



TABLE OF CONTENTS

Introduction	
Resumix (Stairs Introduction)	3
Processing Resumes	3
Department of the Navy On-line Resume Builder Flyer	5
News Article - On-line Resume Builder	6
Questions & Answers About the Resumix System	7
Guidelines for Preparing Your Resumix Resume	9
Job Application for Civilian Positions (Job Kit)	13
HRSC Listing	14
Common Hiring Program Category Definitions	15
Sample Resume	17
How to Prepare a Resume	18
Additional Data Sheet	19
Resumix Resume Worksheet	21
Accessing the DON On-Line Resume Builder	
Via DONHR Web Site	31
Via Lakehurst Web Site	32
Saving Your Resume Information	33
Lakehurst Merit Staffing Opportunities	35
Sample job Opportunity Announcement	38
DON On-Line Resume Builder	39
Application Express	53
Reference Material	
Action/Concrete Words	57
Resumix Word Puzzle	69
Dressing for the Interview	60
Useful Resources	61
Notes	62





RESUMIX (STAIRS) INTRODUCTION

The Department of the Navy has made a major change in the method in which vacant positions are filled. Navy has invested vast resources to improve business processes and introduce the latest technology to make staffing more efficient and responsive to customer needs.

The Standard Inventory and Referral System (STAIRS) combines new business processes with information technology. The main technology behind STAIRS is the automated software system, Resumix. Resumix is a commercial "off the shelf" software contracted by DOD to automate the recruitment process. Resumix is a staffing tool. It automates the recruitment process and recruitment file, using an artificial intelligence and large knowledge base to identify and match skills in resumes to position skills.

Even though Resumix uses artificial intelligence and an array of grammar rules to identify and match position skills to resume skills, it still does not replace the judgment of the HR Professional. Candidates identified for referral must still be reviewed by an HR specialist to determine basic qualifications, time in grade, area of consideration and quality of experience.

PROCESSING RESUMES

The Human Resources Service Center Northeast (HRSC-NE) will use an automated system to process both "hard copy" resumes and "electronic" resumes. Upon receipt, the resume is reviewed for format, length, scannability, and content. The automated system uses state-of-the-art optical character recognition (OCR) and a patented computer programming system to read resumes and extract applicant skills. Resumix applies reading and extracting of information and skills consistently to all applicants. Through this kind of leading edge technology, HRSC-NE can accurately process applicants and issue referral lists more quickly than under previous manual systems.

****Most importantly, applicants must review and follow the directions outlined in the Job Application Information Document (Job Kit) (see page 13)****

REMEMBER - Electronic submission of a resume maximizes applicant consideration and will prevent the possibility of an "unscannable" resume when submitting a hard copy.



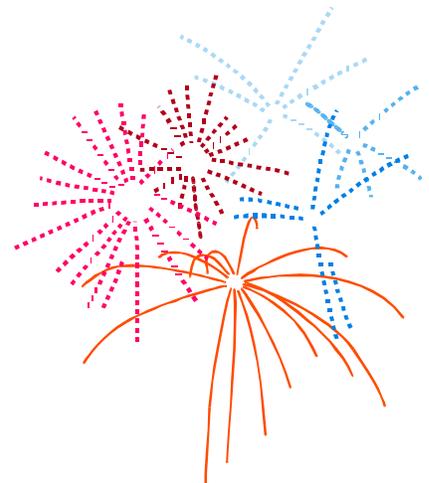
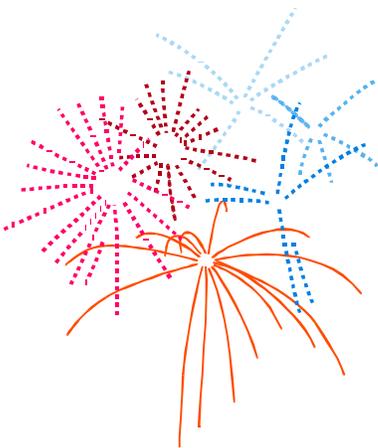




DEPARTMENT OF THE NAVY ON-LINE RESUME BUILDER



- **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!



