



Tips & Tricks For Applying For Federal Jobs

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For current listings of all open jobs at Acadia National Park, scan this code with the camera on a mobile device, or visit –

[go.nps.gov/
AcadiaHire](https://go.nps.gov/AcadiaHire)



To create your resume and apply for federal jobs –

- Go to **www.usajobs.gov**
- Create an account
- Fill in your profile with relevant information, such as Veteran's status, work preferences, education, etc.
- Go to **Documents** and use the **Resume Builder**
- When writing your resume, remember that federal resumes are very different from most others –
 - Longer (more detail) is better. Most are 7-12 pages long
 - Include all details of relevant work. If the job posting says you will need to use a hammer, don't just say you built a house. Say you built a house using a hammer, and all other listed tools and materials.
 - Each job posting will have a questionnaire. If you answer a question saying that you have experience with a particular task or skill, you must show that experience on your resume.
- When searching USAJobs for a job at Acadia National Park, use the keywords:
 - **Bar Harbor** (These are jobs on Mount Desert Island)
 - **Winter Harbor** (These are jobs on the Schoodic Peninsula)
- Because the federal government receives so many resumes, the hiring process is very slow. It is typical for a response to your application to take several weeks to a month or more. You can track the status of your application on USAJobs.
- For more detailed information about applying for federal jobs and writing a federal resume, go to the USAJobs website, select **Help**, then select **"What should I include in my resume?"** under the **FAQ** section.

