

# Federal Job & Internship Search



There are many opportunities for current students and recent graduates in the federal government. There is even a website devoted to such opportunities at [usajobs.gov/studentsandgrads](https://usajobs.gov/studentsandgrads).

After finding a fit in the government, you'll need to prepare your federal resume, search for positions on usajobs.gov, and put together an application.

## Federal Resume

A federal resume is very different from a typical resume. All of the information from your typical resume will be included, but **you'll need to go into more depth about your skills, previous responsibilities, and accomplishments.**

You'll want to **include keywords and phrases emphasized on the job description.** One nice thing about federal job announcements is that they are typically much longer and more detailed than those in the private sector and provide a wealth of information you can use to tailor your resume.

## Additional Items to Include on Your Resume

- Country of citizenship
- Job announcement number, job title, and job grade
- Veteran's preference
- Detailed addresses of employers
- Supervisor's name and phone number
- Salary information and hours per week

## One thing to note before starting your search...

is that the federal job and internship search is very different from any other job and internship search.

The good news is that there are so many different types of positions, most people can find an appropriate fit. Finding a fit is the first step in your journey – be sure to check out the "Find Your Fit" section on [gogovernment.org](https://gogovernment.org) to learn more.

## Resources for developing your Federal Resume:

- Resume Builder on [USAJOBS.gov](https://USAJOBS.gov)
- [gogovernment.org](https://gogovernment.org)





## Federal Application

While you'll always need to submit a federal resume to a job position on [usajobs.gov](https://www.usajobs.gov), you may also need to complete an application questionnaire and/or provide additional documentation.

Your complete federal application may include:

- **Federal resume**
- **Application questionnaire**
  - Up to 100 multiple-choice questions in yes/no, true/false, short-essay or standard multiple-choice formats
- **Application essay**
  - Typically short essays asking you to describe how your experiences match the job qualifications
- **Transcripts**
- **Professional certifications**
- **Proof of non-competitive status**
- **Cover letters**
- **Letters of recommendation**
- **Writing samples**

## The Pathways Program

- **Internship Program:** for currently-enrolled students from **high school to graduate level**
- **Recent Graduates Program:** for **recently graduated individuals that are interested in a career development program** with training and mentorship. Applicants must apply within two years of degree or certificate completion (except qualifying veterans)
- **Presidential Management Fellows Program:** for individuals who have received a **qualifying advanced degree** in the preceding two years. This program is the federal government's leadership development program.

## Remember...

- Follow all instructions and pay attention to deadlines
- Include all items requested in the job announcement prior to submitting your application
- Save the job announcement number and HR contact information for your records
- Save a copy of your application

## Useful Websites

- [usajobs.gov/StudentsAndGrads](https://www.usajobs.gov/StudentsAndGrads)
- [usajobs.gov](https://www.usajobs.gov)
- [gogovernment.org](https://www.government.org)

