

THE **ELITE.**
THE **WORTHY.**



U.S. SECRET SERVICE

Find out more at
www.secretservice.gov
or call us at **888-813-USSS**
202-406-5370 (Deaf and Hard of Hearing)



U.S. Secret Service

The U.S. Secret Service is an elite law enforcement agency, one of the oldest federal law enforcement agencies in the United States. Charged with an integrated mission of investigations and protection, the U.S. Secret Service has earned a reputation of serving this nation since its inception in 1865. This unique integrated mission is what distinguishes the U.S. Secret Service from all other law enforcement organizations.





History

The U.S. Secret Service was created by President Abraham Lincoln in 1865 as a bureau of the Treasury Department. At that time, its sole mission was to suppress the counterfeiting of U.S. currency, which was widespread by the end of the American Civil War. Congress authorized the U.S. Secret Service to protect the President of the United States after the assassination of President William McKinley in 1901. The agency received authority to protect major Presidential candidates following the assassination of Robert F. Kennedy in 1968.

In March 2003, the U.S. Secret Service was transferred from the U.S. Department of the Treasury to the new U.S. Department of Homeland Security. The U.S. Secret Service's integrated mission of protection and investigations is vital to the Department's efforts to safeguard the nation.





Protective Mission

The U.S. Secret Service has a long history of ensuring the safety of the nation's leaders and visiting foreign dignitaries. To accomplish this mission, the U.S. Secret Service develops and utilizes preventative strategies, including investigating threats made against protectees, implementing innovative threat assessment techniques and utilizing advanced protective methodologies.

Since the U.S. Secret Service's protective mission was first mandated in 1901, the agency's jurisdiction has expanded to meet the needs of an evolving security environment. Today, the U.S. Secret Service is legally authorized to protect:



- The President and Vice President of the United States, and their immediate families
- The White House complex
- Major Presidential and Vice Presidential candidates, and their spouses
- Visiting foreign heads of state and their spouses
- Former Presidents, their spouses, and their minor children under the age of 16
- Other individuals as designated by Executive Order of the President
- Events designated as National Special Security Events by the Department of Homeland Security





Investigative Mission

The U.S. Secret Service's original mandate in 1865 was to investigate the counterfeiting of U.S. currency -- a mission the U.S. Secret Service continues today. However, advancement in computer technology and the existence of the internet have permanently changed the ways in which business and financial transactions are done. Online marketplaces now exist where cyber criminals share stolen information and criminal methodologies. The U.S. Secret Service's investigative mission has expanded significantly to combat these crimes against the nation's financial payment systems, critical financial infrastructure and U.S. Secret Service protectees.

Today, the U.S. Secret Service investigates:

- Violations of laws relating to counterfeiting obligations and securities of the United States
- Financial crimes that include, but are not limited to: financial institution fraud, false identification documents, access device fraud, wire fraud, bank fraud and money laundering as it relates to the agency's core violations
- Cyber-related attacks on the nation's financial, banking and telecommunications infrastructures to include: network intrusions, hacking attacks, malicious software, and account takeovers leading to significant data breaches
- Crimes pursuant to the Violent Crime Control and Enforcement Act (1994) and PROTECT Act (2003) in support of The National Center for Missing and Exploited Children
- Threats against the President, Vice President and/or any other person designated under 18 USC 3056

In response to the increase of transnational cyber-related threats, the U.S. Secret Service's investigative mission abroad continues to grow. This increases the need for the agency's presence overseas and special agents with foreign language skills.



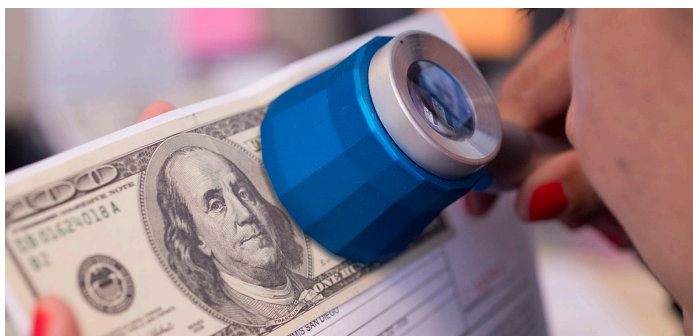


U.S. Secret Service

Administrative, Professional and Technical

Dedicated. Mission Driven. Committed to Excellence.

If these words describe you, we invite you to take a closer look at the job opportunities being offered at the United States Secret Service. We are looking for talented, diverse individuals from all segments of the American society to serve within the ranks of our administrative, professional and technical (APT) occupations. Our agency's APT employees play a critical role in ensuring the overall success of our protective and investigative missions.



Career Path

Administrative positions involve the application of a substantial body of knowledge of principles, concepts and practices applicable to one or more fields of administration or management and the application of analytical research, writing and judgment.

Professional positions involve work requiring knowledge in a field of science or learning that is characteristically acquired through education or training equivalent to a bachelor's or higher degree with major study in a specialized field. Individuals must be able to exercise discretion in applying a scholarly body of knowledge to various subject matters.

Technical positions are associated with the direct support of law enforcement, professional or administrative personnel. Assignments are generally non-routine in nature and involve extensive practical knowledge, which is either gained through on-the-job experience, specialized training or by a college education. Additionally, the Secret Service has the authority to employ and compensate consultants and experts in accordance with 5 U.S.C. 3109.

Positions Include...

- Investigative Analyst (Criminal Research)
- Financial Management Specialist
- Fingerprint Specialist
- Human Resources Specialist
- Management and Program Analyst
- Personnel Security Specialist
- Public Affairs Specialist
- Training Development Specialist
- Writer/Editor
- Accountant
- Attorney-Advisor
- Civil Engineer
- Chemist
- Contract Specialist
- Document Analyst
- Materials Engineer
- Operations Research Analyst
- Research Psychologist
- Social Worker
- Cyber Intelligence Analyst
- Information Technology Specialist
- Photographer (Forensics)
- Security Specialist (Access Control)

For further information about career opportunities with the U.S. Secret Service, please call the U.S. Secret Service Employment Line at 1-888-813-USSS (8777) or 202-406-5370 (Deaf and Hard of Hearing)

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The U.S. Secret Service is an Equal Opportunity Employer.



Benefits

In addition to federal employee benefits, administrative, professional and technical position benefits also include:

- Competitive starting salary
- Low-cost life insurance
- Individual or family membership in low-cost federal health benefit plans
- Annual leave earned at the rate of 13 to 26 days per year, based on length of employment (prior federal civilian or military service is credited, as authorized)
- Sick leave accumulated at the rate of 13 days per year without limit
- Paid holidays
- Comprehensive retirement benefits (retirement credit is granted for prior federal military or government service, as authorized)
- Eligibility for participation in Flexible Spending Account Program (a tax-favored program offered to employees to pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars)
- May be eligible to participate in the following programs: Child Care Subsidy Benefit; Telework; Student Loan Repayment; Tuition Assistance



Basic Eligibility

To be considered for administrative, professional and technical positions you must:

- Be a U.S. Citizen
- Pass a drug test (urinalysis)
- Certify you have registered with the Selective Service System if you are a male applicant born after December 31, 1959, or certify you are exempt from having to do so under Selective Service law
- Qualify for a Top Secret clearance and undergo a complete background investigation. Some positions require successful completion of a polygraph and/or medical examination.





U.S. Secret Service Information Technology

Information Technology Cyber Security Program

The IT Cyber Security Program consists of two separate branches: Security Architecture and Security Operations. The IT Cyber Security Program is responsible for the operational protection, confidentiality, integrity, and availability of data and systems across the USSS Enterprise. The scope of IT Cyber Security Program extends to communications and information technologies supported by the Office of the CIO and its programs, both classified and unclassified. The objective of USSS IT Cyber Security activities is to assist with providing the USSS a secure communications and information processing environment in which to conduct its protective and investigative missions. This Program operationally initiates and enforces USSS, DHS CIO, and CISO IT security policies in a manner consistent with other Federal IT security mandates. This Program also assists in the establishment and implementation of procedures, plans, and practices to ensure USSS information is protected from cyber threats, both internal and external to the agency. The Chief of the IT Cyber Security Program directly supervises the day-to-day work of the Security Architecture Branch and the Security Operations Branch.



Information Technology Governance and Accountability Program

The IT Governance and Accountability Program drives informed decision making, rooted in policy, to achieve cost savings and effectiveness, maximize investment value, and optimize IT support for the USSS end user in coordination with the USSS Component Acquisition Executive and the USSS Chief Financial Officer. The IT Governance and Accountability Program defines IT policy and establishes the governance for all USSS IT programs and projects by providing mechanisms to oversee the use of IT and render value to the USSS, while managing risks. The IT Governance and Accountability Program assists to define the USSS IT strategy and oversee all USSS IT investments, ensuring structure is implemented to align USSS IT with verified business needs. The IT Governance and Accountability Program consists of two branches: the Enterprise and Mission Support Branch and the IT Investment Management Branch. The scope of the IT Governance and Accountability Program encompasses all USSS IT investments. The IT Governance and Accountability Program operates in accordance with mandates, directives, and standard operating procedures issued by DHS in adherence to proven IT investment management methodology. The IT Governance and Accountability Program promotes adherence to USSS IT policy, guidance, and direction established by the USSS CIO. It ensures the establishment and implementation of procedures, plans, and practices for USSS IT investments aligning with the overall USSS IT strategy, as well as the DHS IT strategy.





Information Technology Operations Program

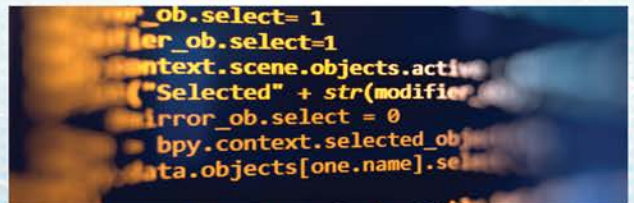
The Information Technology Operations (ITO) Program is responsible for managing, oversight and providing mission critical IT support across the workforce of the entire enterprise in support of the USSS protective and investigative missions through the implementation of proven IT capabilities and applications. The ITO plans; designs, develops or acquires; and then implements; operates; and manages IT solutions, to include radio and hardline and wireless voice telephony communications. ITO provides constant technological capability with on-site communications, cellular, and computer support for the investigative mission and during all protective events, to include National Special Security Events.

ITO is structured into six branches consisting of: Applications Development; Radio-Wireless and Voice Communications; IT Customer Solutions; IT Architectural-Network Infrastructure; Joint Operations Center (JOC)/Classified Operations, and the Network Operations Security Center. The ITO Program is supervised by a Special Agent in Charge, who reports directly to the Chief Information Officer for the United States Secret Service.

Information Technology Program Management Program

The IT Program Management Program provides oversight, control, and management for all USSS IT programs and projects using standard, consistent, and efficient procedures to document new and evolving projects and programs, to provide acquisition and program management support to program managers, to deliver systems engineering and quality assurance support, and to offer program control and integration into production and logistics oversight through the life-cycle of IT programs.

The IT Program Management Program consists of five branches: IT Budget and Financial Management; Logistics; Program Control; Project Management; and Systems Engineering. These five areas provide support services to the remaining Programs functioning within the Office of the CIO, and the five are capable of disciplined systems development that complies with acquisition policies in delivering successful programs and projects.





U.S. Secret Service Technical Security Investigator

Career Path

Technical Security Investigators (TSI) are assigned to the Technical Security Division (TSD) of the U.S. Secret Service. TSD is responsible for providing a secure environment for all protectees at permanent and temporary locations throughout the world. TSD is also responsible for providing technical expertise and operational support for criminal investigations.

A Technical Security Investigator provides technical expertise and operational support by identifying hazards and implementing countermeasures. The duties of a Technical Security Investigator include, but are not limited to the following:

- Installation and operation of technical surveillance equipment in support of criminal investigations
- Installation and maintenance of intrusion detection, video management, and access control systems
- Detection and mitigation of technical surveillance hazards
- Development and implementation of countermeasures to explosive threats
- Development and implementation of fire/life-safety/hazmat rescue protective countermeasures and personnel evacuation plans
- Development and implementation of countermeasures to chemical, biological, and radiological threats
- Coordination of local, state and federal agencies for National Special Security Events



Training

New recruits undergo intensive training where they must successfully complete the 12-week Uniformed Police Training Program (UPTP) at the Federal Law Enforcement Training Center (FLETC).