QUESTIONS AND ANSWERS ABOUT THE RESUMIX SYSTEM

1. **Q. Will an applicant receive a receipt confirming his/her application reached the HRSC?**
A. Every applicant will be notified, in writing, when his/her resume is received by the HRSC.
2. **Q. Will the HRSC provide a copy of an applicant's skills summary while the announcement is open, for the job the resume was sent for? Or will the summary of skills only be provided after the selection for the position is made?**
A. Resume summaries will only be provided as a result of a notice of rating; therefore, this would occur after the selection.
3. **Q. If you are applying for two different jobs at the same time, which resume will be kept on file?**
A. Whichever resume the system receives last will be the one retained on file. If you file for two different jobs at the same time and use different resumes for each job, you may want to send in another resume at a later date, to ensure the one you want on file is the last one received by Resumix.
4. **Q. When will Resumix be implemented throughout the Northeast Region?**
A. Implementation dates are staggered. Contact your servicing HRO for information.
5. **Q. How do you contact the HRSC to request that your resume, already on file, be considered for a specific announcement?**
A. You can reuse the resume you have on file by using Application Express. The job announcement will have a link at the button that you can use.
6. **Q. How long does a resume stay on file?**
A. Resumes will remain on file for one year from the date of receipt; however, applicants may extend, for an additional year, by faxing or e-mailing (to wantajob@ne.hroc.navy.mil) their request.
7. **Q. Are there times when merit promotion announcements do not accept electronic resumes?**
A. Once implemented, there will be no exceptions. However, Delegated Examining Authority (DEA) announcements will continue to use the present system for filling.
8. **Q. Who will be responsible for building the local grammar?**
A. The HRSC will build the local grammar into the Resumix system, based on requirements identified by the manager.
9. **Q. Can applicants electronically access their own resume or get a copy of it, after it is submitted in Resumix?**
A. Once an account is built into the Resume Builder an applicant can access their resume electronically via the Resume Builder.
10. **Q. Is a one or two page resume acceptable?**
A. Yes, a resume may be up to five typed pages long.
11. **Q. Should an applicant's resume be position or skill based?**
A. Applicants should make sure they include all the knowledges, skills, and abilities they have acquired and applied in each job described in their resume.
12. **Q. Is Resumix word specific?**
*A. Yes. However, there will be synonyms and **commonly** misspelled words built into the system to allow for applicants to receive credit.*



- 13. Q. How are selective placement factors or screen-out elements handled in Resumix?**
A. There is no change from the current process. Required selective placement factors or screen-out elements will be spelled out in the announcement. A selective placement factor is a required skill. You must have that skill to qualify.
- 14. Q. Will applicants be identified as "qualified" versus "highly qualified"?**
A. No. All candidates matching the highly desired skills will be certified and referred to the manager.
- 15. Q. Is the additional data sheet counted against the five-page limitation on the resume?**
A. No. It should accompany the resume when you send it.
- 16. Q. Will the system pull words based on acronyms or should the words be spelled out?**
A. It is suggested you spell out the acronym the first time you use it. The system will not be proficient in reading acronyms unless the acronym is built into local grammar.
- 17. Q. After the selection is made, and you receive notification you were ineligible, and not referred, can you question this determination?**
A. Yes, by calling the phone number on the announcement.
- 18. Q. How long does it take for an updated resume to replace the resume already on file in the system?**
A. Resumes will be scanned within 24 hours from date of receipt.
- 19. Q. If any supporting documentation is required, can you fax it to the HRSC to be put with the rest of your electronically sent resume?**
A. Additional documents (documents other than the resume and additional data sheet) will not be required or accepted. All applicants will be reviewed for qualifications and eligibility based on the information provided in the resume. If additional documentation is needed to confirm qualifications of a tentatively selected candidate, and if that information is not in the applicant's OPF, the applicant will be contacted by the HRSC, and required to submit the additional documentation at that time.
- 20. Q. When will the web page and the 1-800 number be available?**
A. The Web Page is available at www.donhr.navy.mil. Although in the original plans, a 1-800 number will not be offered at this time.



GUIDELINES FOR PREPARING YOUR RESUMIX RESUME

WHY A RESUME? The Human Resources Service Center Northeast (HRSC-NE) is using a computerized resume processing system called the ***Standard Automated Inventory and Referral System*** or STAIRS.

WHAT IS STAIRS? STAIRS is a knowledge-based automated staffing and recruitment system. Applicants may submit a hard copy resume up to **five (5) pages in length**, to the address shown on the vacancy announcement. Applicants may also submit resumes by using the DON On-Line Resume Builder. Using artificial intelligence, applicant skills are extracted from these resumes and are matched against vacancy skills. The application process is simplified because applicants no longer have to separately address knowledges, skills and abilities, since this information is contained in the body of their resumes.

HOW DOES THE SYSTEM WORK? Your hard copy resume is scanned into the computer by a method that is similar to sending a fax or making a photocopy, as an image. Then, Optical Character Recognition, or OCR, software looks at the image to distinguish every letter and number (character) and creates a text file. The system "reads" the text and extracts important information about you such as your name, address, phone number, work history, years of experience, education, and skills. Your resume is saved and can be stored in the **RESUME BANK**, if you so choose. Then, when vacancies occur, those individuals whose qualifications and skills match the position requirements will be considered.

HOW DO I APPLY FOR STAIRS VACANCIES?

➤ You can fill out the DON On-Line Resume Builder via the Lakehurst HRO web site at www.lakehurst.navy.mil/hro-lakehurst

OR

➤ You may mail a hard copy of your resume to **HRSC-Northeast, 111 S. Independence Mall East (Bourse Building), Philadelphia, PA, 19106-2598.**

Please read the instructions on the announcement carefully for more detailed information.

CAN I REUSE MY RESUME? By using the latest in document imaging technology, your resume can be scanned into a computer system and kept "active" for up to **one year** from the date of receipt, and longer if you so elect. The computer can make it easier for you to be considered for more jobs, and it keeps your resume on file, so it's quicker to update your information.

Once you have a resume in the **RESUME BANK** and a vacancy is advertised, you may reuse it to apply for other job announcements issued by HRSC-Northeast. Just use the Application Express button located at the bottom of the job announcement or request a hardcopy Application Express from the Human Resources Service Center.

