

# Applicant: Quick Start Guide

## Steps in Using USAJOBS

All the tools you need to search for a job, build a résumé, apply online and keep up-to-date on the status of your job search are at your fingertips. Best of all, information is easily accessible and available 24 hours a day, 7 days a week!

1. Go to <https://usajobs.gov/> and log in to your USAJOBS account, or click on [Create an Account](#) if you do not already have one.
2. On the Main Page, enter your job search criteria, including key words and job location.
3. Click on [Search for Jobs](#) to search a database of thousands of Federal job opportunities.
4. When ready to apply, click Apply Online and select the resume you'd like to submit.  
**Keep in mind** – Once you create a USAJOBS account, you can
  - Build or upload your résumé and supporting documents and post it online
  - Receive customized job alerts
  - Apply to federal job announcements
  - Save or email a friend job opportunity announcements

If the application requires a questionnaire, complete your application using [Application Manager](#):

1. Go to <https://applicationmanager.gov/> and log in to your Application Manager account. If you do not already have an account, click on [Create an Account](#).
2. Complete your application package:
  - a. If you are continuing the process from the **USAJOBS** website, Application Manager knows which job you are applying for and will take you directly there
  - b. Otherwise, use the [Start a New Application](#) box on the main page to identify the job for which you want to apply.
3. Follow the step-by-step instructions in the Navigation Box to complete your application.
  - a. **Complete the Questionnaires:** including Biographic Information, Eligibility Information, and the Assessment Questionnaire.
  - b. **Upload Documents:** If not already attached, you can attach your résumé and other supporting documents.
  - c. **Submit Your Answers:** Review and submit your final Application Package.
4. Review the status of your application packages on the main page under [My Application Packages](#).