Upon successful completion of training at FLETC, recruits obtain 10 weeks of specialized instruction at the U.S. Secret Service's James J. Rowley Training Center (JJRTC) outside Washington, D.C. There they receive tailored training in all aspects of the agency's protective and investigative missions. Upon graduation from JJRTC, trainees are sworn in as Technical Security Investigators of the U.S. Secret Service.

TSI training subjects included:

- Police Procedures
- Firearms Training
- Control Tactics
- Driver Training
- Community Relations
- Criminal Law
- Emergency Medicine
- Laws of Arrest
- Search and Seizure
- Physical Fitness

Classroom study is supplemented by on-the-job training. Throughout their careers Technical Security Investigators are regularly tested for firearms proficiency and physical fitness, and they frequently participate in advanced training programs that augment their ability to carry out the U.S. Secret Service's unique integrated mission of protection and investigations.



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Qualifications

To be considered for the position of Technical Security Investigator applicants must meet the following requirements:

- Be a U.S. Citizen
- Be at least 21 years of age at time of application and younger than 37 at the time of referral to the selecting official to continue in the application process unless you have previous service in a Federal civilian law enforcement position covered by special civil service retirement provision, including early or mandatory retirement. Applicants with veterans' preference must be at least 21 years of age at time of application and younger than 40 at the time of referral to the selecting official to continue in the application process
- Possess a valid U.S. state motor vehicle operator's license at the time of appointment and must maintain license while employed in the position
- Have uncorrected vision no worse than 20/100 binocular; correctable to 20/20 in each eye. Applicants must meet the vision requirement at the time of application
- Be in excellent health and physical condition
- Complete interviews
- Pass an Applicant Physical Abilities Test
- Qualify for a TS/SCI clearance and undergo a complete background investigation, to include driving record check, drug screening, medical and polygraph examinations

Benefits

- Administratively Uncontrollable Overtime (AUO) that provides an opportunity for Technical Security Investigators to receive up to an additional 25 percent of their annual base pay
- Employees are eligible for low-cost life insurance
- Employees and their immediate family members are eligible for membership in low-cost federal health benefit plans
- Annual leave earned at the rate of 13 to 26 days per year, based on length of employment. Prior federal civilian or military service is credited, as authorized
- Sick leave accumulated at the rate of 13 days per year without limit
- Paid holidays
- Comprehensive retirement benefits. Retirement credit may be granted for prior military or federal government service in certain circumstances as authorized by law. Consult a Human Resources representative for further information
- Eligibility for participation in Flexible Spending Account Program (a tax-favored program offered to employees to pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars)
- May be eligible to participate in the following programs: Child Care Subsidy Benefit; Student Loan Repayment; Tuition Assistance **As funds are available*

Conditions of Employment

Certain demands are required of all Technical Security Investigators of the U.S. Secret Service. These include, but are not limited to:

- Working long hours in undesirable conditions on short notice
- Traveling away from home for periods up to 30 days, and sometimes longer
- Carrying a firearm while performing duties and maintaining firearms proficiency. You will be ineligible to occupy this position if at any time you have been convicted of a misdemeanor crime of domestic violence, unless you received a pardon or your conviction was expunged or set aside
- Carrying out assignments in the areas of both protection and investigations
- Relocating to the Washington, DC area and other duty stations throughout the U.S.
- The Secret Service prohibits employees from having visible body markings (including but not limited to tattoos, body art, and brandings) on the head, face, neck, hand and fingers (any area below the wrist bone)

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U.S. Secret Service

Investigative Protection Officer

Career Path

The U.S. Secret Service offers qualified men and women a challenging and fulfilling career and recruits personnel of the highest caliber to carry out its integrated mission.

Newly-appointed Investigative Protection Officers may be assigned to a Protective Division or a Field Office performing such duties as:

- Securing physical facilities
- Assisting in conducting security searches
- Assisting in protective advances to identify critical and vulnerable facilities or sites;
- Installing surveillance equipment and devices
- Assisting in investigative responsibilities to include physical surveillance and monitoring within the parameters of protective activities and active criminal investigations
- Preparing reports and presentations to senior level management and providing routine technical advice and guidance

Investigative Protection Officers are usually hired at the GL-7 or GL-9 grade level, depending on individual qualifications, experience and/or education. Eligibility for promotion in the U.S. Secret Service is based upon performance. The full performance level for an Investigative Protection Officer is GS-11. Selection for promotion for positions above the GS-11 level is competitive and is governed by an internal merit promotion process.

Training

Newly appointed Investigative Protection Officers receive 12 weeks of intensive training at the Federal Law Enforcement Training Center (FLETC) in Glynco, GA or Artesia, NM. Each recruit also receives 10 weeks of specialized training at the Secret Service's training facility near Washington, DC.

Throughout their careers Investigative Protection Officers are regularly tested for firearms proficiency and physical fitness.

Qualifications

To be considered for the position of Investigative Protection Officer, applicants must meet the following requirements:

- Be a U.S. Citizen
- Be at least 21 years of age at the time of application and younger than 37 at the time of referral to the selecting official to continue in the application process; unless you have previous service in a Federal civilian law enforcement position covered by special civil service retirement provision, including early or mandatory retirement. Applicants with veterans' preference must be at least 21 years of age at time of application and younger than 40 at the time of referral to the selecting official in the application process
- Qualify for the GL-7 or the GL-9 grade level
- Successfully complete personal interviews
- Pass an Applicant Physical Abilities Test
- Possess a valid U.S. state motor vehicle operator's license at the time of appointment and must maintain license while employed in the position
- Be in excellent health and physical condition
- Have uncorrected vision no worse than 20/100 binocular; correctable to 20/20 in each eye. Applicants must meet the vision requirement at the time of application
- Qualify for a TS/SCI clearance and undergo a complete background investigation, to include driving record check, drug screening, medical and polygraph examinations
- Certify that you have registered with the Selective Service System or are exempt from having to do so, if you are a male applicant born after December 31, 1959



Conditions of Employment

Certain demands are required of all Investigative Protection Officers of the U.S. Secret Service. These include, but are not limited to:

- Working long and irregular hours including holidays, weekends and evenings, shift work, considerable physical exertion such as lifting heavy objects, crouching and crawling under or in automobiles, self-protection in harms way and defending internal and external stakeholders against a physical harm and/or attack(s)
- Traveling away from home for periods up to 30 days, and sometimes longer
- Carrying a firearm while performing duties and maintaining firearms proficiency. You will be ineligible to occupy this position if at any time you have been convicted of a misdemeanor crime of domestic violence, unless you received a pardon or your conviction was expunged or set aside
- Carrying out assignments in the areas of both protection and investigation
- The Secret Service prohibits employees from having visible body markings (including but not limited to tattoos, body art, and brandings) on the head, face, neck, hand and fingers (any area below the wrist bone)



Benefits

- Competitive starting salary
- Eligible to receive up to an additional 25 percent of your annual base pay (Administratively Uncontrollable Overtime (AUO))
- Employees are eligible for low-cost life insurance
- Employees and their immediate families are eligible for membership in low-cost federal health benefit plans
- Annual leave earned at the rate of 13 to 26 days per year, based on length of employment (prior federal civilian or military service is credited, as authorized)
- Sick leave accumulated at the rate of 13 days per year without limit
- Paid holidays
- Comprehensive retirement benefits (retirement credit is granted for prior federal military or government service, as authorized)
- Eligibility for participation in Flexible Spending Account Program (a tax-favored program offered to employees to pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars)
- May be eligible to participate in the following programs: Child Care Subsidy Benefit; Student Loan Repayment; Tuition Assistance **As funds are available*

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U.S. Secret Service Special Agent

Career Path

The U.S. Secret Service offers qualified men and women a challenging and fulfilling career, and recruits personnel of the highest caliber to carry out its integrated mission.

Newly-appointed special agents may be assigned to field offices anywhere in the United States. Frequent travel and reassignments to a variety of duty stations, including liaison assignments in foreign countries, are some of the unique requirements of being a special agent.

Special agents usually are hired at the GL-7 or GL-9 level, depending on individual qualifications, experience and/or education. Eligibility for promotion in the U.S. Secret Service is based upon performance. The full performance level for a special agent is GS-13. Selection for promotion for positions above the GS-13 level is competitive, and is governed by an internal merit promotion process.

Training

During the first year of employment, special agents receive several months of formal classroom, fitness, firearms and simulation training.

Newly appointed special agents receive approximately 11 weeks of intensive training at the Federal Law Enforcement Training Center (FLETC) in Glynco, Georgia, where they are instructed in a variety of law enforcement disciplines, from criminal investigations to firearms training.

Upon successful completion of training at FLETC, special agents obtain approximately 18 weeks of specialized instruction at the U.S. Secret Service's James J. Rowley Training Center (JJRTC) outside Washington, D.C. There they receive tailored training in all aspects of the agency's protective and investigative mission. Upon graduation from JJRTC, trainees are sworn in as special agents of the U.S. Secret Service.

Throughout their careers, special agents are regularly tested for firearms proficiency and physical fitness, and they frequently participate in advanced training programs that augment their ability to carry out the U.S. Secret Service's unique integrated mission of protection and investigations.

Qualifications

To be considered for the position of special agent, applicants must meet the following requirements:

- Be a U.S. Citizen
- Be at least 21 years of age at time of application and younger than 37 at the time of receipt of a conditional offer of employment to continue in the application process. Applicants with veterans' preference must be at least 21 years of age at time of application and younger than 40 at the time of receipt of a conditional offer of employment to continue in the application process
- Possess a current valid driver's license
- Qualify for the GL-07 level or the GL-09 level
- Have uncorrected vision no worse than 20/100 binocular; correctable to 20/20 in each eye (NOTE: Lasik, ALK, RK and PRK corrective eye surgeries are acceptable eye surgeries for special agent applicants provided specific visual tests are passed. The following are the waiting periods before visual tests are conducted after the surgery: Lasik surgery—three months; PRK—six months; and ALK and RK—one year.) Applicants must meet the vision requirement at the time of application
- Be in excellent health and physical condition
- Pass an Applicant Physical Abilities Test
- Complete interviews and pass a written examination
- Qualify for a Top Secret clearance and undergo a complete background investigation, to include driving record check, drug screening, medical and polygraph examinations
- Certify that you have registered with the Selective Service System or are exempt from having to do so, if you are a male applicant born after December 31, 1959
- The Secret Service prohibits employees from having visible body markings (including but not limited to tattoos, body art, and branding) on the head, face, neck, hand and fingers (any area below the wrist bone). If you have visible body markings, you will be required to medically remove such visible body markings at your own expense prior to entering on duty with the Secret Service





Conditions of Employment

Certain demands are required of all special agents of the U.S. Secret Service. These include, but are not limited to:

- Working long hours in undesirable conditions on short notice
- Traveling away from home for periods up to 30 days, and sometimes longer
- Carrying a firearm while performing duties, and maintaining firearms proficiency
- Carrying out assignments in the areas of both protection and investigations
- Relocating to duty stations throughout the U.S. and abroad, as organizational needs dictate
- Working undercover assignments
- Initial appointment to the special agent position is in the Excepted Service and limited to 3 years and 120 days. Upon completion of this period, special agents will either be converted to career status or separated based on the expiration of the appointment.

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Benefits

- Law Enforcement Availability Pay (LEAP) that provides an opportunity for special agents to receive up to an additional 25 percent of their annual base pay
- Employees are eligible for low-cost life insurance
- Employees and their immediate family members are eligible for membership in low-cost federal health benefit plans
- Annual leave earned at the rate of 13 to 26 days per year, based on length of employment. Prior federal civilian or military service is credited, as authorized
- Sick leave accumulated at the rate of 13 days per year without limit
- Paid holidays
- Comprehensive retirement benefits. Retirement credit is granted for prior military or federal government service, as authorized
- Eligible for participation in Flexible Spending Account Program

Foreign Language Proficiency

A one-time recruitment bonus, 25 percent of basic annual pay, may be paid to newly-hired special agents who are identified as having a foreign language skill and can test at the S-3 level. This level requires that the applicant is able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics. The recruitment bonus must be approved prior to the applicant's first day of employment and will be paid as a lump sum upon successful completion of all required training and graduation from JJRTC. Availability of the bonus will depend on the availability of funds.





U.S. Secret Service Uniformed Division Officer

Career Path

The primary mission of the Uniformed Division is to secure the White House complex.

Officers may, as their careers progress, be selected to participate in one of several specialized units including:

The Canine Unit performs security sweeps and responds to bomb threats and suspicious packages.