HOW IS THIS SYSTEM DIFFERENT? When completing a traditional application, such as a SF-171 or an OF-612, you write to attract the attention of the reader. Anything you do to make your application visually unique, such as expensive paper, color, unusual fonts or typefaces, and graphics, helps to do this. Also, you may believe that the more ways you describe the same kind of experience, and the more adjectives you use, the more credit you will receive in the rating and ranking process. **NONE OF THIS APPLIES TO RESUMES THAT ARE PROCESSED ELECTRONICALLY.** In fact, it may be counterproductive. The important thing to remember is that the personnel specialist will be searching the database for resumes that match the skills and knowledges of the position being filled.



HOW DOES THIS NEW METHOD HELP ME? Here are a few reasons why we think you will prefer this new method better than the old way of finding a job:

- You only have to write one resume to be considered for multiple vacancies at multiple locations;
- It's easier and faster for you to apply for jobs through a process known as self-nomination;
- You need only identify your skills, not provide long, detailed descriptions;
- There's greater objectivity in the referral lists because we use a consistent process;
- Your resume can be up to **FIVE** pages long!

There's just one more thing you need to know. Because we will handle a large number of resumes, we won't be able to return resumes or additional documentation (such as professional certificates or licenses). **Don't send original documents.**

HOW SHOULD I WRITE MY RESUME? First, ask yourself, "What types of jobs am I interested in?" Since you can now utilize one resume for multiple vacancies at a Human Resources Service Center, don't focus your resume on one vacancy or position. Instead, concentrate on defining and identifying all key and meaningful skills you possess for those career fields that interest you. Unlike the SF-171 in which you described your work experience in detail, your resume should be skills-based. We want to know what you did on the job. Instead of describing what your responsibilities were, describe your accomplishments.

Describe your experience with action and concrete words rather than vague descriptions.

Simply stated, action words are verbs, and concrete words are nouns, often proper nouns. These words have been labeled as action/concrete words to convey the idea that you should use simple, clear and easily understood terms when preparing your resume. For example, it's better to use, "Directs work, interviews and hires employees, establishes and reviews performance standards, identifies training needs, effects disciplinary action and performs other supervisory duties for 10 employees," rather than "supervising". Using clear and concise terms in your resume will improve the skills match performed by the RESUMIX system, and will increase the HR Specialist's/Management Official's understanding of your skill and experience when reading your resume. A list of action/concrete words is included on pages 57 and 58.

Focus. Starting with your most recent experience, show where you worked, the beginning and the ending dates, and the name and phone number of your supervisor. Include only work experience and skills that are relevant to your career goals. For instance, if your career goals are in the budget area, don't include old experience as a clerk-typist.

Use simple sentences. Emphasize nouns and verbs. Instead of describing what your responsibilities were, describe exactly what you did. Mention the names of any tools, software, or equipment you used, and any specialized knowledge you acquired.

- **Don't** write, "Performed the full range of project management duties for a new information system."
- **Do** write, "Used Microsoft Project to develop timelines. Prepared budget requests, hired staff, selected vendors, negotiated contracts, and designed and implemented a new Unix client-server information system."
- **Don't** write, "Responsible for administrative and computer support in a publishing firm."
- **Do** write, "Used Microsoft Word, Excel, PowerPoint and Access in support of a large publishing firm. Have skill and knowledge with many operating systems, including DOS, Windows 3.1, Windows 95, and Macintosh. Used Adobe PhotoShop."

Spell it out. Avoid using jargon, abbreviations, and acronyms, unless they are common to a job field. Spell out, at least once, the meaning of any abbreviations and acronyms you use. Remember that ADA can mean a computer language, the American Dental Association, the Americans with Disabilities Act, or Ada, Oklahoma. Even within the Department of Defense, the same acronym or abbreviation can have many different meanings.



List skills once within each description of work experience. Once a skill such as “management” or “budget” is pointed out, you need only use the skill again if you are describing a different position.

Use plain language whenever possible. Use words and phrases that define the level and scope of your experience and skills, i.e., write complex technical documents; prepare policy statements; prepare routine correspondence; speak before groups of 100 or more people; manage multi-million dollar projects; work with groups to build consensus; etc. The information system, the personnelist, or the hiring manager may not understand what you are trying to communicate if you use very obscure words or phrases.

Use modifiers. To define the frequency at which you perform tasks, use modifiers, i.e., occasionally, regularly, once or twice a year, monthly, weekly, daily, etc.

Address acquisition positions. If addressing an acquisition position, indicate the percentage of time spent on acquisition duties.

Address interpersonal traits and attitude. If you have extra space, describe your interpersonal traits and attitude.

