



United States Department of Agriculture



# Applying on USAJOBS.gov

**A career with the Forest Service is a job working for nature, managing and caring for more than 193 million acres of our nation's most magnificent lands. Working for the Forest Service means protecting the fresh water millions of Americans drink, managing the country's renewable resources and sustaining the beauty of America's landscapes.**

**Work for the Forest Service and leave your legacy on nature for future generations!**

The Forest Service accepts all job applications on [www.USAJOBS.gov](http://www.USAJOBS.gov). USAJOBS connects job seekers with federal employment opportunities across the United States and around the world.

Here is how you apply for a job with the Forest Service:

## **Step 1: Create a Login.gov account**

(If you already have an account, skip to Step 2)

You must create a login.gov account to sign in to USAJOBS. The service login.gov offers secure and private online access to government programs. To create a login.gov account, visit <https://login.gov/help/>.

## **Step 2: Sign in to USAJOBS using your login.gov information**

## **Step 3: Create/verify USAJOBS profile**

Before you can apply for a job, you must create a USAJOBS profile and complete all of the required fields. Verify your information is up-to-date before starting an application. You should complete the **Preferences** section to improve your job search results.

## **Step 4: Search for jobs/find the announcement you want to apply to**

You can search for jobs by keyword or location, or use a **Saved Search**.

You can save a search to help you look for jobs in your area of interest. You can sign up to receive daily, weekly, or monthly email notifications.

Carefully review the job announcement, including the **How to Apply** and **Required Documents** sections.

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Forest Service

#WorkForNature  
[fs.fed.us/fsjobs](https://fs.fed.us/fsjobs)





### Step 5: Upload or create a resume

Resumes should be customized to each job you are applying for. You can save up to five resumes to your account. USAJOBS allows you to upload a resume or build one using the **Resume Builder**.

### Step 6: Upload documents

Carefully review the job announcement **Required Documents** section. Upload all required documents per the job announcement.

### Step 7: Apply

When you are ready to submit an application, follow the prompts from USAJOBS to submit your application package. Make sure you have read through the job announcement, selected your resume and uploaded any required documents. After you have selected all the necessary information for your application package, you will be automatically redirected to the Forest Service online application system to complete an assessment questionnaire. You will receive an email notification from USAJOBS that your application was received. You can check your application status on USAJOBS.

### Step 8: Check application status

You can check your application status on USAJOBS homepage.

Visit [www.fs.fed.us/working-with-us/jobs/how-to-apply](http://www.fs.fed.us/working-with-us/jobs/how-to-apply) for more information.

**Important Reminder:** The “Required Documents” section tells you which documents must be submitted as part of a complete application. These items may include, but are not limited to:

- *Cover letter* – A cover letter is usually optional, but may be helpful by sharing additional relevant information that may not be included in a resume.
- *Transcripts* – Unofficial transcripts, a copy of your academic record from high school or college, are acceptable to include in the application. Official transcripts are required prior to receiving a final job offer.
- *Veterans* – You will be asked to provide your DD-214 (Certificate of Release or Discharge from Active Duty) and SF-15 (Application for 10-point Veterans’ Preference).
- *Other* – Some jobs may require specific documents, such as a writing sample or certification. You can also attach any other documents that you want to share with hiring managers.