The Emergency Response Team provides a coordinated tactical response for the White House and other protected facilities.

The Countersniper Team utilizes observation, sighting equipment and high-performance weapons to provide a secure environment for protectees.

Officers in the Motorcade Support Unit provide motorcycle tactical support for official movements of motorcades.

The Crime Scene Search Unit photographs, collects and processes physical and latent evidence.

Officers assigned to the Office of Training serve as firearms and classroom instructors.

The Special Operations Section handles special duties and functions at the White House Complex, including conducting tours.

The Outreach Branch coordinates the recruitment of Special Agents; Uniformed Division officers; Special Officers; Administrative, Professional and Technical personnel; and, persons with disabilities.

Training

New recruits undergo intensive training where they must successfully complete the 12-week Basic Police Training course at the Federal Law Enforcement Training Center in Glynco, Georgia or Artesia, NM. Each recruit then receives 14 weeks of specialized instruction at the Secret Service's training facility near Washington, D.C.

The 26 weeks of training cover subjects including:

- Police Procedures
- Criminal Law
- Firearms Training
- Emergency Medicine
- Control Tactics
- Laws of Arrest
- Driver Training
- Search and Seizure
- Police and Community Relations
- Physical Fitness Training and Testing

Classroom study is supplemented by on-the-job training. Officers attend advanced in-service training programs throughout their careers.

Qualifications

To be considered for the position of a Uniformed Division officer, applicants must meet the following requirements:

- Be a U.S. Citizen
- Be at least 20 years of age at time of application and younger than 37 at the time of receipt of a conditional offer of employment to continue in the application process. Applicants with veteran's preference must receive a conditional offer of employment prior to reaching age 40 to continue in the application process
- Possess a current valid driver's license
- Have uncorrected vision no worse than 20/100 binocular; correctable to 20/20 in each eye (NOTE: Lasik, ALK, RK and PRK corrective eye surgeries are acceptable eye surgeries for applicants provided specific visual tests are passed. The following are the waiting periods before visual tests are conducted after the surgery: Lasik surgery—three months; PRK—six months; and ALK and RK—one year.) Applicants must meet the vision requirement at the time of application.
- Be in excellent health and physical condition
- Pass an Applicant Physical Abilities Test
- Complete interviews and pass a written examination
- Qualify for a Top Secret clearance and undergo a complete background investigation, to include driving record check, drug screening, medical and polygraph examinations
- Certify that you have registered with the Selective Service System or are exempt from having to do so, if you are a male applicant born after December 31, 1959
- The Secret Service prohibits employees from having visible body markings (including but not limited to tattoos, body art, and branding) on the head, face, neck, hand and fingers (any area below the wrist bone). If you have visible body markings, you will be required to medically remove such visible body markings at your own expense prior to entering on duty with the Secret Service.





Conditions of Employment

Certain demands are required of all Uniformed Division officers of the U.S. Secret Service. These include, but are not limited to:

- Working long hours in undesirable conditions on short notice
- May be required to travel away from home for assignments of varying duration
- Carrying a firearm while performing duties and maintaining firearms proficiency
- Relocating to the Washington, D.C. metropolitan area (reasonable moving expenses may be paid)

Initial appointment to the Uniformed Division officer position is in the Excepted Service and limited to 3 years and 120 days. Upon completion of this period, officers will either be converted to career status or separated based on the expiration of the appointment.

Benefits

- Competitive starting salary
- Overtime is compensated at the rate of time and one-half, or through compensatory time off
- Uniforms and equipment are furnished at no cost to officers
- Employees are eligible for low-cost life insurance
- Employees and their immediate families are eligible for membership in low-cost federal health benefit plans
- Annual leave earned at the rate of 13 to 26 days per year, based on length of employment. Prior federal civilian or military service is credited, as authorized
- Sick leave accumulated at the rate of 13 days per year without limit
- Paid holidays
- Comprehensive retirement benefits. Retirement credit is granted for prior military or federal government service, as authorized
- Eligible for participation in Flexible Spending Account Program

The U.S. Secret Service is seeking capable men and women who can meet the challenges of this mission and help carry on its proud tradition.

For further information about career opportunities with the U.S. Secret Service, please call the U.S. Secret Service Employment Line at 1-888-813-USSS (8777) or 202-406-5370 (TTY)

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U.S. Secret Service Veterans Hiring

The United States Secret Service appreciates those who currently serve and who have served in the United States Armed Forces, the Reserves or the National Guard.

Veterans and eligible family members may be given preference during the hiring process when applying to United States Secret Service positions posted on USAJOBS. Appropriate documentation must be uploaded during the application process to verify veteran status or preference.

Special Hiring Authorities

Based on eligibility under Special Hiring Authorities, veterans in good standing or who have separated under honorable conditions (i.e., honorable or general discharge) may be considered for appointment to a variety of positions within the United States Secret Service.

The United States Secret Service maintains a Special Hiring Authority Database which is utilized by the Office of Human Resources to identify qualified veterans for vacant positions within the agency. Veterans' federal resumes and supporting documentation are maintained in the agency's Special Hiring Authority Database for up to six months, with profile renewals allowable if an updated resume or documentation is forwarded to the agency.

For agency specific inquiries and submission of documentation for consideration under a Special Hiring Authority, email employ.veterans@uss.s.dhs.gov.

For general information about Special Hiring Authorities, please visit www.opm.gov.

30% or More Disabled

Eligible individuals may submit a federal resume, DD-214, VA Disability Compensation rating documentation, transcripts (if applicable), and the title of the desired career field to employ.veterans@uss.s.dhs.gov.

Veterans Recruitment Appointment (VRA)

Eligible individuals may submit a federal resume, DD-214 or Statement of Service (include all active dates of service, campaigns, and expeditions), and the title of the desired career field to employ.veterans@uss.s.dhs.gov.

Schedule A

Though not specifically for veterans, the Schedule A authority for people with disabilities, 5 CFR 213.3102(u), is an excepted authority that agencies can use to appoint eligible veterans who have a severe physical, psychological, or intellectual disability.

Eligible individuals may submit a federal resume; a Schedule A letter obtained from a medical professional, licensed vocational rehabilitation specialist, or agency that issues or provides disability benefits; and the title of the desired career field to hrsupport@uss.s.dhs.gov.

Internships

Operation Warfighter (OWF)

The objective of the United States Secret Service Operation Warfighter Program is to provide service members on medical hold with internship opportunities that utilize both their military and non-military skills.

Eligible individuals should contact their local medical hold unit coordinators or email the United States Secret Service at owf@uss.s.dhs.gov.

Non-Paid Work Experience (NPWE)

Non-Paid Work Experience provides eligible veterans and service members the opportunity to obtain training and practical job experience concurrently with their Armed Forces service. The VA provides a monthly subsistence allowance, which is paid directly to the veteran.

Eligible veterans or service members should contact their local Vocational Rehabilitation Counselor (VRC) or their Employment Coordinator (EC).

Other Preference Programs

The below appointment authority and program allow veterans, service members or military spouses to apply to job opportunity announcements that are only available to "current competitive service employees," sometimes referred to as "status" candidates. Visit www.secretservice.gov or www.usajobs.gov for current job opportunity announcements.



Veterans Employment Opportunities Act (VEOA)

Preference eligible veterans (defined in Title 5, U.S.C., 2108(3)), or a veteran who substantially completed 3 or more years of active service are eligible for consideration under VEOA.

Visit www.OPM.gov for additional details regarding this Veteran's Preference.

Military Spouse Program

The Military Spouse Program includes military spouses defined as a spouse of a service member on permanent change of station (spouse included on orders), spouse of 100% disabled veteran, and spouse of a service member who was killed on active duty. Eligible spouses must apply online at www.usajobs.gov.

Agency specific questions may be forwarded to military.spouse@uss.s.dhs.gov.

Incentives

Military Service Credit

If you served in the military and now hold a civilian position, your military service time may apply toward your civil service retirement. Federal employees have the option of making military deposits for creditable military service to increase their annuity if it was active service terminated under honorable conditions. If you make a military deposit, there is no effect on your other military benefits such as medical benefits, base access, commissary or VA benefits, including any disability payments from the VA. It only affects (active duty) retired military pay, as you cannot receive two separate retirements (military and civilian) for the exact same period of service.

Under Title 32, reserve or National Guard members can collect both a federal civil service retirement and a reserve or National Guard retirement. A DD-214 or equivalent is required to verify the service dates and discharge.

Creditable Service for Annual Leave Accrual for Non-Federal Work Experience and Experience in the Uniformed Services

Under Section 202 of the Workforce Flexibility Act of 1994, veterans of the Uniformed Services may be considered for creditable active duty military service in determining a leave accrual rate. Eligibility and rates of leave accrual are considered on a case to case basis.

GI Bill Eligible On the Job Training

- Eligible GI Bills: Montgomery GI Bill and Post-9/11 GI Bill
- Special Agent – CITP and SATC courses
- Uniformed Division Officer – UTIP and UDTC courses
- VA Certificate of Eligibility required

Student Loan Repayment Program

Consistent with availability of funds, and in accordance with Title 5, U.S.C., Sections 537 and 5379, the United States Secret Service may agree to repay certain federally insured student loans secured by an employee in the employee's name for the purpose of his or her own education.

Tuition Assistance (Educational Reimbursement)

Consistent with availability of funds, and in accordance with Title 5, U.S.C., Section 4107, the United States Secret Service may agree to pay or reimburse employees for the cost of academic degree training when such training contributes significantly to meeting an identified agency training need, resolving an identified agency staffing problem or accomplishing strategic goals.

Child Care Subsidy Benefit Program

The United States Secret Service will provide a monthly subsidy to eligible employees with a total family income (adjusted gross income) of no more than \$170,000 for children enrolled, or who will be enrolled, in a licensed, family care home or with a child care provider.

Visit our website at:

www.secretservice.gov/join/diversity/veterans

For further information about career opportunities with the U.S. Secret Service, please call the U.S. Secret Service Employment Line at 1-888-813-USSS (8777) or 202-406-5370 (Deaf and Hard of Hearing)

www.secretservice.gov

The U.S. Secret Service is an Equal Opportunity Employer.



Federal Careers

Information Fact Sheets

Federal Occupations by College Major

To help narrow your Federal job search, below is a list of academic majors and some Federal occupations directly related to those majors. Occupations with an asterisk (*) require an academic degree or coursework in a particular area of study for entry into the occupation. For other occupations, experience or a combination of related coursework and experience may be substituted for a degree. The academic majors and occupations listed are not all-inclusive.

You may begin your Federal job search on USAJOBS by searching using the *four-digit Series number* of the Federal occupation listed under the major. When you find a Job Opportunity Announcement (a.k.a. job posting) that interests you, pay close attention to all sections of the announcement, especially: *Who May Be Considered*; *Qualifications and Evaluations*; and *How to Apply* so you will know the specific requirements you must meet.

