6.  Present yourself in a professional manner at all times.

7.  Digitize all of your application related documents.  Then you can up-load them with your resume when you apply for a job.  Include, diplomas, training certificates, licenses, DD214s, letters of service, etc.

For those of you who use Indeed or similar job search engines, avail yourselves of the certification test they offer.  You can with a little copy paste and some typing into a simple document citing the source and the test results.  Make it look like a professional summary of your proven skills.

8.  Don't lie, omit or think they won't check, they do.  That's part of why it takes so long to get hired.  Also, you may have not only a work background check, but may also be subject to a security background check.  They place a lot more weight on anything you try to hide than any past issue you tell them about up front. They will consider applicants with a criminal record.