

USA Staffing Training

Building Your USAJOBS Resume

Building Your Resume

Search Jobs My Account Info Center Welcome Rhonda! | Sign out

USAJOBS
"WORKING FOR AMERICA"

Search Jobs [Keyword Tips](#)
What: (keywords) Where: (city, state or zip code) [Browse Jobs >](#) [Advanced/International Search >](#)

My Account
Rhonda Trecek
Current Goal:
Last login: 3/3/2010
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[Highlights from USAJOBS](#)

Looking for an internship, entry level job, or just want to explore the possibilities open in the government to the country's young people? Check out the brand new Students page at <http://www.usajobs.gov/studentjobs/>. From here you can find information on Government-wide hiring programs for students, entry level employment upon graduation, and additional opportunities including apprenticeships, cooperatives, fellowships, grants, internships, and scholarships.

[Saved Jobs](#)

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This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Building Your Resume

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Welcome Rhonda! [Sign out](#)



[Search Jobs](#) [Keyword Tips](#)

What: (keywords)

Where: (city, state or zip code)

[Browse Jobs >](#) [Advanced/International Search >](#)



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[Saved Jobs](#)



[Saved Documents](#)



[Application Status](#)



Resumes

OPM Resume

[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#)

Status: Not Searchable [Make Searchable](#)

Format: USAJOBS Resume

Source: Built with USAJOBS Resume Builder

[Build New Resume](#)

[Upload New Resume](#)

Building Your Resume

Resume Builder

USAJOBS' Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

1. Getting Started 2. Experience 3. Related Information 4. Finishing Up

PLEASE NOTE: Fields with an asterisk (*****) are **required fields**. Click on the  after each title for **more information**.

Confidentiality

Select **confidential** to hide your contact information, current employer name, and references from recruiters performing resume searches.

Confidential Non-Confidential

Building Your Resume

Candidate Information

Note: If your resume is **confidential**, this information will not be visible to recruiters performing resume searches.

* Name Your Resume	<input type="text" value="Test Resume"/>	What is this?
* First Name	<input type="text" value="Rhonda"/>	
Middle Name	<input type="text" value="R"/>	
* Last Name	<input type="text" value="Trecek"/>	
* Social Security Number	<input type="text" value="***-**-6789"/>	Edit Social Security Number
* Home Address	<input type="text" value="123 Federal Way"/>	
Home Address 2	<input type="text"/>	
* City/Town	<input type="text" value="Anywhere"/>	
* State/Territory/Province	<input type="text" value="Kentucky"/>	
* Home Postal/ZIP Code	<input type="text" value="12345"/>	
* Country	<input type="text" value="US"/>	
* Email	<input type="text" value="disneyworld@florida.com"/>	
* Phone Numbers	Day Phone 	<input type="text" value="1234567890"/>
	- SELECT - 	<input type="text"/>
	Mobile 	<input type="text" value="1234567890"/>
* Are you a U.S. Citizen?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
* Do you claim veterans' preference?	<input type="radio"/> Yes <input checked="" type="radio"/> No Does this apply to me?	
Selective Service	<input type="checkbox"/> Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25.	

Building Your Resume

Highest Career Level Achieved

Note: This will change the Career Level on all your resumes.

- SELECT - 

Federal Employee Information

* Are you or were you ever a Federal civilian employee?

Yes No

If yes, indicate the highest permanent Federal civilian grade you held:

Pay Plan (e.g., GS, WG, ST, etc.)

GS

Series

0201

Grade

13

From (mm/yyyy)

04/2002

To (mm/yyyy or Present)

Present

Are you ICTAP eligible?

Yes No [Does this apply to me?](#)

Save for Later 

Next 

Building Your Resume



When clicking on “Next” or “Previous” buttons, your work progress will be automatically saved.

Clicking the “Save for Later” button will save your progress and completely exit the USAJOBS resume builder.

Building Your Resume

Resume Builder

1. Getting Started **2. Experience** 3. Related Information 4. Finishing Up



[Preview your resume](#)
as you build it!

PLEASE NOTE: Fields with an asterisk (*) are **required fields**. Click on the ? after each title for **more information**.

Work Experience ?