ACCOUNTING

Labor Management Relations Examining Series 0244
Accounting Series 0510*
Auditing Series 0511*
Internal Revenue Agent Series 0512*
Financial Institution Examining Series 0570
Pension Law Specialist Series 0958
Contracting Series 1102
Industrial Property Management Series 1103
Financial Analysis Series 1160
Loan Specialist Series 1165
Printing Services Series 1654
Transportation Specialist Series 2101
Transportation Industry Analysis Series 2110
Motor Carrier Safety Series 2123
Highway Safety Series 2125
Traffic Management Series 2130
Transportation Operations Series 2150
Marine Cargo Series 2161

ACTUARIAL SCIENCE

Actuarial Science Series 1510*

AGRICULTURE

General Natural Resources Management and Biological Sciences Series 0401*
Fish and Wildlife Administration Series 0480*

AGRICULTURAL ECONOMICS

Commissary Management Series 1144
Agricultural Program Specialist Series 1145

AGRONOMY

Agronomy Series 0471*
Agricultural Program Specialist Series 1145

ANIMAL SCIENCES

Physiology Series 0413*
Animal Science Series 0487*

ANIMAL OR POULTRY SCIENCE/HUSBANDRY

Agricultural Program Specialist Series 1145

ANTHROPOLOGY

General Anthropology Series 0190*

APPLIED SCIENCES

Industrial Specialist Series 1150

ARCHEOLOGY

Archeology Series 0193*

ARCHITECTURE

Community Planning Series 0020*
Architecture Series 0808*
Construction Analyst Series 0828
Exhibits Specialist Series 1010
Illustrating Series 1020
Visual Information Series 1084

ARCHIVAL SCIENCE

Archivist Series 1420*

ART HISTORY

Visual Information Series 1084

ART THERAPY

Recreation/Creative Arts Therapist Series 0638*

ASTRONOMY

Geophysics Series 1313*
Astronomy and Space Science Series 1330*
Navigational Information Series 1361



Federal Careers

Information Fact Sheets

Federal Occupations by College Major

ATMOSPHERIC SCIENCE

Meteorology Series 1340*

AUDITING

Pension Law Specialist Series 0958

BANKING

Financial Institution Examining Series 0570

Pension Law Specialist Series 0958

BANKING LAW

Financial Institution Examining Series 0570

BEHAVIOR SCIENCES

Social Sciences Series 0101*

BIOLOGICAL SCIENCES

Outdoor Recreation Planning Series 0023

General Natural Resources Management and Biological Sciences Series 0401*

Fish and Wildlife Administration Series 0480*

Fishery Biology Series 0482*

Wildlife Biology Series 0486*

Consumer Safety Series 0696*

Document Analysis Series 1397

Hospital Housekeeping Management Series 0673

BIOLOGY

Ecology Series 0408*

Medical Technologist Series 0644*

Food Technology Series 1382*

BOTANY

Botany Series 0430*

Plant Physiology Series 0435*

BUILDING CONSTRUCTION

Construction Analyst Series 0828

BUSINESS

Contracting Series 1102

Actuarial Science Series 1510*

BUSINESS ADMINISTRATION

Labor Management Relations Examining Series 0244

Telecommunications Series 0391

Financial Institution Examining Series 0570

Hospital Housekeeping Management Series 0673

Pension Law Specialist Series 0958

Industrial Property Management Series 1103

Trade Specialist Series 1140

Commissary Store Management Series 1144

Agricultural Program Specialist Series 1145

Industrial Specialist Series 1150

Financial Analysis Series 1160

Loan Specialist Series 1165

Facility Operations Services Series 1640

Printing Services Series 1654

Transportation Specialist Series 2101

Transportation Industry Analysis Series 2110

Motor Carrier Safety Series 2123

Highway Safety Series 2125

Traffic Management Series 2130

Transportation Operations Series 2150

Marine Cargo Series 2161

BUSINESS LAW

Trade Specialist Series 1140

Transportation Specialist Series 2101

Transportation Industry Analysis Series 2110

Motor Carrier Safety Series 2123

Highway Safety Series 2125

Traffic Management Series 2130

Transportation Operations Series 2150

Marine Cargo Series 2161

CARTOGRAPHY

Navigational Information Series 1361

Cartography Series 1370*

CHEMISTRY

General Natural Resources Management and Biological Sciences Series 0401*

Fish and Wildlife Administration Series 0480*

Medical Technologist Series 0644*

Hospital Housekeeping Management Series 0673

Consumer Safety Series 0696*

Chemistry Series 1320*

Food Technology Series 1382*

CIVIL ENGINEERING

Outdoor Recreation Planning Series 0023

Land Surveying Series 1373*



Federal Careers

Information Fact Sheets

Federal Occupations by College Major

COMMERCE

Printing Services Series 1654
Transportation Specialist Series 2101
Transportation Industry Analysis Series 2110
Motor Carrier Safety Series 2123
Highway Safety Series 2125
Traffic Management Series 2130
Transportation Operations Series 2150
Marine Cargo Series 2161

COMMERCIAL ART

Exhibits Specialist Series 1010
Illustrating Series 1020
Visual Information Series 1084
Printing Services Series 1654

COMMERCIAL LAW

Financial Institution Examining Series 0570
Trade Specialist Series 1140
Transportation Specialist Series 2101
Transportation Industry Analysis Series 2110
Motor Carrier Safety Series 2123
Highway Safety Series 2125
Traffic Management Series 2130
Transportation Operations Series 2150
Marine Cargo Series 2161

COMMUNICATIONS

General Arts and Information Series 1001

COMMUNITY DEVELOPMENT

Public Health Educator Series 1725*

COMMUNITY PLANNING

Community Planning Series 0020*

COMPUTER SCIENCE

Telecommunications Series 0391
Actuarial Science Series 1510*
Computer Science Series 1550*
Quality Assurance Series 1910
Information Technology Management Series 2210

CORRECTIONAL ADMINISTRATION

Correctional Institution Administration Series 0006

COTTON TECHNOLOGY

Textile Technology Series 1384*

CREATIVE ARTS THERAPY

Recreation/Creative Arts Therapist Series 0638*

CRIMINOLOGY

Correctional Institution Administration Series 0006
Document Analysis Series 1397

CULTURAL ANTHROPOLOGY

Foreign Affairs Series 0130*
International Relations Series 0131*

DAIRY SCIENCE

Animal Science Series 0487*

DAIRY TECHNOLOGY

Food Technology Series 1382*

DANCE THERAPY

Recreation/Creative Arts Therapist Series 0638*

DIETETICS

Dietitian and Nutritionist Series 0630*

DRAFTING

Exhibits Specialist Series 1010
Illustrating Series 1020
Visual Information Series 1084

EARTH SCIENCE

Outdoor Recreation Planning Series 0023



Federal Careers

Information Fact Sheets

Federal Occupations by College Major

ECONOMICS

Community Planning Series 0020*
Outdoor Recreation Planning Series 0023
Unemployment Insurance Series 0106
Economist Series 0110*
Foreign Affairs Series 0130*
International Relations Series 0131*
Workforce Research and Analysis Series 0140*
Labor Management Relations Examining Series 0244
Financial Institution Examining Series 0570
Pension Law Specialist Series 0958
Contracting Series 1102
Trade Specialist Series 1140
Agricultural Program Specialist Series 1145
Financial Analysis Series 1160
Loan Specialist Series 1165
Actuarial Science Series 1510*
Printing Services Series 1654
Transportation Specialist Series 2101
Transportation Industry Analysis Series 2110
Motor Carrier Safety Series 2123
Highway Safety Series 2125
Traffic Management Series 2130
Transportation Operations Series 2150
Marine Cargo Series 2161

EDUCATION

General Education and Training Series 1701*
Education and Vocational Training Series 1710*
Education Program Series 1720*
Training Instruction Series 1712
Public Health Educator Series 1725*

EDUCATIONAL COUNSELING

Vocational Rehabilitation Series 1715

EDUCATIONAL PSYCHOLOGY

Public Health Educator Series 1725*

ELECTRICAL ENGINEERING

Telecommunications Series 0391

ELECTRONIC ENGINEERING

Telecommunications Series 0391

ELECTRONICS

Geophysics Series 1313*
Astronomy and Space Science Series 1330*

ENGINEERING

Community Planning Series 0020*
Consumer Safety Series 0696*
General Engineering Series 0801*
Safety Engineering Series 0803*
Fire Protection Engineering Series 0804*
Materials Engineering Series 0806*
Civil Engineering Series 0810*
Environmental Engineering Series 0819*
Mechanical Engineering Series 0830*
Nuclear Engineering Series 0840*
Electrical Engineering Series 0850*
Computer Engineering Series 0854*
Electronics Engineering Series 0855*
Bioengineering & Biomedical Engineering Series 0858*
Aerospace Engineering Series 0861*
Naval Architecture Series 0871*
Mining Engineering Series 0880*
Petroleum Engineering Series 0881*
Agricultural Engineering Series 0890*
Chemical Engineering Series 0893*
Industrial Engineering Series 0896*
Construction Analyst Series 0828
Industrial Specialist Series 1150
Financial Analysis Series 1160
Loan Specialist Series 1165
Geophysics Series 1313*
Navigational Information Series 1361
Facility Operations Services Series 1640
Quality Assurance Series 1910
Transportation Specialist Series 2101
Transportation Industry Analysis Series 2110
Motor Carrier Safety Series 2123
Highway Safety Series 2125
Traffic Management Series 2130
Transportation Operations Series 2150
Marine Cargo Series 2161
Information Technology Management Series 2210