PREPARING YOUR HARD COPY RESUME FOR SCANNING: The most difficult resume for the computer to read is a poor quality copy that has font sizes larger than 12 points or smaller than 10 points, has graphics or lines, is too light, or uses paper that is too dark. To ensure your resume is scannable, follow these guidelines:

- Use 1 inch margins, and standard 10 or 12 point fonts such as Courier or Times New Roman. (“Fonts” refer to style of print; “pitch” or “points”, such as 12 point, refers to size of print.)
- Provide a laser printer original of your resume. A typewritten original is also acceptable. Do not use a dot matrix printer; the print may be too light or could be hard to read by the computer.
- Use white 8 ½” x 11” paper, printed on one side only.
- Do not staple your resume.
- Place your name at the top of each page on its own line.
- Use standard address format below your name.
- List each phone number on its own line.
- Do not use fancy treatments such as italics, underlining, and shadows. Limit the use of boldface or all capital letters to section headings and make sure letters do not touch each other. Don’t condense spacing between letters.
- Do not use vertical and horizontal lines, graphics, shading, and boxes. The computer is set to read “text” not “graphics.” If you use complex tables with leader dots (...), the computer may not read your data correctly.
- Avoid two-column format or resumes that looks like newspapers or newsletters.
- Your resume is limited to **five PRINTED** pages, and only the first **five** pages of your resume will be scanned into the computer. Any information on pages after page five will not be used, so please follow the directions. On pages 2 through 5 of your printed resume, be sure to include your name and SSN at the top of each page.





JOB APPLICATION INFORMATION FOR CIVILIAN POSITIONS (Job Kit)*

The Department of the Navy has eight regional Human Resources Service Centers (HRSC) located worldwide. Each Center recruits individuals to fill Navy and Marine Corps civilian vacancies occurring within its serviced area. Page 14 of this workbook contains a listing of the different regional Centers and their E-mail and mailing addresses.

Applying for civilian vacancies at any one of these Centers is easy...just follow the steps below:

STEP 1: DETERMINE YOUR HIRING PROGRAM ELIGIBILITY AND LOCATE JOB INFORMATION.

- ❑ Your application MAY be accepted if you meet the criteria for one of the hiring program(s) listed on pages 15 and 16. If you do, then review the announcements at www.lakehurst.navy.mil/hro-lakehurst
- ❑ If you do not meet any of the hiring program criteria on pages 15 and 16, look for job announcements that lists **All U.S. Citizens** under "Area of Consideration" on the Department of Navy Human Resources web page at www.donhr.navy.mil or on the Office of Personnel Management web page at www.usajobs.opm.gov.

STEP 2: PREPARE YOUR RESUME. All Department of the Navy Human Resources Service Centers use an automated system to process resumes. The system uses an artificial intelligence process to “read” and identify skills from your resume. To ensure that your resume is processed correctly, carefully read and follow the tips below. Failure to follow these tips may result in your resume being rejected and/or the loss of job consideration.

- ❑ Use the resume format and instructions shown on page 17.
- ❑ Limit your resume to 5 pages in length. Your responses to the Additional Data Sheet (pages 19 and 20) will not be counted against the maximum 5-page resume limitation.
- ❑ Carefully read the information and application instructions on any recruitment publications, flyers, and/or job announcements for which you are applying. Many have unique instructions or requirements.
- ❑ When additional documents are requested, please put your name, Social Security Number, daytime phone number and the announcement number (if applicable) on each page submitted, and send them to the appropriate Center.
- ❑ Complete and submit the Additional Data Sheet information requested on pages 19 and 20.

STEP 3: SUBMIT YOUR RESUME. There are four different ways to submit your resume.

- ❑ **Navy on-line resume builder.** Use the resume-builder attached to each of our job announcements on our web page www.lakehurst.navy.mil/hro-lakehurst to prepare and submit your resume. It will automatically send your resume to the Northeast Human Resources Service Center.
- ❑ **Application Express.** Once you have a resume on file with a Human Resources Service Center, you may reuse it to apply for other job announcements issued by that Center. Just use the Application Express button located at the bottom of the job announcement on our web page or request a hardcopy Application Express form from the Human Resources Service Center.
- ❑ **E-mail.** To submit a resume via E-mail:
 - ✓ Type “Resume - (your first and last name) - (Announcement Number)” on the subject line of your E-mail.
 - ✓ Prepare your resume as a part of the E-mail message. E-mail attachments CANNOT be accepted.
 - ✓ Include your responses to the Additional Data Sheet at the end of your resume text.
 - ✓ Email to wantajob@ne.hroc.navy.mil .
- ❑ **Mailed (hardcopy) resumes.** Mail your completed resume, Additional Data Sheet, and any requested additional documents to HRSC-Northeast, 111 S. Independence Mall East (Bourse Building), Philadelphia, PA 19106-2598.



DEPARTMENT OF THE NAVY HUMAN RESOURCES SERVICE CENTER (HRSC) LISTING

RSC Capital

Nebraska Avenue Complex, Bldg 3
291 Cryptologic Court NW
Washington, DC 20393-5444
Email resume to: wantajob@cap.hroc.navy.mil

HRSC East

Norfolk Naval Shipyard, Bldg 17
Portsmouth, VA 23709-5000
Email resume to: wantajob@east.hroc.navy.mil

HRSC Europe

PSC 821, Box 121
FPO AE 09421-5000
Email resume to: wantajob@esc.hroc.navy.mil

HRSC Pacific

178 Main St., Bldg 499
Honolulu, HI 96818-4048
Email resume to: wantajob@pac.hroc.navy.mil

HRSC Northeast

111 S. Independence Mall, East (Bourse Bldg)
Philadelphia, PA 19106-2598
Email resume to: wantajob@ne.hroc.navy.mil

HRSC Northwest

3230 NW Randall Way
Silverdale, WA 98383
Email resume to:
wantajob@nw.hroc.navy.mil

HRSC Southeast

9110 Leonard Kimble RD
Stennis Space Center, MS 39522-0002
Email resume to: wantajob@se.hroc.navy.mil

HRSC Southwest

525 B Street, Suite 600
ATTN: Code 53 - Resume Intake Unit
San Diego, CA 92101-4418
Email resume to:
wantajob@sw.hroc.navy.mil

Please note that some Human Resources Service Centers may recruit for positions within the geographic areas of other Centers.

