



DEPARTMENT OF THE NAVY (HRSC-NE) RESUME SELF-NOMINATION AND UPDATE REQUEST

First Name, MI, Last Name:	Social Security Number:
Contact Phone (include area code):	Email Address (if applicable):

Self-nomination and updating your current resume is quick and easy! This form enables you to *use* and *update* a resume that is already on file with the Department of the Navy, Human Resources Service Center-Northeast.

SELF-NOMINATION (Re-Using your Resume)

Self-nomination allows you to apply for civilian jobs for activities serviced by the HRSC-Northeast by re-using your current resume that was previously submitted to the database. You may self-nominate for up to ten series or announcements using this request. (If you wish to apply for additional positions then please submit another self-nomination request). The following conditions **MUST** be met before you may use this form to self-nominate:

- ✓ Does the announcement/flyer permit use of resumes and self-nomination to apply for positions? This information will be in the "How to Apply" instructions on the announcement/flyer.
- ✓ Do you already have an active resume on file with the Human Resources Service Center- Northeast which services the positions you are interested in?

If you answered **NO** to any one of the above questions, self-nomination is not an option at this time and you should submit a new resume. If you answered **YES**, proceed to list the series/announcement number(s) you would like to be considered for. Be sure to include the position title, if listing by announcement number.

1)	6)
2)	7)
3)	8)
4)	9)
5)	10)

UPDATING YOUR RESUME

IF you already have a resume on file with the Human Resources Service Center-Northeast, using this form to update it will save you time! The following information may be completed to update your current resume:

Work Phone (include area code):	Home Phone (include area code):
Mailing Address (Include Street, City, State and Zip Code)	
Please remove my resume from consideration for the following series and/or announcement(s):	
_____	_____
_____	_____
I wish to remove my resume from further consideration for ALL series/announcements and potential vacancies: <input type="checkbox"/>	
I wish to extend the use of my resume for an additional year: <input type="checkbox"/>	
NOTE: You must submit a new resume if updating information that is not included above	

TO SUBMIT THIS FORM: Send this completed request to the Human Resources Service Center- Northeast, Attn: Resumix Code 53, via fax: (215) 408-5443 or postal mail: 111 S. Independence Mall, East, Bourse Bldg, Philadelphia, PA 19106-2598