ENGINEERING TECHNOLOGY

Quality Assurance Series 1910

ENGLISH COMPOSITION

Printing Services Series 1654

ENTOMOLOGY

Entomology Series 0414*

EPIDEMIOLOGY

Consumer Safety Series 0696*



Federal Careers

Information Fact Sheets

Federal Occupations by College Major

FIBER TECHNOLOGY

Textile Technology Series 1384*

FINANCE

Financial Institution Examining Series 0570

Pension Law Specialist Series 0958

Contracting Series 1102

Actuarial Science Series 1510*

Trade Specialist Series 1140

Financial Analysis Series 1160

Loan Specialist Series 1165

Transportation Specialist Series 2101

Transportation Industry Analysis Series 2110

Motor Carrier Safety Series 2123

Highway Safety Series 2125

Traffic Management Series 2130

Transportation Operations Series 2150

Marine Cargo Series 2161

FINE ARTS

Exhibits Specialist Series 1010

Illustrating Series 1020

Visual Information Series 1084

FOOD

Dietitian and Nutritionist Series 0630*

FOOD SERVICE MANAGEMENT

Dietitian and Nutritionist Series 0630*

FOOD TECHNOLOGY

Consumer Safety Series 0696*

Food Technology Series 1382*

FOREIGN LANGUAGE

Language Specialist Series 1040

FORESTRY

Outdoor Recreation Planning Series 0023

Forestry Series 0460*

GENETICS

Genetics Series 0440*

GEOGRAPHY

Community Planning Series 0020*

Foreign Affairs Series 0130*

International Relations Series 0131*

Geography Series 0150*

Navigational Information Series 1361

GEODESY

Geodesy Series 1372*

GEOLOGY

Geophysics Series 1313*

Geology Series 1350*

GEOPHYSICS

Geophysics Series 1313*

GLOBAL BUSINESS MANAGEMENT

Trade Specialist Series 1140

GLOBAL PUBLIC POLICY

Trade Specialist Series 1140

GRAPHIC ARTS

Document Analysis Series 1397

Printing Services Series 1654

HAZARDOUS MATERIALS MANAGEMENT

Highway Safety Series 2125

HEALTH EDUCATION

Public Health Educator Series 1725*

HEALTH MANAGEMENT

Public Health Educator Series 1725*

HISTORY

Foreign Affairs Series 0130*

International Relations Series 0131*

History Series 0170*

Trade Specialist Series 1140

HORTICULTURE

Horticulture Series 0437*

HOSPITAL ADMINISTRATION

Health System Administration Series 0670

Health System Specialist Series 0671

Hospital Housekeeping Management Series 0673

HOTEL ADMINISTRATION

Hospital Housekeeping Management Series 0673

ILLUSTRATIVE DESIGN

Exhibits Specialist Series 1010

Illustrating Series 1020



Federal Careers

Information Fact Sheets

Federal Occupations by College Major

INDUSTRIAL ARTS

Facility Operations Services Series 1640

INDUSTRIAL DESIGN

Exhibits Specialist Series 1010

Illustrating Series 1020

Visual Information Series 1084

INDUSTRIAL ENGINEERING

Printing Services Series 1654

INDUSTRIAL HYGIENE

Safety & Occupational Health Management Series 0018

Industrial Hygiene Series 0690*

INDUSTRIAL MANAGEMENT

Telecommunications Series 0391

Contracting Series 1102

Industrial Property Management Series 1103

Industrial Specialist Series 1150

Quality Assurance Series 1910

Transportation Specialist Series 2101

Transportation Industry Analysis Series 2110

Motor Carrier Safety Series 2123

Highway Safety Series 2125

Traffic Management Series 2130

Transportation Operations Series 2150

Marine Cargo Series 2161

INDUSTRIAL RELATIONS

Unemployment Insurance Series 0106

Labor Management Relations Examining Series 0244

Pension Law Specialist Series 0958

INFORMATION SCIENCE

Information Technology Management Series 2210

INFORMATION SYSTEMS MANAGEMENT

Telecommunications Series 0391

Information Technology Management Series 2210

INSTITUTION MANAGEMENT

Dietitian and Nutritionist Series 0630*

INSURANCE

Financial Analysis Series 1160

Loan Specialist Series 1165

Actuarial Science Series 1510*

INTERIOR DESIGN

Interior Design Series 1008

Exhibits Specialist Series 1010

Illustrating Series 1020

Visual Information Series 1084

INTERNATIONAL AFFAIRS

Trade Specialist Series 1140

INTERNATIONAL BUSINESS

Trade Specialist Series 1140

INTERNATIONAL ECONOMICS

Trade Specialist Series 1140

INTERNATIONAL FINANCE

Trade Specialist Series 1140

INTERNATIONAL RELATIONS

Foreign Affairs Series 0130*

International Relations Series 0131*

Trade Specialist Series 1140

INTERNATIONAL TRADE

Trade Specialist Series 1140

JOURNALISM

General Arts and Information Series 1001

Printing Services Series 1654

KINESIOTHERAPY

Kinesiotherapy Series 0635*

LABOR ECONOMICS

Labor Management Relations Examining Series 0244

LABOR RELATIONS

Labor Management Relations Examining Series 0244

LANDSCAPE ARCHITECTURE

Community Planning Series 0020*

Outdoor Recreation Planning Series 0023

Landscape Architecture Series 0807*

LANDSCAPE DESIGN

Landscape Architecture Series 0807*

LAND SURVEYING

Land Surveying Series 1373*



Federal Careers

Information Fact Sheets

Federal Occupations by College Major

LEISURE

Recreation Specialist Series 0188

HUMANITIES

Foreign Affairs Series 0130*

International Relations Series 0131*

LIFE SCIENCES

Chemistry Series 1320*

MARINE AFFAIRS

Transportation Operations Series 2150

MARINE ENGINEERING

Transportation Operations Series 2150

MARINE TRANSPORTATION

Transportation Operations Series 2150

MARKETING

Financial Institution Examining Series 0570

Contracting Series 1102

Industrial Property Management Series 1103

Trade Specialist Series 1140

Agricultural Program Specialist Series 1145

MATHEMATICS

Telecommunications Series 0391

Pension Law Specialist Series 0958

Financial Analysis Series 1160

Loan Specialist Series 1165

Geophysics Series 1313*

Astronomy and Space Science Series 1330*

Navigational Information Series 1361

Actuarial Science Series 1510*

Mathematics Series 1520*

Mathematical Statistics Series 1529*

Quality Assurance Series 1910

Information Technology Management Series 2210

MEDICAL RECORDS ADMINISTRATION

Medical Records Administration Series 0669

MEDICAL TECHNOLOGY

Medical Technologist Series 0644*

MEDICAL SCIENCE

Consumer Safety Series 0696*

METALLURGY

Metallurgy Series 1321*

METALLURGICAL ENGINEERING

Metallurgy Series 1321*

METEOROLOGY

Geophysics Series 1313*

Meteorology Series 1340*

Navigational Information Series 1361

MICROBIOLOGY

Microbiology Series 0403*

Food Technology Series 1382*

MOTION PICTURE PRODUCTION

Audiovisual Production Series 1071

MOTOR MECHANICS

Transportation Specialist Series 2101

Transportation Industry Analysis Series 2110

Motor Carrier Safety Series 2123

Highway Safety Series 2125

Traffic Management Series 2130

Transportation Operations Series 2150

Marine Cargo Series 2161

MUSEUM

Museum Curator Series 1015*

MUSIC THERAPY

Recreation/Creative Arts Therapist Series 0638*

NATURAL RESOURCE MANAGEMENT

General Natural Resources Management and Biological Sciences Series 0401*

Fish and Wildlife Administration Series 0480*

NATURAL RESOURCE MANAGEMENT AND CONSERVATION

Outdoor Recreation Planning Series 0023

NATURAL SCIENCE

Health Physics Series 1306*

NAUTICAL SCIENCE

Transportation Operations Series 2150

NAVIGATION

Navigational Information Series 1361



Federal Careers

Information Fact Sheets

Federal Occupations by College Major

NUTRITION

Dietitian and Nutritionist Series 0630*
Consumer Safety Series 0696*

OCEANOGRAPHY

Oceanography Series 1360*

OCCUPATIONAL HEALTH

Safety and Occupational Health Management Series 0018

OCCUPATIONAL THERAPY

Occupational Therapist Series 0631*

OPERATIONS RESEARCH

Operations Research Series 1515*
Information Technology Management Series 2210

OUTDOOR RECREATION PLANNING

Outdoor Recreation Planning Series 0023

PARK ADMINISTRATION

Outdoor Recreation Planning Series 0023

PARKS AND RECREATION

Recreation Specialist Series 0188

PERSONNEL ADMINISTRATION/HUMAN RESOURCES MANAGEMENT

Labor Management Relations Examining Series 0244

PHOTOGRAPHY

Audiovisual Production Series 1071
Visual Information Series 1084

PHYSICAL EDUCATION

Sports Specialist Series 0030
Recreation Specialist Series 0188
Kinesiotherapy Series 0635*

PHYSICAL SCIENCES

Consumer Safety Series 0696*
General Physical Science Series 1301*
Geophysics Series 1313*
Chemistry Series 1320*
Document Analysis Series 1397
Quality Assurance Series 1910

PHYSICS

Telecommunications Series 0391
Physics Series 1310*
Geophysics Series 1313*
Astronomy and Space Science Series 1330*
Navigational Information Series 1361
Food Technology Series 1382*

PHYSIOLOGY

Physiology Series 0413*

PLANT PATHOLOGY

Plant Pathology Series 0434*

PLANT PHYSIOLOGY

Plant Physiology Series 0435*

POLICE SCIENCE

Document Analysis Series 1397

POLITICAL SCIENCE

Community Planning Series 0020*
Unemployment Insurance Series 0106
Foreign Affairs Series 0130*
International Relations Series 0131*
Workforce Research and Analysis Series 0140*
Labor Management Relations Examining Series 0244
Trade Specialist Series 1140

POULTRY SCIENCE

Animal Science Series 0487*

PRODUCTION MANAGEMENT

Industrial Property Management Series 1103
Quality Assurance Series 1910

PRINTING

Printing Services Series 1654

PRINTING ENGINEERING

Printing Services Series 1654

PROPERTY MANAGEMENT

Facility Operations Services Series 1640

PSYCHODRAMA

Recreation/Creative Arts Therapist Series 0638*



Federal Careers

Information Fact Sheets

Federal Occupations by College Major

PSYCHOLOGY

Correctional Institution Administration Series 0006
Workforce Research and Analysis Series 0140*
Psychology Series 0180*

PUBLIC ADMINISTRATION

Community Planning Series 0020*
Unemployment Insurance Series 0106
Hospital Housekeeping Management Series 0673
Pension Law Specialist Series 0958
Trade Specialist Series 1140
Commissary Management Series 1144
Highway Safety Series 2125

PUBLIC HEALTH ADMINISTRATION

Health System Administration Series 0670
Health System Specialist Series 0671

PUBLIC UTILITIES

Telecommunications Series 0391

QUALITY ASSURANCE

Quality Assurance Series 1910

RADIO PRODUCTION

Audiovisual Production Series 1071

RANGE MANAGEMENT

Rangeland Management Series 0454*

RECREATION

Outdoor Recreation Planning Series 0023
Recreation Specialist Series 0188

RECREATIONAL THERAPY

Recreation/Creative Arts Therapist Series 0638*

SAFETY

Safety and Occupational Health Management Series 0018

SANITARY SCIENCE

Hospital Housekeeping Management Series 0673

SOCIAL ANTHROPOLOGY

Foreign Affairs Series 0130*
International Relations Series 0131*

SOCIAL SCIENCE

Social Science Series 0101*

SOCIAL WORK

Correctional Institution Administration Series 0006
Public Health Educator Series 1725*

SOCIOLOGY

Correctional Institution Administration Series 0006
Community Planning Series 0020*
Outdoor Recreation Planning Series 0023
Unemployment Insurance Series 0106
Foreign Affairs Series 0130*
International Relations Series 0131*
Workforce Research and Analysis Series 0140*
Sociology Series 0184*
Public Health Educator Series 1725*

SOIL CONSERVATION

Soil Conservation Series 0457*

SOIL SCIENCE

Soil Science Series 0470*
Agricultural Program Specialist Series 1145

SPACE SCIENCE

Astronomy and Space Science Series 1330*

STATISTICS

Foreign Affairs Series 0130*
International Relations Series 0131*
Telecommunications Series 0391
Industrial Property Management Series 1103
Financial Analysis Series 1160
Loan Specialist Series 1165
Actuarial Science Series 1510*
Mathematical Statistics Series 1529*
Statistics Series 1530*
Quality Assurance Series 1910
Transportation Specialist Series 2101
Transportation Industry Analysis Series 2110
Motor Carrier Safety Series 2123
Highway Safety Series 2125
Traffic Management Series 2130
Transportation Operations Series 2150
Marine Cargo Series 2161
Information Technology Management Series 2210

TELECOMMUNICATIONS MANAGEMENT

Telecommunications Series 0391

TELEVISION PRODUCTION

Audiovisual Production Series 1071



Federal Careers

Information Fact Sheets

Federal Occupations by College Major

TEXTILE AND APPAREL STUDIES

Trade Specialist Series 1140

TEXTILES

Quality Assurance Series 1910

TEXTILE TECHNOLOGY

Textile Technology Series 1384

TOXICOLOGY

Toxicology Series 0415*

TRAFFIC MANAGEMENT

Transportation Specialist Series 2101

Transportation Industry Analysis Series 2110

Motor Carrier Safety Series 2123

Highway Safety Series 2125

Traffic Management Series 2130

Transportation Operations Series 2150

Marine Cargo Series 2161

TRANSPORTATION

Transportation Specialist Series 2101

Transportation Industry Analysis Series 2110

Motor Carrier Safety Series 2123

Highway Safety Series 2125

Traffic Management Series 2130

Transportation Operations Series 2150

Marine Cargo Series 2161

URBAN AFFAIRS

Community Planning Series 0020*

URBAN PLANNING

Outdoor Recreation Planning Series 0023

VISUAL COMMUNICATION

Illustrating Series 1020

Visual Information Series 1084

VOCATIONAL REHABILITATION

Vocational Rehabilitation Series 1715

WILDLIFE MANAGEMENT

Wildlife Refuge Management Series 0485*

ZOOLOGY

Zoology Series 0410*

Wildlife Refuge Management Series 0485*

ANY MAJOR (Not All-Inclusive)

Environmental Protection Specialist Series 0028

Security Administration Series 0080

Social Insurance Administration Series 0105

Health Insurance Administration Series 0107

Intelligence Series 0132

Human Resources Management Series 0201

Equal Employment Opportunity Series 0260

Program Management Series 0340

Administrative Officer Series 0341

Management and Program Analysis Series 0343

Logistics Management Series 0346

Financial Administration and Program Series 0501

Budget Analysis Series 0560

General Legal and Kindred Administration Series 0901

Paralegal Specialist Series 0950

Workers' Compensation Claims Examining Series 0991

Veterans Claims Examining Series 0996

Public Affairs Series 1035

Writing and Editing Series 1082

Realty Series 1170

Education and Training Technician Series 1702

General Investigation Series 1810

Supply Program Management Series 2003

Inventory Management Series 2010



Grades and Qualifications

The GS pay schedule is the most common pay schedule, but there are others, including the [wage scale](#) and [special rates](#).

If you've never worked in the Federal Government, you don't have to include a series or grade on your resume for previous, non-government jobs. However, when you apply, you might have to say the highest grade you'd like, or are eligible for.

Determining which grade is appropriate

If you're just starting out in the workforce, and you have a high school diploma or as little as three months of general work experience, you can qualify for jobs at the GS-2. If you have more months of general experience, you can qualify for the GS-3 and GS-4 levels. Starting at GS-5, jobs generally require 1 year of specialized experience to qualify.

Graduates: When you have a degree but no specialized experience in a career field, you're eligible for the GS-5 jobs. You can qualify for GS-7 jobs, if you maintained a B average, or met other academic credentials in college.

Experience: To qualify for jobs at the GS-7 and higher grades, you must have specific work experience related to the job you want and its responsibilities.

Advanced degree: You can qualify for GS-9 positions if you have a master's degree, and for GS-11 positions if you have a doctorate.