**COMMON HIRING PROGRAM CATEGORY DEFINITIONS**

Please refer to the following information in answering Question 2 on the Additional Data Sheet (see page 19). You will be asked to submit supporting documentation noted for each category prior to any final job offer being made. In some cases, documentation will be required at the time of application. Please refer to announcements for specific information.

IF YOU MEET THE BELOW DEFINITION(S)	YOUR HIRING PROGRAM CATEGORY IS....
Applicants who are current, permanent career or career-conditional civilian (status) employees of any Federal agency. This does NOT include Federal employees who are currently working on temporary or term appointments. <u>Supporting documentation</u> : Copy of your most recent Notification of Personnel Action, SF-50, showing current title, pay plan, series and grade	Current Permanent Federal Civilian Employee
Applicants who are current, permanent career or career-conditional civilian (status) employees of any Department of Defense agency. This does NOT include employees who are currently working on temporary or term appointments. NOTE : If you meet this definition, you are also eligible as a current permanent Federal civilian employee. <u>Supporting documentation</u> : Copy of your most recent Notification of Personnel Action, SF-50.	Current Permanent DOD Civilian Employee
Applicants who are current, permanent career or career-conditional civilian (status) employees of any Department of the Navy (including United States Marine Corps) activity. This does NOT include employees who are currently working on temporary or term appointments. NOTE : If you meet this definition, you are also eligible as a current permanent Federal civilian employee and a current permanent DOD civilian employee. <u>Supporting documentation</u> : Copy of your most recent Notification of Personnel Action, SF-50.	Current Permanent DON/USMC Civilian Employee
Applicants who worked overseas as an appropriated fund Federal employee, while a family member of a civilian, non-appropriated fund or uniformed service member serving overseas, for an accumulated total of 52 weeks and who received a fully successful (pass) or better performance appraisal. This appointment eligibility is effective for a period of three years following the date of return from overseas to the United States to reassume residence. <u>Supporting documentation</u> : A copy of a Notification of Personnel Action, SF-50, showing completion of 52 weeks of creditable overseas service, AND a copy of your most recent annual performance appraisal, AND a copy of your Permanent Change of Station Orders used to return you to the United States.	Executive Order 12721 Eligible
Current or former Federal employees who previously attained career status, OR former Federal employees with veterans' preference who previously attained career-conditional status as a civilian employee in any Federal agency, OR former Federal career-conditional employees (without veterans' preference) who separated from Government service within the past three years. <u>Supporting documentation</u> : Copy of your most recent Notification of Personnel Action, SF-50.	Reinstatement Eligible
Current Non-Appropriated Fund (NAF), Civilian Intelligence Personnel Management System (CIPMS), Defense Civilian Intelligence Personnel System (DCIPS) employees or other Interchange Agreement eligibles who have served continuously for at least one year under a permanent appointment, or former Interchange Agreement eligible employees (i.e., NAF, CIPMS, DCIPS) who served under an appointment described above, and who were involuntarily separated within the past year without personal cause (i.e., not because of unacceptable conduct or performance). For further information and a list of other Federal agencies that are under Interchange Agreements, please check http://www.opm.gov/employ/html/sroa2.htm#InterchangeAgreementsWithOtherMeritSystems . <u>Supporting documentation</u> : Copy(ies) of applicable personnel actions verifying the above criteria.	Interchange Agreement (NAF, CIPMS, DCIPS, etc.) Eligible
Current or former employees displaced from non-Department of Defense Federal agencies. Additional information on this program and supporting documentation needed may be found at www.donhr.navy.mil .	Interagency Career Transition Assistance Plan (ICTAP) Eligible
Applicants who are spouses of relocating active duty military members or DOD civilian employees, may apply to specific announcements regardless of the Area of Consideration, during the 30 days preceding through the 6 months following their sponsor's relocation to the activity's commuting area. Spouses must be appointable under one of the hiring program categories identified on this form. <u>Supporting documentation</u> : A copy of sponsor's Permanent Change of Station order and copy of your most recent Notification of Personnel Action, SF-50.	Spouse of Relocating Military Member or DOD Civilian
Veterans' Readjustment Appointment (VRA) : To be eligible, a veteran must have served in the Armed Forces on active duty (not active duty for training or inactive duty as a Reservist) for more than 180 days and received other than dishonorable discharge. Veterans must have served time which occurred after August 4, 1964, (or February 28, 1961, for those who actually served in the Republic of Vietnam). The 180-day requirement does not apply to veterans who were discharged	Veterans' Readjustment Appointment and/or 30% or More Disabled



