

DEPARTMENT OF THE NAVY ON-LINE RESUME BUILDER

- ***HAVE YOU HEARD?*** The Department of the Navy has created an on-line Resume Builder for job applicants.
- ***WHAT WILL OUR RESUME BUILDER DO FOR YOU?*** Block by block, our Resume Builder will prompt you to enter all the necessary information and turn it into an electronic resume. It will even send your masterpiece directly to the appropriate Human Resources Service Center.
- ***WHAT DOES THIS ALL MEAN?***
 - * ***No more uncertainty*** over how to format your resume or what information to put in your resume.
 - * ***No more anxiety*** over whether your resume was received by the servicing Human Resources Service Center. You will receive an immediate notification from our Resume Builder.
- ***SO ... DON'T DELAY!*** Log on to www.donhr.navy.mil. Access our web-based job announcements and read the "How to Apply" directions. If electronic submission is an acceptable format for the job announcement, it will direct you to our Resume Builder link.

NEWS ARTICLE ON-LINE RESUME BUILDER

Have you checked out our web site, www.donhr.navy.mil lately?

The Department of the Navy has created a simplified job application method – an on-line Resume Builder. By using simple block by block instructions, our Resume Builder will prompt you to enter all the necessary information and turn it into an electronic resume. It will even send your masterpiece directly to the appropriate Human Resources Service Center.

Access the Builder:

To access the Builder, find a web-based job announcement for which you desire consideration. If an electronic resume is an accepted job application format, the “How to Apply” block of the announcement will direct you to our Resume Builder.

Procedures:

Whether you are using our HRSC-NE on-line Resume Builder or another method, carefully and thoroughly read the job announcement and:

- * Pay particular attention to the “Area of Consideration” and/or “Who May Apply” block(s) and determine whether you are eligible to apply for the position.

- * Follow the “How to Apply” instructions in the job announcement. Many have announcement-unique requirements and/or application instructions.

Helpful Tips:

If resume is an accepted format, take advantage of our Resume Builder. To make the most of this on-line tool, here are some helpful tips:

- * Before you start typing in your personal information, scroll through the builder and view all the questions. Do you know the answers (e.g., previous training, education, etc.)? If not, you may want to first print the builder, get off-line, and gather the needed information.

- * Do you already have an electronic resume or application? Usually, the most time-consuming part is typing in your work experience duties and responsibilities. You can save considerable time by cutting and pasting this information into the appropriate blocks on the Builder.

Good luck!