Experience and Education Requirements by Category

Clerical and Administrative Support Positions

GRADE/ POSITIONS	EXPERIENCE		EDUCATION
	GENERAL	SPECIALIZED	
GS-1 All positions	None	None	None
GS-2 All positions	3 months	None	High school graduation or equivalent
GS-3 Clerk-Steno ----- All other positions	6 months	None	High school graduation or equivalent ----- 1 year above high school
GS-4 All positions	1 year	None	2 years above high school
GS-5 Clerk-Steno ----- All other positions	2 years ----- none	None ----- 1 year equivalent to at least GS-4	4 years above high school (except Reporting Stenographer)
GS-6 and above All positions	None	1 year equivalent to at least next lower grade level	Generally, not applicable

Technical and Medical Support Positions

GRADE	EXPERIENCE		EDUCATION
	GENERAL	SPECIALIZED	
GS-1	None	None	None
GS-2	3 months	None	High school graduation or equivalent
GS-3	6 months	None	1 year above high school with course(s) related to the occupation, if required
GS-4	6 months	6 months	2 years above high school with courses related to the occupation, if required
GS-5	None	1 year equivalent to at least GS-4	4-year course of study above high school leading to a bachelor's degree with courses related to the occupation, if required
GS-6 and above	None	1 year equivalent to at least next lower grade level	

Administrative and Management Positions

GRADE	EDUCATION	EXPERIENCE	
		GENERAL	SPECIALIZED
GS-5	4-year course of study leading to a bachelor's degree	3 years, 1 year of which was equivalent to at least GS-4	None
GS-7	1 full year of graduate level education <i>or</i> superior academic achievement	None	1 year equivalent to at least GS-5
GS-9	master's or equivalent graduate degree <i>or</i> 2 full years of progressively higher level graduate education leading to such a degree <i>or</i> LL.B. or J.D., if related	None	1 year equivalent to at least GS-7
GS-11	Ph.D. or equivalent doctoral degree <i>or</i> 3 full years of progressively higher level graduate education leading to such a degree <i>or</i> LL.M., if related	None	1 year equivalent to at least GS-9
GS-12 and above	None	None	1 year equivalent to at least next lower grade level

Professional and Scientific Positions

GRADE/ POSITIONS	EDUCATION	SPECIALIZED EXPERIENCE
GS-7	1 year of graduate-level education <i>or</i> superior academic achievement	1 year equivalent to at least GS-5
GS-9	2 years of progressively higher level graduate education leading to a master's degree <i>or</i> master's or equivalent graduate degree	1 year equivalent to at least GS-7
GS-11	3 years of progressively higher level graduate education leading to a Ph.D. degree <i>or</i> Ph.D. or equivalent doctoral degree	1 year equivalent to at least GS-9
GS-12 and above		1 year equivalent to at least next lower grade level
Research Positions		
GS-11 research positions	Master's or equivalent graduate degree	1 year equivalent to at least GS-9
GS-12 research positions	Ph.D. or equivalent doctoral degree	1 year equivalent to at least GS-11
GS-13 and above research positions		1 year equivalent to at least next lower grade level

Competitive Service Student Trainee Positions

GRADE	LEVEL OF EDUCATION
GS-2	High school diploma or equivalent
GS-3	Completion of 1 academic year of post-high school study
GS-4	Completion of 2 academic years of post-high school study or associate's degree

Pathways Internship Positions

GRADE	LEVEL OF EDUCATION
GS-1	Enrollment in a high school diploma or General Education Diploma (GED) program.
GS-2	Completion of high school or GED diploma.
GS-3	Completion of 1 full academic year of post-high school study.
GS-4	Completion of 2 full academic years of post-high school study or an associate's degree.
GS-5	Completion of 4 academic years of post-high school leading to a bachelor's degree or equivalent degree.
GS-7	Completion of 1 full academic year of graduate level education; or Eligibility under the Superior Academic Achievement Provision and completion of a bachelor's degree.
GS-9	Completion of 2 academic years of graduate level education, or a master's degree or equivalent graduate degree.
GS-11	For research positions, completion of all requirements for a master's or equivalent graduate degree. For non-research positions, completion of all requirements for a PhD or equivalent degree.



The Pathways Program offers federal internship and employment opportunities for current students, recent graduates and those with an advanced degree. There are three different paths available:

Eligibility

- Internship Program

The Internship Program is for current students. If you're a current student in high school, college, trade school or other qualifying educational institution, you may be eligible. This program offers paid opportunities to work in federal agencies and explore federal careers while completing your education.

- Recent Graduates Program

The recent graduate program is for those who have graduated, within the past two years, from a qualifying educational institution or certificate program. The recent graduate program offers career development with training and mentorship.

You must apply within two years of getting your degree or certificate (veterans have up to six years to apply due to their military service obligation).

- Presidential Management Fellows (PMF) Program

This program is for recent graduates with an advanced degree—either a professional or graduate degree such as a master's, Ph.D. or J.D. You may be eligible if you:

- Have completed an advanced degree from a qualifying educational institution or program within the past two years.
- Are a current graduate student and will complete all of your degree requirements (including dissertations) by the PMF application deadline.

Jobs open to Students & recent graduates

In the job announcement look for the **This job is open to** section. When a job is open to **Students & recent graduates** you'll see the Students icon: 

There may be other groups listed that can also apply.

You can also select the **Students & recent graduates** filter, or the summer or seasonal appointment type filter in search. Your results will display all jobs open to Students and recent graduates.

Documents you may need

- **TRANSCRIPTS**

You can upload and save documents to your USAJOBS account. Once uploaded, you can submit these forms with your job application as needed.

USAJobs.gov

USAJobs.gov is the official job site of the U.S. Federal Government where you can search and apply for jobs.

With a USAJOBS account you can:

- Create a personal profile
- Create or upload up to five distinct resumes
- Search for jobs by agency, occupation, location and more
- Save job searches and receive automatic notifications
- Save jobs of interest
- Learn about the Federal hiring process and special hiring programs

Create a USAJOBS account

It's important you create an account and a profile. Your account and profile are used to help complete the job application, as well as improve job search results.

Your account includes all the information needed to apply to a federal job. You'll be asked to create a profile, which includes information such as name, address and other important details that are submitted for each job application. Your profile allows you to manage these personal details in one place.

1. Select the **Create an Account** link located on the USAJOBS homepage.
2. Enter your primary email and create a username.
3. Select **I agree. Create my account.**
4. A personalized link will be sent your email. Select the personalized link to continue creating your USAJOBS account.
5. Please add your Personal Information and Account Information.
6. Select **I have read and understand the security tips.**
7. Then, Select **I agree. Create my account.**
8. You will be redirected to the Sign In page.
9. Enter your Username or Primary/Secondary Email and Password.
10. Select **Sign In.**

Please note: You do not need to create a USAJOBS account to search for jobs, but you must create an account and profile to apply for job announcements posted on USAJOBS.

Create or upload a resume

You can either upload a resume or create one using the Resume Builder. You can store multiple resumes within your account—this will help you target your resume to different types of jobs.

Note: Bullets and formatted items will not translate well when creating a resume using the USAJobs resume builder. Upload resumes containing special formatting to your account.

Search for jobs

Search by keyword: Search by job title, department, agency, job series or other keywords.

Search by location: Search for jobs by entering a country, state, city or zip code in the location search box.

Filter your search results

On the search results page, you can filter your results using multiple criteria, including:

- Hiring path
- Pay
- Department
- Agency
- Series
- Location and radius
- Work schedule
- Appointment type
- Security clearance
- Travel percentage

Saved searches and 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.

To save a job search and sign up for email notifications:

1. Sign into your USAJOBS account. If you don't have an account, you need to create one. Only signed in users can save their search.
2. Start a job search by entering a keyword or location in the search box and click **Search**.
3. Narrow your results using filters.
4. Click **Save this search** on the search results page located above the search results.
5. Name your search—this will help you manage your saved searches.
6. Choose how often you want to get notified. We recommend daily if you're looking for very specific jobs since some jobs can open and close within a week. If you select daily, you'll receive one email per day IF new jobs have been posted that match your criteria in the last 24 hours.
7. Click **Save**.

Understand the job announcement

Federal agencies post job announcements on USAJOBS to advertise their current job openings. While these job announcements can be lengthy, they include valuable information about the job and it's important you read each section before applying.

The job announcement includes the following sections:

- Overview
- Locations
- Duties
- Requirements
- Required documents
- Benefits
- How to apply

Review the job announcement

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

- "Qualifications" section to learn if you're eligible and meet the minimum qualifications.
- "How to Apply" section to learn about agency specific instructions, required documents and contact information.
- Find out which jobs you may be eligible for
- Know the types of documents you may need to provide

Job announcement overview

The details at the top of the job announcement tell you how long you have to apply, the salary, work schedule and the type of appointment and service.

Open and closing date: The open date is the first day you can submit an application to the job. The closing date is the last day you can submit an application for the job—you can't submit an application after 11:59pm EST (Eastern Standard Time) on that date.

Pay scale and grade: This tells you the type of pay system. The Federal Government has different pay systems, which helps determine the salary.

Appointment type: The appointment type tells you how long the job will last. Permanent jobs don't have a time-limit. Temporary jobs do have a time-limit, which could be two years, four years or some other amount of time.

Service: There are three different services in the Federal Government; Competitive, Excepted and Senior Executive. Each service type has different rules for how they classify jobs and hire and pay employees.

Salary: Each job announcement shows the starting salary and sometimes it will show a salary range.

Work schedule: This tells you how often you will work.

Requirements of the job announcement

The **Requirements** section describes the type of experience you need, certain conditions you need to agree to for the job and how the hiring agency will evaluate your application.

Conditions of Employment

This section lists 'conditions' that you must agree to, or qualify for, if you get hired and accept the job. The conditions may vary from job to job. A few examples include:

- Type of citizenship
- Specific resume instructions
- The need for a background investigation

Qualifications

The **Qualifications** section describes the experience, skills and other job related criteria. You must meet these qualifications to be considered for the job. It's important that you read the entire section; some job announcements include multiple qualifications.

How you will be evaluated

The **How You Will Be Evaluated** section describes how the agency will evaluate your application. This section may include additional evaluation criteria, such as including a writing sample or completing a job assessment.

Preview job questionnaire

At the bottom of this section is a link to preview the job assessment questions—read these questions before you apply to the job. Your resume must support your answers to the job questionnaire.

Finding a job

Read the entire job announcement. Focus on the following sections to understand whether or not you qualify for the position. This critical information is found under:

- **Duties and Qualifications**
- **How to Apply** (including a preview of the assessment questionnaire)
- **How You Will be Evaluated**

Make sure you have the required experience and/or education before you apply. Hiring agencies use the job announcement to describe the job and the required qualifications, including:

- Level and amount of experience
- Education
- Training

Prepare your application

To create an application on USAJOBS:

1. Sign into your USAJOBS account.
2. Make sure all four sections of your Profile (Contact, Eligibility, Demographics and Preferences) are up-to-date. During the application process some of this information is sent to the hiring agency.
3. Find the job announcement you want to apply to – you can search for jobs by keyword or location, or use your **Saved Searches**.
4. Thoroughly review the job announcement, including the **How to Apply** and **Required Documents** sections.
5. Click **Apply**. The USAJOBS application process will guide you through five steps:
 1. **Select Resume**
 2. **Select Documents**
 3. **Review Package**
 4. **Include Personal Info**
 5. **Continue Application with Agency**
6. During the final step, you'll be asked to certify that your application is true, complete, and made in good faith. If you answer YES, check the box and click **Continue to Agency Site**. Select **Previous** if you'd like to go back to review or edit your information.

Once you select **Continue to Agency Site**, you'll be sent to the agency application system where you may have to complete additional steps.

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.

Important facts about the federal hiring process

- The Federal Government does have a standard job application. Your resume is your application.
- Hiring agencies use the job announcement to describe the job and list the required qualifications and responsibilities.
- After applying, the hiring agency uses the information in your resume to verify if you have the required qualifications stated in the job announcement.
- Once the hiring agency has determined who is qualified, they may use other assessments such as interviews or testing to determine the best qualified applications.

Check your USAJOBS account for status updates

You can check the status of your application in your USAJOBS account—your account will show your job application history.

Federal resume tips

Your resume is the primary way for you to communicate your education, skills and experience. Federal jobs often require that you have experience in a particular type of work for a certain period of time. You must show how your skills and experiences **meet the qualifications and requirements listed in the job announcement** to be considered for the job.

Make sure you have the required experience and/or education before you apply. Hiring agencies use the job announcement to describe the job and the required qualifications, including:

- Level and amount of experience
- Education
- Training

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.

Include dates, hours, level of experience and examples for each work experience

For each work experience you list, make sure you include:

- Start and end dates (including the month and year).
- The number of hours you worked per week.
- The level and amount of experience—for instance, whether you served as a project manager or a team member helps to illustrate your level of experience.
- Examples of relevant experiences and accomplishments that prove you can perform the tasks at the level required for the job as stated in the job announcement. Your experience needs to address every required qualification.
- Experience/Accomplishment

Include volunteer work and roles in community organizations

Don't limit yourself to only including paid work experience. Include relevant volunteer work or community organizations roles that demonstrate your ability to do the job.