Note: If your resume is **confidential**, the name of your current employer (indicated by an end date of "present") will not be visible to recruiters performing resume searches.

* Employer Name	<input type="text"/>
* City/Town	<input type="text"/>
* State/Territory/Province	<input type="text"/>
* Country	<input type="text" value="US"/>
* Formal Title	<input type="text"/>
* Start Date	<input type="text" value="March"/> <input type="text" value="2010"/>
* End Date:	<input type="text" value="- SELECT -"/> <input type="text" value="Present"/>
Salary	<input type="text" value="\$00.000"/> <input type="text" value="USD"/> <input type="text" value="Per Year"/>
* Average Hours per week	<input type="text"/>
May we contact your supervisor?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Contact me first
Is this a Federal position?	<input type="radio"/> Yes <input checked="" type="radio"/> No

* Duties, Accomplishments and Related Skills

[Problems with formatting when pasting from Word?](#)

Character Count: 0 (3,000 character limit)

Spell Check ✓

Add Experience ▶

Building Your Resume

* Duties, Accomplishments and Related Skills

[Problems with formatting when pasting from Word?](#)

Character Count: 0 (3,000 character limit)

Spell Check ✓

Add Experience ▶

Building Your Resume

Work Experience

Note: If your resume is **confidential**, the name of your current employer (indicated by an end date of "present") will not be visible to recruiters performing resume searches.

* **Employer Name**

* **City/Town**

* **State/Territory/Province**

* **Country**

* **Formal Title**

* **Start Date**

* **End Date:**

Salary

* **Average Hours per week**

May we contact your supervisor? Yes No Contact me first

Is this a Federal position? Yes No

* **Duties, Accomplishments and Related Skills**

[Problems with formatting when pasting from Word?](#)

Character Count: 0 (3,000 character limit)

Spell Check ✓

Add Experience ▶

Employer Name	City, State	Job Title	Start Mo./Yr.	End Mo./Yr.	
<u>NASA</u>	Milky Way, Galaxy	Star Gazer	3/2010	Present	

Building Your Resume

Employer Name	City, State	Job Title	Start Mo./Yr.	End Mo./Yr.	
<u>NASA</u>	Milky Way, Galaxy	Star Gazer	3/2010	Present	

- To delete a work experience entry, click on the red X.
- To edit a work experience entry, click on the employer name.

Building Your Resume

Work Experience

Note: If your resume is **confidential**, the name of your current employer (indicated by an end date of "present") will not be visible to recruiters performing resume searches.

* Employer Name	<input type="text" value="NASA"/>
* City/Town	<input type="text" value="Milky Way"/>
* State/Territory/Province	<input type="text" value="Galaxy"/>
* Country	<input type="text" value="US"/>
* Formal Title	<input type="text" value="Star Gazer"/>
* Start Date	<input type="text" value="March"/> <input type="text" value="2010"/>
* End Date:	<input type="text" value="- SELECT -"/> <input type="text" value="Present"/>
Salary	<input type="text"/> <input type="text" value="USD"/> <input type="text" value="Per Year"/>
* Average Hours per week	<input type="text" value="40"/>
May we contact your supervisor?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Contact me first
Supervisor's name:	<input type="text"/>
Supervisor's phone number (including area code):	<input type="text"/>
Is this a Federal position?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Duties, Accomplishments and Related Skills	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"><p>I look at the stars and wonder if I'll see Spock.</p></div>

[Problems with formatting when pasting from Word?](#)

Character Count: 49 (3,000 character limit)

Spell Check 

Update 

Building Your Resume

Education

* School or Program Name

* City/Town

* State/Territory/Province

* Country

* Degree/Level Attained

Degree/Level Clarifications

Completion Date

Major

Minor

GPA of GPA Max.

Total Credits Earned

System for Awarded Credits

Semester Hours

Quarter Hours

Other

Honors

Relevant Coursework, Licensures and Certifications

[Problems with formatting when pasting from Word?](#)

Character Count: 0 (2,000 character limit)

Spell Check 

Add Education 

Building Your Resume

School	City, State	Country	Degree Level	Completion Date	
Captain Kirks School of Star Gazing	Milky Way, Galaxy	US	Certification	1/2001	

As it was with the experience section, you can edit or delete the education entries in the same fashion.