<p>or released from active duty because of a service-connected disability. It also does not apply to members of the Reserves or National Guard ordered to active duty under 10 United States Code (U.S.C.) 12301(a), (d), or (g), 12302, or 12304 for service during a period of war as defined in 38 U.S.C. 101(11) or in a campaign or expedition for which a campaign badge is authorized. "Period of War" includes World War II, the Korean conflict, Vietnam era, the Persian Gulf War, or the period beginning on the date of any future declaration of war by the Congress and ending on the date prescribed by Presidential proclamation or concurrent resolution of the Congress. To be eligible for a VRA appointment, a veteran who meets the above definition must be appointed within 10 years of his or her last discharge from active duty. If you are beyond the 10-year period, you may wish to review the definition of the Veterans' Employment Opportunity Act. <u>Supporting documentation</u>: DD-214(s) showing type of discharge. Additionally, veterans claiming 10-point veterans' preference will need an Application for 10-Point Veteran Preference, SF-15, and applicable supporting documents, as noted on the form. NOTE: Veterans' preference information and forms may be located on web sites such as www.opm.gov or www.dol.gov/dol/vets.</p> <p>30% or More Disabled Veteran: Individuals who have retired from active military service with a disability rating of 30 % or more; or, who have been rated by the Department of Veterans Affairs (DVA) within the preceding 12 months as having a compensable service-connected disability of 30 % or more. <u>Supporting documentation</u>: DD-214(s) showing type of discharge. Additionally, veterans will need an Application for 10-Point Veteran Preference, SF-15, and applicable supporting documents, as noted on the form. NOTE: Veterans' preference information and forms may be located on web sites such as www.opm.gov or www.dol.gov/dol/vets.</p>	Veteran
<p>Preference eligibles or veterans who separated from the Armed Forces under honorable conditions after substantially completing an initial 3-year term of active service. <u>Supporting documentation</u>: DD-214(s) showing length of active duty service and type of discharge.</p>	Veterans' Employment Opportunity Act Eligible
<p>Individuals with a major physical or mental impairment(s) that limit(s) one or more life activities as certified by a State Vocational Rehabilitation Service or the Department of Veterans Affairs (DVA). <u>Supporting documentation</u>: Recent letter from DVA or State Vocational Rehabilitation Service.</p>	Persons with Disability
<p>A college graduate who has: (1) an accumulated grade point average of 3.45 or above on a 4.0 scale; or, (2) graduated in the upper 10% of their graduating class or major university subdivision for baccalaureate degree. <u>Supporting documentation</u>: College/university transcript.</p>	Outstanding Scholar
<p>Full or part-time students enrolled in high school, vocational institution, college, or university. <u>Supporting documentation</u>: Proof of enrollment.</p>	Current Student
<p>Spouse of an active duty U.S. Armed Forces service member who meets ALL of the following conditions: 1) The spouse and the sponsor were married prior to the relocation (before the Permanent Change of Station). 2) Since the relocation, the spouse has not accepted or declined a permanent position or a temporary position of one year or longer at the new duty station of the sponsor. 3) The spouse is among the best qualified. 4) The position applied for is not above the highest permanent grade previously held in the Federal service. <u>Supporting documentation</u>: A copy of the sponsor's Permanent Change of Station orders. NOTE: Preference can be granted only once per PCS relocation. Once you accept or decline a continuing position (one that is expected to last one year or more), either appropriated fund (AF) or non-appropriated fund (NAF), at the new duty station, your eligibility for preference terminates whether or not preference was applied.</p>	Overseas Military Spouse Appointment Eligible
<p>A spouse, or unmarried dependent child (including stepchild, adopted child, and foster child) not more than 23 years of age who is residing with a member of the U.S. Armed Forces, or a U.S. citizen employee of a U.S. Government Agency (including nonappropriated fund activities) whose duty station is in the foreign area and has not accepted or declined a permanent position or a temporary position of one year or longer at the new duty station of the sponsor. <u>Supporting documentation</u>: A copy of the sponsor's Permanent Change of Station orders. NOTE: This preference does not apply to family members of locally hired civilian employees.</p>	Overseas Family Member Preference Eligible
<p>Overseas Limited Term Appointment may be used to recruit United States citizens in the overseas area. However, there are certain host nations-specific requirements and limitations to this authority. Contact the local Human Resources Office for specific details.</p>	Overseas Limited Appointment Eligible



SAMPLE RESUME FORMAT

(PLEASE LIMIT RESUMES TO 5 PAGES IN LENGTH)

George Q. Public
SSN: 123456789 (no dashes)

1111 Job Street
Anywhere, NV 99999

Home Phone: (999) 123-4567
Work Phone: (999) 765-4321
DSN: 888-4567

E-mail Address: gpublic@aol.com
Announcement Number: KMP024568



- * Start and end dates (month and year)
- * Hours worked per week
- * Position title
- * If Federal position, pay plan, series, and grade
- * Date of last promotion
- * Whether you are/were a temporary employee, term employee or on a temporary promotion
- * Salary
- * Employing organization's name/address
- * Supervisor's name and phone number
- * Whether we can contact the supervisor
- * Description of major duties/tasks: e.g., specific functions performed; programs, equipment, regulations and/or tools used; leader or supervisory duties
- * See page 18 for more tips on writing your resume

EXPERIENCE:

Example: 01-2000 to present; 40 hours per week; Electrician; WG-2805-10; last promoted 01-2000; temporary employee; on temporary promotion; Pearl Harbor Naval Shipyard, 123 Wahoo Circle, Honolulu, HI 96818; Mr. Fred Smith, (808) 474-3344; may contact supervisor. Perform various tasks necessary to fabricate, assemble, install, overhaul, test, troubleshoot, and complete final operational check-out of electrical motors and equipment, electrical harnesses, junction box assemblies, panel assemblies, relays, electrical systems. Responsible for performing continuity and power checks on electrical harnesses in conjunction with continuity checks; working to verbal or written specifications utilizing blueprints, wiring diagrams, and work sketches as assigned.