Customize your resume

You should tailor your resume to the job announcement. Customizing your resume helps you match your competencies, knowledge, skills, abilities and experience to the requirements for each job. Emphasize your strengths and include everything you've done that relates to the job you're seeking. Leave out experience that isn't relevant.

Use similar terms and address every required qualification

Your experience needs to address every required qualification in the job announcement. Hiring agencies will look for specific terms in your resume to make sure you have the experience they're seeking.

For example, if the qualifications section says you need experience with "MS Project" you need to use the words "MS Project" in your resume.

Organize your resume

You need to organize your resume to help agencies evaluate your experience. If you don't provide the information required for the hiring agency to determine your qualifications, you might not be considered for the job.

- Use reverse chronological order to list your experience—start with your most recent experience first and work your way back.
- Provide greater detail for experience that is relevant to the job for which you are applying.
- Show all experiences and accomplishments under the job in which you earned it. This helps agencies determine the amount of experience you have with that particular skill.
- **Use either bullet or paragraph format** to describe your experiences and accomplishments. **Note:** Bullets and formatted items will not translate well when creating a resume using the USAJobs resume builder. Upload resumes containing special formatting to your account.
- Use plain language— avoid using acronyms and terms that are not easily understood.

Be concise

Hiring agencies often receive dozens or even hundreds of resumes for certain positions. Hiring managers quickly skim through submissions and eliminate candidates who clearly are not qualified. Look at your resume and ask:

- Can a hiring manager see my main credentials within 10 to 15 seconds?
- Does critical information jump off the page?
- Do I effectively sell myself on the top quarter of the first page?

Review your resume before you apply

Check your resume for spelling and grammatical errors and have someone else, with a good eye for detail, review your resume.

Power Verbs For Your Resume

Planning

Administered	Developed	Formulated	Prepared	Revised
Anticipated	Devised	Identified	Prioritized	Strategize
Commissioned	Evaluated	Observed	Researched	Studied
Determined	Forecasted	Planned	Reserved	Tailored

Organizing

Acquired	Cataloged	Designated	Logged	Routed
Activated	Centralized	Designed	Mapped out	Scheduled
Adjusted	Charted	Dispatched	Neatened	Selected
Allocated	Classified	Established	Obtained	Secured
Altered	Collected	Facilitated	Ordered	Simplified
Appointed	Committed	Housed	Organized	Sought
Arranged	Confirmed	Implemented	Procured	Straightened
Assembled	Contracted	Incorporated	Programmed	Suggested
Assessed	Coordinated	Instituted	Recruited	Tracked
Assigned	Customized	Issued	Rectified	Tracked
Authorized	Delegated	Linked	Retrieved	

Executing

Acted	Displayed	Input	Processed	Sold
Administered	Distributed	Installed	Produced	Stocked
Carried out	Entered	Labored	Proofed	Transacted
Collected	Exercised	Merchandised	Prospected	
Completed	Forwarded	Operated	Proved	
Conducted	Handled	Performed	Shipped	

Supervising

Adjusted	Correlated	Indexed	Overhauled	Screened
Analyzed	Developed	Judged	Oversaw	Set
Apportioned	Discovered	Licensed	Policed	Scrutinized
Assessed	Established	Maintained	Prohibited	Supervised
Certified	Examined	Measured	Refined	Supplied
Compared	Explored	Modified	Regulated	Tightened
Controlled	Graded	Monitored	Reviewed	Traced
Corrected	Inspected	Officiated	Revised	Updated

Leading

Accelerated	Elected	Guided	Mentored	Spearheaded
Assumed	Employed	Hired	Motivated	Stimulated
Caused	Empowered	Influenced	Originated	Strengthened
Chaired	Encouraged	Initiated	Pioneered	Supervised
Changed	Enlisted	Inspired	Promoted	Trained
Conducted	Envisioned	Involved	Raised	Transformed
Directed	Fostered	Led	Recognized for	Visualized
Disproved	Founded	Managed	Set goals	

Power Verbs For Your Resume

Getting Results

Accomplished	Constructed	Ensured	Hastened	Minimized	Reduced (losses)
Achieved	Contributed	Excelled	Heightened	Modernized	Rejuvenated
Added	Delivered	Expanded	Improved	Obtained	Renovated
Advanced	Demonstrated	Expedited	Increased	Opened	Restored
Attained	Diminished	Extended	Innovated	Orchestrated	Targeted
Augmented	Earned	Finalized	Integrated	Overcame	Uncovered
Boosted	Eclipsed	Fulfilled	Introduced	Prevailed	
Built	Eliminated	Gained	Invented	Produced	
Combined	Enlarged	Generated	Joined	Qualified	
Completed	Enjoyed	Grew	Launched	Realized	
Consolidated	Enlisted	Guaranteed	Lightened	Received	

Problem Solving

Alleviated	Conceptualized	Detected	Found	Repaired	Solved
Analyzed	Created	Diagnosed	Investigated	Revamped	Synthesized
Brainstormed	Debugged	Engineered	Recommended	Revitalized	Theorized
Collaborated	Decided	Foresaw	Remedied	Revived	
Conceived	Deciphered	Formulated	Remodeled	Satisfied	

Quantitative

Accounted for	Checked	Dispensed	Grossed	Projected	Tabulated
Appraised	Compiled	Dispersed	Increased	Purchased	Totaled
Approximated	Compounded	Earned	Inventoried	Quantified	
Audited	Computed	Enumerated	Maximized	Rated	
Balanced	Converted	Estimated	Multiplied	Reconciled	
Budgeted	Converged	Figured	Netted	Recorded	
Calculated	Counted	Financed	Profited	Reduced	

Communicating

Acted	Composed	Elicited	Justified	Rendered	Summarized
Adapted	Consented	Explained	Lectured	Reported	Supplemented
Admitted	Concluded	Extracted	Marketed	Represented	Supported
Addressed	Convinced	Fabricated	Mediated	Revealed	Surveyed
Allowed	Consulted	Fashioned	Moderated	Sanctioned	Synthesized
Amended	Corresponded	Greeted	Negotiated	Settled	Systematized
Arbitrated	Critiqued	Highlighted	Perceived	Shaped	Tested
Argued	Dedicated	Illustrated	Persuaded	Smoothed	Taught
Ascertained	Defined	Improvvised	Presented	Specified	Translated
Attested	Deliberated	Indicated	Publicized	Spoke	Transmitted
Briefed	Demonstrated	Inferred	Queried	Sold	Verified
Clarified	Drafted	Informed	Questioned	Solicited	Welcomed
Cleared up	Dramatized	Instructed	Referred	Submitted	Wrote
Closed	Edited	Interpreted	Reinforced	Substantiated	
Communicated	Educated	Interviewed	Related	Suggested	

Helping

Aided	Bolstered	Eased	Familiarized	Prescribed	Returned
Accommodated	Coached	Elevated	Helped	Provided	Saved
Advised	Continued	Enabled	Interceded	Protected	Served
Alleviated	Cooperated	Endorsed	Mobilized	Rehabilitated	Sustained
Assisted	Counseled	Enhanced	Modeled	Relieved	Tutored
Assured	Dealt	Enriched	Polished	Rescued	Validated

Choose your text source:

[Paste Text](#) [Web Page URL](#) [Upload File](#)

Paste text to be visualized:

plain text, 500 kilobyte max

[Visualize!](#)

Options:

Language of text:

Ignore common words in this language

English

Maximum number of words to show?

25 - 100 is a good range

50

Minimum frequency?

Don't show infrequent words

1

Show frequencies?

Show word count next to each word

no
 yes

Group similar words? (English only)

eg: learn, learned, learning -> learn

no
 yes

Convert to lowercase?

eg: PhD -> phd, FBI -> fbi, Rio -> rio

lowercase
 original

Don't show these words:

Exclude unwanted words.

How do I make a word cloud?

There are three ways of entering text into TagCrowd to generate a word cloud:

1. Enter the URL for a web page you wish to visualize,
2. Paste (or type) the text you wish to visualize into the text box,
3. Upload a plain text file to visualize.

There's a 5 megabyte file size maximum on uploaded and URL-linked files, and a 500 kilobyte limit on pasted text. Only plain text files are accepted (or HTML files if providing a web page URL).

After providing your text source, hit the Visualize! button to see the result with the default options. You now have several options available to tweak your cloud into a form you're happy with.

Language of text:

Choose the written language of the text you are visualizing. TagCrowd maintains a list of common words (called a 'stop list') for [each supported language](#) so these words won't show up in your word cloud. If you wish to turn this function off, select 'none' for the language. If there are additional words you want to remove from your word cloud, see "Don't show these words" below.

Template/Guide – Federal Resume

NAME

Home Address

Phone Number | Email Address

Federal Employment Status: *(If applicable)* [Position Title], [GS Level]

Veterans Preference Status: *(If applicable)*

Clearance: *(if applicable)*

Citizenship: United States

Availability: (i.e. Full-Time, Permanent, Term, Recent Graduate)

Desired Locations: *(i.e. United States: Washington, DC, Cleveland, OH, Boston, MA)*

WORK EXPERIENCE *(List in reverse chronological order)*

Title

Organization name, Address, City, State Zip Code

Supervisor (optional): Name, Phone, may/ may not contact

Dates of Employment (Month and Year)

Salary: *(optional)*

Hours Worked Per Week: XX

Create short paragraphs for each position listed and arrange your major accomplishments around skill sets in order to illustrate your proficiency for each required qualification listed in the job announcement.

Focus on the “requirements,” “skills” or “qualifications” sections of job ads, and look for “buzzwords” and desirable credentials for your resume. Note: Bullets and any formatting items will not translate well into the USAJobs resume builder.

List specific accomplishments, using quantifiable information such as percentages and dollar amounts if appropriate to demonstrate results. See example from USAJobs.gov below.

Title

Organization name, Address, City, State Zip Code

Supervisor (optional): Name, Phone, may/ may not contact

Dates of Employment (Month and Year)

Salary: *(optional)*

Hours Worked Per Week: XX

Led and SUPERVISED a security team comprised of 26 employees across 5 multi-million dollar commercial and transportation projects. Under my direction our team reduced internal thefts by 50 percent. Applied LOSS PREVENTION techniques and investigated external theft incidents with procured vendors, resulting in legal action and leading to \$1.5 million in cost-savings. Strategically assessed and recommended surveillance technology for critical areas. ESTABLISHED POLICIES for tracking and reporting missing inventory with CDC Accounting.

Reviewed over 15 requests for BACKGROUND INVESTIGATIONS weekly; forwarded them to the proper investigative authority. Served as the trusted liaison to transmit guidance from the Chief, Disaster Security Operations Branch to team members to ensure safety and protection during OPERATIONAL ACTIVITIES. Maintained an organized filing system of over 2.5 million field

Security Reports. Developed monthly and annual statistical information, which were used to enhance the 5 FEMA security programs. Tested the operational readiness of the new Security ID Badging and Alarm systems.

EDUCATION (*List in reverse chronological order*) [Note: If recent grad with no relevant work experience consider listing the education section before the work history section so that you are leading with your strongest information]

Graduate Institution, City, State Month and year of graduation
Degree and Major (i.e. Master of Science, Management)
Concentration: (if applicable)
Credits Earned: (optional, however recommended for current students) GPA (*optional*) (if 3.5/4.0 or higher):
Optional: List relevant coursework, thesis, practicum information

Undergraduate Institution, City, State Month and year of graduation
Degree and Major (i.e. Bachelor of Science, Accounting)
Concentration: (if applicable); *Minor*: (if applicable)
Credits Earned: (optional, however recommended for current students) GPA (if 3.5/4.0 or higher):
Optional: List academic honors, scholarships, relevant coursework, academic projects, study abroad

JOB RELATED TRAINING (*List in reverse chronological order*)

Name of Certification/Training Month and year of completion
Institution Name, City, State
List all degrees first, followed by certifications/trainings in reverse chronological order

PROFESSIONAL AFFILIATIONS

Organization name, City, State Dates of Participation (Month and Year)
Title (if applicable)

List specific contributions and accomplishments relevant to the desired position (if applicable).

ADDITIONAL INFORMATION

Note: Add other sections of relevant information as necessary: could include Language Skills, technical/computer skills, Professional Publications, 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.