Building Your Resume

Job Related Training

List the titles and completion date of training courses that are relevant to the position you are seeking.

[Problems with formatting when pasting from Word?](#)

Character Count: 0 (max. 5,000 characters)

Spell Check 

Building Your Resume

1. Getting Started 2. Experience **3. Related Information** 4. Finishing Up



[Preview your resume](#)
as you build it!

PLEASE NOTE: Fields with an asterisk (*****) are **required fields**. Click on the  after each title for **more information**.

References

Note: If your resume is **confidential**, this information will not be visible to recruiters performing resume searches.

* **Name:**

Employer:

Title:

* **Phone:**

Email:

* **Reference Type:** Professional Personal

Add Reference 

Additional Language Skills

Language

Spoken: None Novice Intermediate Advanced

Written: None Novice Intermediate Advanced

Read: None Novice Intermediate Advanced

Add Language 

Building Your Resume

Affiliations

* Organization Name:

* Affiliation/Role:

Add Affiliation 

Professional Publications

Enter any professional publications in the space provided

[Problems with formatting when pasting from Word?](#)

Character Count: 0 (5,000 character limit)

Spell Check 

Additional Information

Enter job-related honors, awards, leadership activities, skills (such as computer software proficiency or typing speed) or any other information requested by a specific job announcement.

Need more space? [Expand this field.](#)

[Problems with formatting when pasting from Word?](#)

Character Count: 0 (20,000 character limit)

Spell Check 

Building Your Resume

Availability

Note: Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration.

What type of work will you be willing to accept?

- | | | | |
|--|--|---------------------------------|---------------------------------------|
| <input type="checkbox"/> Permanent | <input type="checkbox"/> Temporary | <input type="checkbox"/> Term | <input type="checkbox"/> Intermittent |
| <input type="checkbox"/> Detail | <input type="checkbox"/> Temporary Promotion | <input type="checkbox"/> Summer | <input type="checkbox"/> Seasonal |
| <input type="checkbox"/> Federal Career Intern | <input type="checkbox"/> Student Career Experience | | |

What type of work schedule will you be willing to accept?

- | | | |
|---------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time | <input type="checkbox"/> Shift Work |
| <input type="checkbox"/> Intermittent | <input type="checkbox"/> Job Share | |

Looking for a Specific Work Environment

Note: Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration.

Please select your desired work environment

- | | | |
|--|--|--|
| <input type="checkbox"/> Student | <input type="checkbox"/> Undergraduate | <input type="checkbox"/> Graduate |
| <input type="checkbox"/> Post-graduate | <input type="checkbox"/> New Professional | <input type="checkbox"/> Mid-Career Professional |
| <input type="checkbox"/> Retiree | <input type="checkbox"/> Federal Retiree | <input type="checkbox"/> Highly Mobile |
| <input type="checkbox"/> Revolving | <input type="checkbox"/> Term | <input type="checkbox"/> Mission-Focused |
| <input type="checkbox"/> Experienced Professionals | <input type="checkbox"/> Requires Flexibilities | <input type="checkbox"/> Telework |
| <input type="checkbox"/> Part-Time | <input type="checkbox"/> Alternative Work Schedule | |

Building Your Resume

Desired Locations

Note: Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration. Please select the Desired Location(s) you are willing to work in.

(For multiple locations, hold down the <Ctrl> key (PC) or <Command> key (Mac) as you select.)

Choose State	then Locale(s)		Click arrow to add ('X' to delete)
<ul style="list-style-type: none">USAlabamaAlaskaAmerican SamoaArizonaArkansasArmed Force Europe, th	<div style="border: 1px solid gray; width: 150px; height: 100px;"></div>	 ADD	<div style="border: 1px solid gray; width: 150px; height: 100px;"></div>
		 DELETE	

Show locations for this region:

[United States](#) | [Africa](#) | [Asia](#) | [Europe](#) | [North America](#) | [South America](#) | [Australia](#) | [Caribbean and Central America](#) | [Middle East](#)

Building Your Resume

Resume Builder

1. Getting Started 2. Experience 3. Related Information **4. Finishing Up**



Preview your resume
as you build it!

