



## Agricultural Marketing Service

# Navigating USAJOBS.GOV

**The Agricultural Marketing Service  
(AMS) of the United States  
Department of Agriculture  
wants to hire YOU!**

Every AMS job opening is posted on USAJOBS®, the Federal Government’s official one-stop source for Federal jobs. This guide aims to help you navigate the USAJOBS® search and application process, so you never miss out on the right opportunity.

### Conducting your job search

- Go to <http://www.USAJOBS.gov>
- Enter “Agricultural Marketing Service” under keyword
- Click the “Search Jobs” button to see your results
- Use the “Refine Your Results” categories located on the left side of the page to refine your search
- Click on the position title to see the full job announcement

### Create a USAJOBS Account

- Ensure you have an active personal email address
- Go to <http://www.USAJOBS.gov>
- Select “Create an Account” located in the upper-right hand corner
- Complete the biographical data page
- Create a Username and Password; you can create a unique username or use your email address
- Select 3 questions and answers to reset your account if you forget your password or get locked out
- Select “I Agree. Create My Account” after completing all sections of the form



### Upload/Create a USAJOBS Resume

- You can create or upload resumes and store up to 5 different ones to use to apply to Federal job opportunity announcements. Make one resume searchable to allow agencies to find you
- Go to [www.USAJOBS.gov](http://www.USAJOBS.gov) and select “Sign In” located in the upper-right hand corner
- Log in using your username (email address) and password, and then select “I Agree, Sign Me In”
- Select “Build New Resume” or “Upload Resume” and follow the instructions

### Applying for a Job

- Review your “Search Results;” decide which jobs you are interested in; read the job announcement; make sure you are eligible and qualified to apply, and follow the instructions under “How to Apply”
- When you find a position that you would like to apply for,

select “Apply Online,” located to the right

- Log into your USAJOBS account, if not already logged in and select one of your stored resumes and any other required forms (e.g., college transcripts, DD-214) and submit for the vacancy
- USAJOBS will route you to the AMS application website where you will complete the application process, including providing biographical data and responding to an Assessment Questionnaire; the latter is used to determine your qualifications for the position
- After completing the Assessment Questionnaire, follow the prompts to submit answers, and view/print answers
- After you have applied for a job, USAJOBS will send you emails to inform you of the status of your application
- If you have any questions, please don’t hesitate to contact the HR person listed in the job announcement

The Navigating USAJOBS.GOV document from the U.S. Office of Personnel Management was condensed and modified to create this AMS document.

USDA is an equal opportunity employer and provider.