



How to Navigate the Complex Maze of Opportunities within the Federal Government

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1. Access the website (www.usajobs.opm.gov) for the Office of Personnel Management (OPM). Job listings are posted here for government departments and agencies.
2. There are tabs located at the top of the page which will indicate what type of search you wish to explore (Basic, Agency, Series, Advanced). If you choose the basic option, you can use keywords, geographical locations, job categories, series numbers and/or occupational series in your search. **Remember the wider your search parameters in regards to locations, job series, etc. the more listings will be shown.**
3. Spend time in the occupational series listings. There are times when the job title is not a great clue as to what the job actually entails. Your educational background, interests and experiences may qualify you for far more opportunities than you expected. **The 1701 Occupational Series is what the Athletic Trainer's position are listed under at the Federal Law Enforcement Training Center. At another agency, they may list it under a different Occupational Series. Spend some time investigating the careers available.**
4. If you use the agency search, you can locate all positions listed by a particular department of government or agency.
5. Follow the prompts as they pertain to you, and once you are satisfied with your search parameters, hit the search button and the related listings will appear. Clicking on the job title will display additional information about the position such as job duties, basic qualifications and instructions on how to apply.
6. Print the job announcement and follow the directions for applying online. There will be an occupational questionnaire to complete online, the submission of your resume, and finally any "other" application materials that may be requested. **Missing information is a sure way not to have your application considered.**
7. With some applications, you will be asked to complete information regarding stated KSAs (Knowledge, Skills and Abilities). These are the KSAs as they apply to the job listing. Your education and experiences should answer the KSA's main topic as stated. **Use specific action words to list all pertinent information under each and every KSA.** There is no limit to the amount of information that you can send to sell your self for the position. You must remember that the person reviewing your application may know nothing of the actual job requirements, but if it sounds like you have a boat load of experiences and knowledge, you will more likely make it to the next step.
8. Once you have compiled all the information and your resume, check it again for required information, let someone else check it and then check it again. Make sure you don't miss the filing date. This is another way of not having your application considered. Now, you should be ready to submit your application.
9. Other references to assist you through your search are:
 - ✦ "The Book of US Government Jobs: Where They Are, What's Available and How to Get One", (8th Edition) Dennis V. Damp, Samuel Concialdi
 - ✦ "Federal Resume Guidebook: Write a Winning Federal Resume to Get In, Get Promoted and Survive in a Government Job", Kathryn Kraemer Troutman
 - ✦ "Ten Steps to a Federal Job: Navigating the Federal System, Writing Federal Resumes, KSAS and Cover Letters with a Mission", Kathryn Kraemer Troutman
 - ✦ "Where the Jobs Are in Local, State and Federal Government (Government Job Finder), Daniel Lauber, Jennifer Atkin