PLEASE NOTE: Fields with an asterisk (*****) are **required fields**. Click on the  after each title for **more information**.

Make Searchable

Activating your resume will allow recruiters to find your resume during resume searches.

Activate Resume 

OR

Save your resume. To make future changes to your resume, click Resumes on your My USAJOBS home page.

Save for Later 

Building Your Resume

Print This Page ▶

I'm Finished ▶

Rhonda R Trecek
123 Federal Way
Anywhere, KY 12345
Mobile: 1234567890
Day Phone: 1234567890
Email: disneyworld@florida.com

Country of citizenship: United States of America
Veterans' Preference: No
Highest Grade: GS-0201-13, 04/2002-Present
Contact Current Employer: Yes

WORK EXPERIENCE **NASA** **3/2010 - Present**
Milky Way, Galaxy US
Hours per week: 40

Star Gazer
I look at the stars and wonder if I'll see Spock.

EDUCATION Captain Kirks School of Star Gazing
Milky Way, Galaxy US
Certification - 1/2001
None
Major: Big Dipper Locating
Minor: Little Dipper Locating

I'm Finished ▶

Building Your Resume

Resume Builder

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Saved Jobs

Saved Documents

Application Status

Resumes

OPM Resume

[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#)

Status: Not Searchable [Make Searchable](#)

Format: USAJOBS Resume

Source: Built with USAJOBS Resume Builder

Test Resume

[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#)

Status: Not Searchable [Make Searchable](#)

Format: USAJOBS Resume

Source: Built with USAJOBS Resume Builder

[Build New Resume](#)

[Upload New Resume](#)

You have created 2 of 5 possible resumes.
You are able to upload and store 2 uploaded resumes; you have created 0 of 2 possible uploaded resumes.

Building Your Resume

Resume Uploader

You are able to upload and store two resumes to your My USAJOBS account. If the job accepts uploaded resumes, then your uploaded resume(s) will appear in the list of resumes you can use to apply for a job. Uploaded resumes can not be converted to SES resumes.

* Required information

Resume Basics

* Resume Title:

(e.g., Senior Marketing Director, Experienced Sales Manager)

Upload a Resume

Uploaded resumes must be less than 3mb and can be in one of the following formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

Upload your existing resume by selecting a file below.

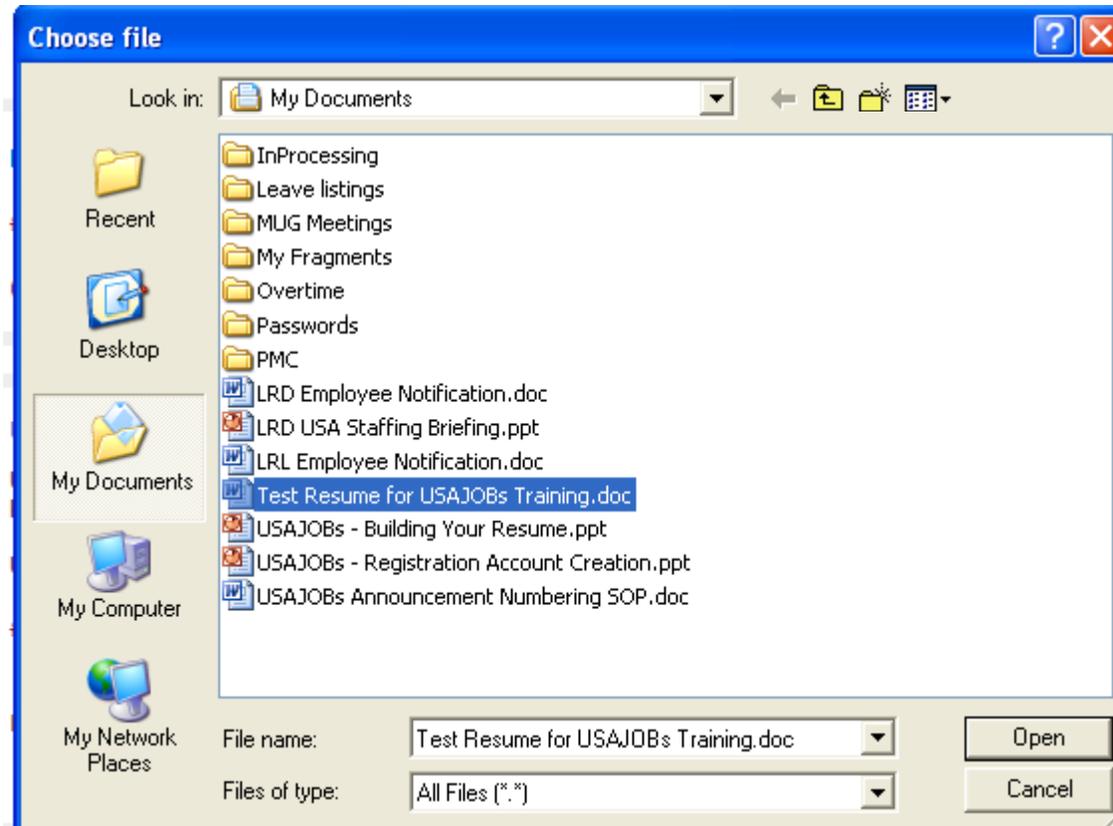
* Resume File:

Note: Uploaded resumes may not be accepted by some agencies' online application processes.

UPLOAD 

CANCEL 

Building Your Resume



Building Your Resume

Resume Uploader

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CANCEL 

Building Your Resume

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USAJOBS' Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

Resume 1: OPM Resume

[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#)

Format: USAJOBS Resume

Source: Built with USAJOBS Resume Builder

Status: Not Searchable

[Make Searchable](#)

Resume 2: Test Resume

[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#)

Format: USAJOBS Resume

Source: Built with USAJOBS Resume Builder

Status: Not Searchable

[Make Searchable](#)

Resume 3: Test Resume

[View](#) | [Delete](#)

Source: Uploaded from my computer

Status: Not Searchable

Uploaded resumes can not be searched.

[Build New Resume](#) ▶

[Upload New Resume](#) ▶

You have created **3** of **5** possible resumes. You are able to upload and store **2** uploaded resumes; you have created **1** of **2** possible uploaded resumes.

Tips

Searchable: Making your resumes searchable allows recruiters to find your resume during searches. **Note:** Uploaded resumes can not be searched.

Acceptable files: Uploaded resumes must be less than 3MB and in one of the following document formats: .doc, .docx, .jpg, .pdf, or .rtf

Warning: Uploaded resumes may not be accepted by some agencies' online application processes.

Questions?

Uploading your Resumix Resume into USAJOBS



The screenshot shows the CPOL website homepage. At the top left is the CPOL logo with the text "U.S. ARMY CIVILIAN PERSONNEL ON-LINE". To the right is a quote: "The U.S. Army has employed civilians since 1776 in support of men and women in uniform. The Department of Defense is America's oldest, largest, busiest, and most successful 'company'. Today, with over 250,000 civilian employees, the Army is the Department of Defense's largest federal employer." Below this is a navigation bar with three main sections: "Employment", "References & Tools", and "Employee Portal". Each section has a corresponding image of a smiling person. The "Employment" section is highlighted with a dropdown arrow. Below the navigation bar is a sidebar on the left with various links and information, including "Employment Opportunities Around the World", "Top Army Initiatives", "Latest info is always at 'What's New'", "New! - OPM's Washington, DC Area Dismissal/Closure Procedures - Nov 2009", "BRAC Information", "Army NSPS Information", "Quick Guide - CAC Enable CSU", "Quick Guide - CAC Enabling DCPDS, My Biz & My Workplace", "No Fear Act Notice", and "AKO ARMY KNOWLEDGE ONLINE". The main content area is divided into three columns. The first column is for "Employment", the second for "References & Tools", and the third for "Employee Portal". Each column contains text and links. At the bottom of the page, there is a "Maintenance Events & System Announcements" section with a link to "Maintenance Event: Fri Mar 19 - Sun Mar 21 (Click for downtime information)".