Example: 04-1985 to 01-2000; 40 hours per week; Engine Mechanic; \$14.92 per hour; last promoted 12-1998; permanent employee; not on a temporary promotion; Boeing, Seattle WA 98124; Mr. John Doe, (206) 333-3333; may contact supervisor. Performed trouble diagnosis and repair of airplane engines. Work included engine assemblies and accessories. Was responsible for modifying, adjusting, troubleshooting, disassembling and assembling, engines, parts, components and accessories. Followed safety practices and procedures

EDUCATION:

Provide name of high school, whether H.S. Diploma or GED and date completed. For post high school education, provide name of state college or university (include city and state), type and year of degree obtained (if applicable), major field of study, grade point average, and semester/quarter hours completed. Transcripts or lists of specific courses are not required unless specifically requested by a recruitment publication, flyer, or announcement.

TRAINING: List any courses that you have completed and consider relevant to your career goals. Include course name, length, and completion date.

LICENSES/CERTIFICATES: List current licenses, certificates, and/or contracting warrants. Identify the city and/or state of certification, and expiration date, if any. If you have Defense Acquisition Workforce Improvement Act (DAWIA) or Firefighter certification, identify the level and position category.

APPRAISALS & AWARDS: List current performance ratings, awards, honors, and recognition's, including date(s) of receipt.

U.S. MILITARY SERVICE INFORMATION: If you have served active duty in the U.S. military provide the following information: List dates and branch of service for all periods of active duty military service, including reservist/guard time called or ordered to active duty. List any campaign badges or expeditionary medals received. Provide type of last discharge and, if discharged prior to full period of active duty, provide reason. If retired military, provide date and rank of retirement.

OTHER INFORMATION: List any information relevant to your career goal(s). Such information may include publications, language proficiencies, memberships in professional organizations or honor societies, membership in Acquisition Professional Community (APC), leadership activities, etc.

ADDITIONAL DATA SHEET: Provide responses to the Additional Data Sheet questions listed on pages 19 and 20 of this workbook. Failure to provide this information may result in lost job consideration.



HOW TO PREPARE A RESUME

Writing and Formatting your Resume: *Don't write your resume for a particular position. Instead, concentrate on defining and identifying all meaningful skills you possess for those career fields you are interested in. Then describe your experience in terms of **specific skills** rather than general descriptions. Additional hints are provided below:*

- ◆ Carefully read the information and application instructions provided in the job opportunity announcement.
- ◆ Describe your experience with **specific** words and phrases rather than vague descriptions. For example, rather than using "communicates orally and in writing", it is better to use "writes complex technical documents and reports; prepares policy statements; develops and presents power point briefings to large groups".
- ◆ Use jargon and acronyms specific to your industry, but also spell out at least once for readers unfamiliar with the terms.
- ◆ If you have extra space, describe your interpersonal traits and attitude. Key words could include skill in time management, dependable, high energy, leadership, sense of responsibility, good memory, etc.
- ◆ You can have more than one paragraph for each experience, but keep paragraphs short by entering a carriage return (blank line) after at least every 20 lines.
- ◆ To ensure that your resume is received as quickly as possible, submit your resume electronically using our On-line Resume Builder (accessible by clicking the "Take Me to the Resume Builder Button" located on bottom of our on-line job announcements).
- ◆ Don't **condense spacing between letters**.
- ◆ **Don't** use fancy treatments such as graphics, italics, underline, shadows, and reverses (white letters on black background).
- ◆ **Don't** use signs and symbols such as % # * () / =.
- ◆ Either attach, or address at the end of your resume, the questions requested on the Additional Data Sheet.

Additional Formatting Instructions for Hardcopy Resumes: If you are planning on submitting a hardcopy resume, follow the formatting rules below closely.

- ◆ Follow the Sample Resume Format.
- ◆ Leave a minimum 1" margin on all sides.
- ◆ Type your resume on 8.5"x11" white bond paper, printed on one-side only.
- ◆ Provide a laser printer original if possible. A typewritten original or a high quality photocopy is OK.
- ◆ Use a 12 pitch font in standard typefaces such as Arial, Helvetica, Futura, Optima, Univers, Times, Palatino, New Century Schoolbook, and Courier.
- ◆ **Don't** submit handwritten, copied or faxed resumes.
- ◆ **Don't** fold or staple your resume.
- ◆ **Don't** submit resumes with light or faded print.

**ADDITIONAL DATA SHEET – NE**

Your responses to the following questions, along with the information provided in your resume, will determine whether you are referred for vacant positions. To ensure that your resume receives the best possible job consideration, please answer all questions completely as applicable.

