TIPS FOR APPLYING FOR A DOL JOB

Read the vacancy announcement from top to bottom

Applicants may disqualify themselves by submitting an incomplete application. Be sure to submit all documents or information requested in the announcement.

DOL requires applicants to apply online

- Create your resume on USAJOBS.
- Answer the job-related questions you will be asked in the online process.
- Examples of qualifying experience, often referred to as *specialized experience* or qualifying education, will appear on the announcement. Do you have the required experience or education? Have you described it in your application?

A Federal sector resume is not the same as a private sector resume

The Federal resume is generally much more detailed and should include the following:

- The length of time you held the position
- The number of hours worked – was it full-time or part-time? If it was part-time, how many hours? If a position requires one year of experience, it means one year of full-time experience. This means, if you worked 20 hours a week for two years, you would have one year of experience. If you worked 20 hours a week for one year, you would receive credit for 6 months of experience.
- The depth, scope, and complexity of your experience – your resume may be your only chance to showcase your experience.
- Your resume should back up your answers to questions and vice versa.

Are you setting yourself up for success?

➢ Read the requirements for the job – are you qualified? If you do not demonstrate that you meet minimum experience and/or education requirements, you will be found not qualified.

➢ The vacancy announcement should list point of contact name and number. At a minimum, you should keep this on file should you have questions on the application process or job requirements.

➢ If possible, print the announcement and retain it for your reference. If you are applying for multiple positions in multiple Federal agencies, it's easy to lose track of what each agency requires as a part of their application process.

➢ Are you submitting the same resume for different jobs? This is acceptable if you are qualifying based on education. However, if you are qualifying based on experience, you should tailor your resume based on the job for which you wish to be considered.

➢ Allow yourself time to build your resume and answer the required questions.

WEBSITES

U.S. Department of Labor

The official site of the U.S. Department of Labor

http://www.dol.gov/

DOL Job Opportunities

Everything you ever wanted to know about applying for a job at the U.S. Department of Labor

http://www.jobs.dol.gov/

Office of Personnel Management (OPM) USAJOBS

The official job site of the Federal government, it's your one-stop source for Federal jobs and employment information.

http://www.usajobs.gov/

The official job site for students in high school, college, or graduate school, seeking work experience or who are about to graduate and begin careers.

http://www.usajobs.gov/studentjobs/

- Career Interest Center

Discover and match your interests, explore job descriptions, and match your skills.

http://www.usajobs.gov/careers/index.asp?ic=1

U.S. Office of Personnel Management

The official site of the U.S. Office of Personnel Management

http://www.opm.gov/

- 2010 Salaries and Wages
  http://www.opm.gov/oca/10tables/index.asp
- Health Insurance
  http://www.opm.gov/insure/
- Retirement Benefits
  http://www.opm.gov/retire/