U.S. ARMY CIVILIAN PERSONNEL ON-LINE

The U.S. Army has employed civilians since 1776 in support of men and women in uniform. The Department of Defense is America's oldest, largest, busiest, and most successful "company". Today, with over 250,000 civilian employees, the Army is the Department of Defense's largest federal employer.

Employment Opportunities Around the World

Top Army Initiatives:

Latest info is always at "What's New"

[New! - OPM's Washington, DC Area Dismissal/Closure Procedures - Nov 2009](#)

[BRAC Information](#)

[Army NSPS Information](#)

[Quick Guide - CAC Enable CSU](#)

[Quick Guide - CAC Enabling DCPDS, My Biz & My Workplace](#)

[No Fear Act Notice](#)

AKO ARMY KNOWLEDGE ONLINE

Maintenance Events & System Announcements:

Maintenance Event:
Fri Mar 19 - Sun Mar 21
(Click for downtime information)

Employment	References & Tools	Employee Portal
Become a member of the Army Civilian Team. Visit our Employment page and discover countless opportunities to join the Army as a Civilian. The Army has a wealth of challenging jobs with progressive employment practices, a family friendly atmosphere, exceptional benefits, and a diverse workforce.	We offer various reference information and tools to assist with questions concerning Civilian Human Resources. Special Solicitation for Haitian Earthquake Relief INFORMATION ON H1N1 INFLUENZA	The CPOL Portal is a one stop site that provides access to all the information you may need as a Civilian supervisor or employee working for the Army. → Employee Login (with an AKO account) → CAC Employee Login (Using Common Access Card - CAC) → Click here for DCPDS/MyBiz/My Workplace/CSU (to enter NSPS Appraisal info or to view your SF-50)

Login into CPOL at
<http://cpol.army.mil>

Click on Employment

Uploading your Resumix Resume into USAJOBS

Click on:
Build a Resume/View
Status



U.S. ARMY CIVILIAN PERSONNEL ON-LINE

If you're ready for a challenge –
If you want to believe in your work and truly make an impact –
Explore what we offer.

Employment

Many Jobs – Many Opportunities

- Home
- About Us
- Working for Army
- Benefits
- Intern/Fellow Opportunities
- Student Opportunities
- Military Spouse Information
- NAF Job Opportunities
- Projected Opportunities
- Veterans Employment Programs
- How to Apply
- FAQs
- Useful Links
- Site Map
- Search for Jobs
- Build a Resume/View Status**
- Global War On Terrorism
- Engineering Positions
- Medical Positions

Experience an exciting job.
Apply your skills to real-world situations.
Face new challenges and achieve your career goals.

We hire motivated individuals in many different fields, all over the world. Everyday.

Challenge Yourself – Be an Army Civilian – Go Army!

[Career and Job Fair Schedules](#) [What's New](#)

When applying for Army vacancy announcements viewed on a website other than Army's Civilian Personnel Online or the Office of Personnel Management's USAJobs, we strongly advise that you first review those announcements on one of these two official sites to ensure that there have been no changes/updates to the announcement prior to applying. We are not responsible for information listed on sites other than the sites named above.

Uploading your Resumix Resume into USAJOBS



ATTENTION APPLICANTS: The National Defense Authorization Act for FY 2006, signed into law on January 6, 2006, expanded the definition of a veteran for the purposes of preference eligibility. The definition now includes those individuals who served on active duty for more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001 to present.

If you believe you meet the requirements for this new veterans' preference eligibility and wish to claim veterans' preference for employment purposes, you must ensure your resume and supplemental data reflect your claim of veterans' preference and list your active duty military service dates accordingly.

Welcome to The Army Civilian Resume Builder and ANSWER

The Resume Builder is designed to assist users in entering their resume into the Army's Centralized Resumix System. Users can enter their resume as well as provide supplemental data to indicate their qualifications and preferences. Once a resume is entered using this system, the record is integrated with the other staffing tools used by the Army to recruit and place applicants.

The Applicant Notification System Web-Enabled Response (ANSWER) tool is designed to allow users to check the status of their Resume, track their application history, view Self-Nomination history and view their current Resume and Supplemental Data listed in the Central Resumix Database. Users can toggle between the Resume Builder and ANSWER.