REFERENCES

[Name](*) [*Use an asterisk to indicate that it is a professional reference*]

[Employer]

[Title]

[Phone]

[Email]

(*) Indicates professional reference

STUDENT

JOHNNY WESTFIELD
36 Jump Street, Boston, MA 02101
Phone: 617-888-0000
E-mail: johnnywestfield@gmail.com

United States Citizen

Veterans Preference: 5 Points

PROFESSIONAL EXPERIENCE

REALTY TECHNICIAN

CACI, Inc., Boston, MA (Contracted to the General Services Administration)
Supervisor: Zia Warhol, 617-888-0001; may contact

1/2009 – Present
Salary: \$40,000
40 hours/week

Administer realty contracts with a broad and diverse range of government agencies; perform contract management, close outs, and terminations. Support Social Security Administration, U.S. Customs and Border Protection, Agricultural Marketing Services, Animal and Plant Health Inspection Service, Internal Revenue Service, Bureau of Indian Affairs, and Fish and Wildlife Service.

- **CONTRACT ADMINISTRATION:** Support 15 contracting officers, 30 project managers, and over 300 projects across multiple agencies. Administer realty contracts, perform close outs, and terminations. Manage paperwork, organize files, and provide general support while performing daily responsibilities. Knowledge of contractor and vendor performance parameters, and the need for clear, concise performance based statements and measurements.
- **CONTRACT CLOSE OUTS:** Process 7-10 contract close outs per month. Perform notification procedures to building service centers over the phone and in writing. Partner with contract officer. Correct documents as necessary. Create new agreements. Quality check documents to bill out correctly. Ensure that all paperwork, terms, steps, and procedures are in order so that contract is completed with absolute accuracy and integrity.
- **CONTRACT AWARDS:** Maintain electronic copies of request-for-space documents and prepare lease file folders for project managers. Perform quality control of lease documents at award phase to enable the kick off of lease billing and rents. Prepare new lease files and serve as the control point for new project requirements. Prepare award letters to contracting officer, Lessor, agency, and Federal Protective Service.
- **CONTRACT TERMINATIONS:** Process 5-6 contract terminations per month. Analyze contracts. Create termination documents to send out. Notify Lessor. Send out letters with 60, 90, and 120-day notices. Create changes to lease contracts and send out contract modifications. Cancel billing to avoid incorrect charges. Prepare and analyze contract data from procurement systems to create and maintain contract termination list. Serve as subject matter expert with respect to close outs and terminations. Identify positive or negative implications of contractual agreements and communicate findings to contract officers.

Key Accomplishments:

- Created new procedures that reduced contract processing time by 50% and enabled the swift identification of key documents. Drafted checklists to increase the accuracy and efficiency of reviews.

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- Slashed processing time of close out procedures from months to hours by implementing a personnel realignment that improved communication, information sharing, and streamlined the close-out process.
- Reduced lessor billing time for contracts from months to days by suggesting and helping implement better inter-departmental relationship alignments. Produced error-free contracts resulting in work being conducted up front, during process, instead of after. Created simultaneous processing procedures to speed up scheduling.

REAL ESTATE APPRAISER

Appraisal Group Inc., Waltham, MA

Supervisor: Self/Company owner, 617-888-0002

1/2005 – 1/2009

Salary: \$65,000

40 hours/week

Served as Licensed residential real estate appraiser for numerous major banks and mortgage brokers. Appraised 20 homes per month while performing calculations, conducting research, writing reports, assembling information, and rendering conclusions.

- **BUSINESS MANAGEMENT:** Managed all financial operations of a successful appraisal company, including: accounts receivable, accounts payable, bookkeeping, and inflow.
- **ANALYSIS AND RESEARCH:** Conducted field investigations of real estate properties to assign dollar value for home sales purposes. Performed in-person, empirical analysis of building type, improvements, construction quality, condition, and depreciation factors. Researched legal records for title and property information. Procured comparable property records for comparisons and the determination of accurate assessment value.
- **FINANCIAL ANALYSIS:** Created appraisal reports with values, measurements, and statistics. Generated calculations based numerous factors, including income records, operating costs, replacement estimates, building valuations, and cost estimators.

REAL PROPERTY APPRAISER

County Assessor, Cambridge, MA

Supervisor: Randolph Roberts, 617-888-0003; may contact

1/2003 – 1/2005

Salary: \$36,000

40 hours/week

Gathered and analyzed information from a variety of sources in order to maintain current information on real property. Investigated complaints on property assessments; made recommendations regarding appraisal disputes.

- **INFORMATION COLLECTION:** Collected market data, statistics, photographs, records, financials, comparables, and other information for each home being appraised. Conducted telephone interviews to verify information. Strategically amassed data, then processed and distilled into workable points and formulas to arrive at final valuations.
- **REPORT CREATION:** Created final appraisal reports in which researched and processed data was entered for home sales purposes. Incorporated financials, comparisons, photos, and records. Composed summaries.

- **WRITING:** Displayed excellent writing skills and ability to convey complex concepts and processes in easy-to-understand terms. Knowledge of grammar, spelling, capitalization, and punctuation. Composed straightforward letters and memoranda.

Key Accomplishments:

- Successfully negotiated with several communities to release prior sales history to the county, which enabled me to properly classify the homes and land to arrive at an equitable value for the homeowner and the county.
- Reclassified 7,000 properties so they could be appraised in the same manner as the state-appraised properties adjacent to them.

PROJECT MANAGER**Sunset Homes**, Cambridge, MA

Supervisor: Courtney Taylor, 617-888-0005; may contact

6/1999 – 1/2003

Salary: \$60,000

50 hours/week

Oversaw construction activities related to architects, engineers, trade workers to ensure adherence to deadlines and funding parameters. Kept projects on task, on time, within budget, according to contract specifications. Integrated project management knowledge with leadership, interpersonal, financial, and communications skills.

- **ACQUISITION:** Created advertisements for bids, then reviewed and selected the bid most suitable to the timeframe and budget. Researched the price of materials, labor cost, and overhead expenses to analyze the bids received. Assessed whether contractors were adhering to contract parameters, laws, and regulations
- **PROCUREMENT AND CONTRACT MANAGEMENT:** Prepared purchase agreements, contracts, and leases to acquire the most cost-effective services and terms. Compared prices, discounts, delivery dates, and handling charges. Negotiated prices and services. Managed contracts and activities related to electrical, plumbing, HVAC, excavation, and masonry work.
- **BUSINESS MANAGEMENT AND BUDGET:** Coordinated integral business components pertaining to purchasing, estimating, contracts, construction, and architecture.
- **INTERPRET REGULATIONS AND TECHNICAL MATERIAL:** Reviewed legal documentation to ensure that projects complied with state, government, and local building codes. Identified staffing requirements based on technical materials and documentation.
- **COMMUNICATION:** Disseminated information by using telephone, mail services, websites, and e-mail. Communicated daily with wide range of individuals. Expressed ideas confidently in results-oriented manner. Actively listened to comprehend and respond to unspoken needs. Provided constant status updates to supervisor and co-workers. Applied goals-oriented focus to all tasks and interactions to build and extend excellent relationships. Promoted positive interactions by adopting helpful, can-do attitude. Communicated with clients to determine needs and maintain complete and accurate records and files.

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EDUCATION

Bachelor of Science, Business; Minor in Finance, Boston College, Boston, MA USA - 5/1999
GPA: 3.5 out of 4.0

CERTIFICATIONS/LICENSES

Licensed Residential Real Estate Appraiser, Massachusetts since 2002

COMPUTER SKILLS

Microsoft Office (Excel, PowerPoint, Outlook, Word)

PERFORMANCE AWARDS

- Rated 5 (Outstanding) out of 5, Midyear Performance Review, General Service Administration, 5/2010
- Rated 4 (Highly Successful) out of 5, Yearly Performance Review, General Service Administration, 10/2009

PROFESSIONAL



SELECTIVE SERVICE SYSTEM

 OFFICIAL SITE OF THE UNITED STATES GOVERNMENT

Register Online

Young men with a valid social security number may register with Selective Service online at:
<https://www.sss.gov/Registration/Register-Now/Registration-Form>

AT THE POST OFFICE

Selective Service mail-back registration forms are available at any U.S. Post Office. A man can fill it out (leaving the space for his social security number blank, if he has not yet obtained one *), sign and date, affix postage, and mail to Selective Service without the involvement of the postal clerk. Men living overseas may register at any U.S. Embassy or consular office.

* *Remember to provide your social security number to the Selective Service as soon as you obtain one.*

REMINDER MAIL-BACK CARD

A young man may also register by filling out a reminder mail-back card received in the mail. Selective Service sends this card to many men around the time they turn 18 years old. A man can fill out the card at home and mail it directly to Selective Service.

CHECK BOX ON FAFSA

Another way a young man can register is to check a box on the application form for federal student financial aid (FAFSA). A man can check "Register Me" on Box #22 of that form, and the Department of Education will furnish Selective Service with the information to register the man.

HIGH SCHOOL REGISTRAR

More than half the high schools in the nation have a staff member or teacher appointed as a SELECTIVE SERVICE REGISTRAR. These individuals help register male high school students.

Selective Service - Who Must Register

NOTE: With only a few exceptions, the registration requirement applies to all male U.S. citizens and male immigrants residing in the United States who are 18 through 25 years of age.

Category	YES	NO
All male U.S. citizens born after Dec. 31, 1959, who are 18 but not yet 26 years old, except as noted below:	X	
Military Related		
Members of the Armed Forces on active duty (active duty for training does not constitute "active duty" for registration purposes)		X*
Cadets and Midshipmen at Service Academies or Coast Guard Academy		X*
Cadets at the Merchant Marine Academy	X	
Students in Officer Procurement Programs at the Citadel, North Georgia College and State University, Norwich University, Virginia Military Institute, Texas A&M University, Virginia Polytechnic Institute and State University		X*
ROTC Students	X	
National Guardsmen and Reservists not on active duty / Civil Air Patrol members	X	
Delayed Entry Program enlistees	X	
Separatees from Active Military Service, separated for any reason before age 26	X*	
Men rejected for enlistment for any reason before age 26	X	
Immigrants**		
Lawful non-immigrants on current non-immigrant visas. A complete list of acceptable documentation for exemption may be found at https://www.sss.gov/Portals/0/PDFs/DocumentationList.pdf .		X
Permanent resident immigrants (USCIS Form I-551)	X	
Seasonal agricultural workers (H-2A Visa)		X
Refugee, parolee, and asylee immigrants	X	
Undocumented immigrants	X	
Dual national U.S. citizens	X	
Confined		
Incarcerated, or hospitalized, or institutionalized for medical reasons		X*
Handicapped physically or mentally		
Able to function in public with or without assistance	X	
Continually confined to a residence, hospital, or institution		X
Transgender People		
U.S. citizens or immigrants who are born male and have changed their gender to female	X	
Individuals who are born female and have changed their gender to male		X

*Must register within 30 days of release unless already age 26.

NOTE: To be fully exempt you must have been on active duty or confined continuously from age 18 to 26.

**Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are U.S. citizens. Citizens of American Samoa are nationals and must register when they are habitual residents in the United States or reside in the U.S. for at least one year. Habitual residence is presumed and registration is required whenever a national or a citizen of the Republic of the Marshall Islands, the Federated States of Micronesia, or Palau, resides in the U.S. for more than one year in any status, except when the individual resides in the U.S. as an employee of the government of his homeland; or as a student who entered the U.S. for the purpose of full-time studies, as long as such person maintains that status.

NOTE: Immigrants who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after they were 26 years old, were never required to register. Also, immigrants born before 1960, who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after March 29, 1975, were never required to register.

Reference and Resources

Information Fact Sheets - Federal Occupations by College Major
Grades and Qualifications

Experience and Education Requirements by Category

Source: Office of Personnel Management

Pathways Internship Information

<https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/students/>

<https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/>

USAJobs

<https://www.usajobs.gov/>

Power Verbs for Your Resume

Source: https://careerservices.uni.edu/sites/default/files/docs/resume_verbs.pdf

Create your own word cloud from any text to visualize word frequency.

<https://tagcrowd.com/>

Source: Tagcrowd

Federal Resume Samples

Source: Katherine Troutman

Selective Service System registration information

<https://www.sss.gov/Registration/Register-Now/Registration-Form>

Source: Selective Service System

Talent & Employee Acquisition Management Division, Outreach Branch
Contact Information



Twitter

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Official Secret Service Facebook

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