[PRIVACY ACT AND PUBLIC BURDEN STATEMENT](#)

New Users >>



- ▶ Register a new account
- ▶ Create Your Resume
- ▶ Submit Your Resume

[Register](#)

Registered Users >>



- ▶ View Existing Resume
- ▶ Edit Existing Resume
- ▶ Submit Your Resume

[Login](#)

← Click LOGIN

Uploading your Resumix Resume into USAJOBS



Demo | Demo ReadMe

Resume Builder Logon Page

Enter your USERID (SSN)
and Password

Please enter your Userid and Password
Note: Enter Digits only

Userid (SSN)

Password

By clicking here, you agree not to enter **Classified Information** into this system. I understand that falsification of this document is grounds for dismissal in accordance with US Code, title 18, 1001. This statement is accurate to the best of my knowledge and belief and is made in good faith.

[Forgot your Password?](#)

For Non-Classified Use Only. DO NOT Enter Classified Information

Uploading your Resumix Resume into USAJOBS

The Army Civilian
Resume Builder
& ANSWER

Help Logout

(New Users:) Please fill out the following form to register.
(Returning users:) Please review and update your Registration Information below

[PRIVACY ACT AND PUBLIC BURDEN STATEMENT](#)

All fields denoted by a (*) are required.

Password can be changed at any time, simply retype password and confirm password.

* Password * Confirm Password

* SSN * Confirm SSN (no dashes)

>> **Contact Information**

** Note: The contact information provided below will appear on your Resume.

* First Name Rhonda Middle R. Last Trecek

* Address Line 1 123 Federal Way

Address Line 2

* City Milky Way * State Kentucky

* Country United States * Zip Code 40202

E-mail Address Rhonda.R.Trecek@usa.csa.army.mil

* Telephone	Country Code	Area Code	Phone Number	Extension
Home	<input type="text"/>	<input type="text"/> 402	<input type="text"/> 123456	<input type="text"/>
Work	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DSN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: at least one phone number is required

Verify your information. Correct or update if necessary. (This information prints on your resume.)

Click Next



Uploading your Resumix Resume into USAJOBS



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Your registration information has been updated. Select from your options below.



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[Create / Edit Supplemental Data](#)



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ANSWER

- ▶ [View your Resume Status](#)
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- ▶ [View Resume & Supplemental Data in the Central Resumix Database](#)

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Click on Submit Resume & Supplemental Data

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Sections are complete. Please submit to finish.

APPLICANT CERTIFICATION:

I certify that, to the best of my knowledge and belief, all of the information on and attached to this Resume is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this Resume may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated. I understand submitted information **must not contain classified information.**

By submitting this Resume you acknowledge your concurrence to the preceding statement.

Submit Resume & Supplemental Data



Submit

Email Resume to the following:

[Add Another Recipient](#)

Type in an email address and click submit.

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[Demo](#) | [Demo ReadMe](#)

Submit Resume and Supplemental Data Confirmation Page

Your Resume and Supplemental Data
have been Submitted!

Changes and submissions may take up to 24 hours.

To view your status in Answer:
[Return to the Main Menu.](#)

Your resume will go to the email address you indicated. Once the resume is received in email, you can cut and paste it into a word document, then upload it to the USAJOBS Resume builder.

Questions?

Uploading your Resumix Resume into USAJOBS



Your registration information has been updated. Select from your options below.



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Create / Edit Supplemental Data



Submit Resume & Supplemental Data

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- ▶ View your Resume Status
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Click on
Go To Answer



Uploading your Resumix Resume into USAJOBS

ANSWER - Windows Internet Explorer

ANSWER
Applicant Notification System Web-Enabled Response

ANSWER HOME

Applicant Information:
Rhonda Trecek
Resume Last Received: 2010-03-04
Resume Status: ACTIVE

Status Tracking
Note: You will not see an update to the status of your self nomination until after the announcement closes and qualification determinations are made.

< Close ANSWER

Status Tracking

Self Nominate History Updated!!

View Resume

View Supplemental Data

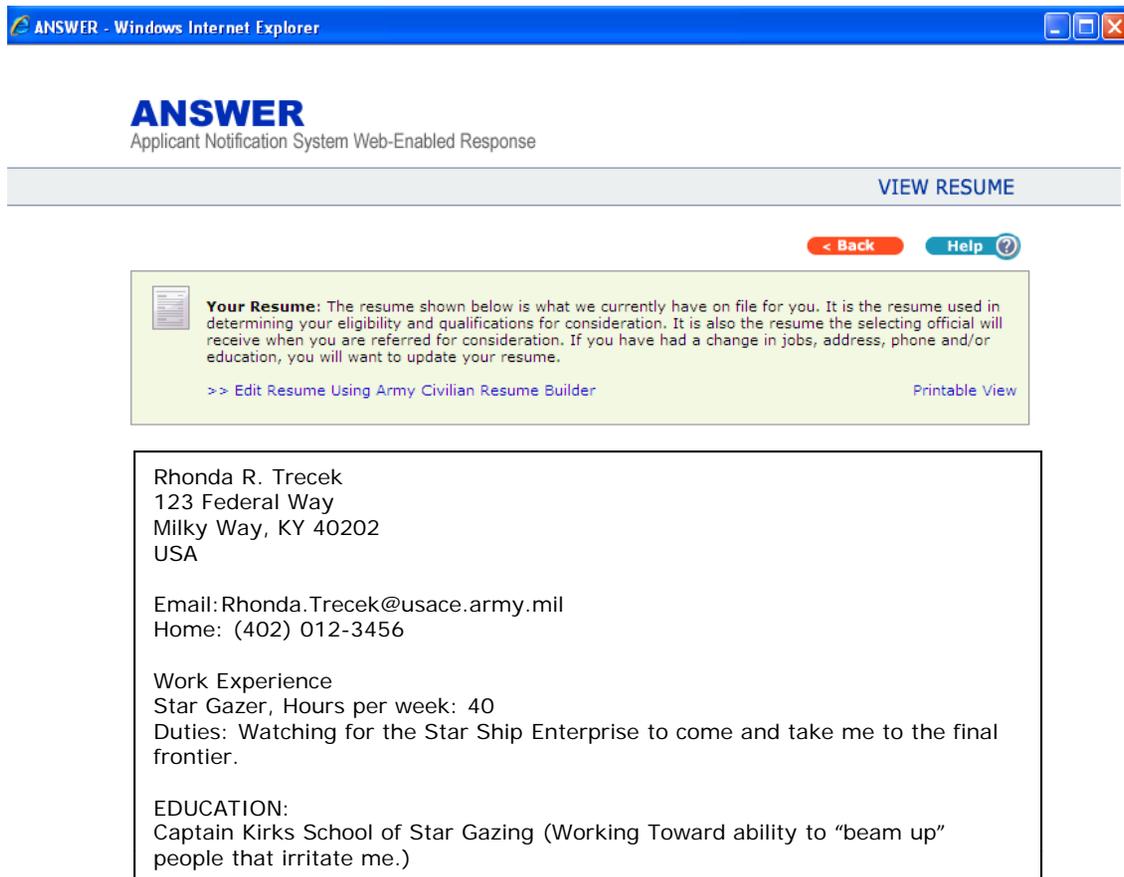
Send Mail

ANSWER Help

Click on
View Resume



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ANSWER - Windows Internet Explorer

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 **Your Resume:** The resume shown below is what we currently have on file for you. It is the resume used in determining your eligibility and qualifications for consideration. It is also the resume the selecting official will receive when you are referred for consideration. If you have had a change in jobs, address, phone and/or education, you will want to update your resume.

[>> Edit Resume Using Army Civilian Resume Builder](#) [Printable View](#)

Rhonda R. Trecek
123 Federal Way
Milky Way, KY 40202
USA

Email: Rhonda.Trecek@usace.army.mil
Home: (402) 012-3456

Work Experience
Star Gazer, Hours per week: 40
Duties: Watching for the Star Ship Enterprise to come and take me to the final frontier.

EDUCATION:
Captain Kirks School of Star Gazing (Working Toward ability to "beam up" people that irritate me.)

Open a blank Word document.

When your resume appears on the screen, copy and paste it into the Word document.

Save the Word document and log out of ANSWER.

Follow the instructions on previous slides for uploading your resume into USAJOBS.

Questions?