NAME:**SSN:**

1. **JOB OPPORTUNITY ANNOUNCEMENT NUMBER(S) FOR WHICH YOU ARE APPLYING AT HUMAN RESOURCES SERVICE CENTER, NE:** _____

2. **ARE YOU ELIGIBLE FOR ANY OF THE FOLLOWING HIRING PROGRAM CATEGORIES?** Review each of the following categories carefully and check all that apply. You will be considered for all the hiring categories you select. See pages 15 and 16 for a listing of hiring category definitions or check out our web site at www.donhr.navy.mil.

Current or Former Federal Civilian Employees:

- | | |
|--|--|
| <input type="checkbox"/> Current Permanent Federal Civilian Employee | <input type="checkbox"/> Interchange Agreement (NAF, CIPMS, DCIPS, etc.) Eligible |
| <input type="checkbox"/> Current Permanent Department of Defense Civilian Employee | <input type="checkbox"/> Interagency Career Transition Assistance Program Eligible |
| <input type="checkbox"/> Current Permanent Department of the Navy/USMC Civilian Employee | <input type="checkbox"/> Executive Order 12721 Eligible |
| <input type="checkbox"/> Reinstatement Eligible | <input type="checkbox"/> Spouse of Relocating Military Member or DOD Civilian |

Veterans:

- Veterans' Readjustment Appointment and/or 30% or More Disabled Veteran
 Veterans' Employment Opportunity Act Eligible

Others:

- Persons with Disability Outstanding Scholar Current Student

Overseas Applicants Only:

- Overseas Military Spouse Preference Eligible Overseas Family Member Preference Eligible
 Overseas Limited Appointment Eligible

None of the Above:

- You may still apply for Department of the Navy job opportunity announcements. Please review the "Who May Apply" section of the job opportunity announcement(s) carefully to identify whether or not you are eligible to apply before submitting your resume.

3. **ARE YOU A UNITED STATES CITIZEN?** Yes No

4. **PLEASE INDICATE IF YOU ARE INTERESTED AND AVAILABLE FOR ANY OF THE FOLLOWING TYPES OF POSITIONS.**

Check all that apply:

- Part Time
 Temporary (positions lasting less than 1 year)
 Term (positions lasting 1 year or longer but less than 4 years)
 Shift Work
 Intermittent (on-call)
 Not interested/available in any of the above types of positions

5. **HOW MANY DAYS PER MONTH WOULD YOU BE AVAILABLE FOR WORK-RELATED TRAVEL?**

- 1-2 Days 3-5 Days 6 or More Days Not Available

6. **DO YOU CLAIM AN ENTITLEMENT TO VETERANS' PREFERENCE FOR HIRING?** A veteran must have been separated with an honorable or general discharge. In general, military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference in appointment unless they are disabled veterans. Veterans' preference information may be obtained from www.opm.gov or www.dol.gov/dol/vets.

I am claiming:

- No Veterans' Preference
 5-Point Preference
 10-Point Disability Preference (service connected disability rated less than 10% or Purple Heart recipient)
 10-Point Compensable Disability Preference (service connected disability rating of at least 10% but less than 30%)
 10-Point Derived Preference (for spouses, including widows and widowers, or mothers who may be eligible for preference based on service of a veteran who is not able to use the preference because (s)he is deceased, 100% disabled, or unemployable)
 10-Point 30% Compensable Preference (service connected disability rating of 30% or more)



7. **WHAT IS THE LOWEST FEDERAL CIVILIAN PAY PLAN AND GRADE YOU WILL ACCEPT?** Federal pay rates may be found at <http://www.opm.gov/oca/payrates/index.htm>. Convert Demonstration Project pay plans and grades to their General Schedule equivalent. **Pay Plan:** _____ **Grade:** _____
8. **WHAT IS THE LOWEST ANNUAL SALARY THAT YOU WILL ACCEPT?** Convert hourly wages to annual salary. Annual salary = hourly wage x 2087. Round annual salary up to the nearest thousand. \$____,000.00 per year.
9. **IF YOU ARE A CURRENT/FORMER FEDERAL CIVILIAN EMPLOYEE, WHAT IS/WAS THE HIGHEST PAY PLAN AND GRADE HELD ON A PERMANENT BASIS?** Convert Demonstration Project pay plans and grades to their General Schedule equivalent. **Pay Plan:** _____ **Grade:** _____
10. **CAN YOU TYPE/KEYBOARD AT A MINIMUM SPEED OF 40 WORDS PER MINUTE?** Yes No
11. **IF YOU ARE APPLYING FOR A FIREFIGHTER, LAW ENFORCEMENT, OR AIR TRAFFIC CONTROLLER POSITION, PLEASE PROVIDE YOUR DATE OF BIRTH.** (mm/dd/yyyy format): ____/____/_____
12. **PLEASE CHECK ALL APPLICABLE GEOGRAPHICAL LOCATIONS FOR WHICH YOU DESIRE JOB CONSIDERATION.** This applies only to positions that are serviced by Human Resources Service Center, NE. Note: Other Navy Human Resources Service Centers may also recruit for positions in the same location as those listed below. If you wish to apply for job opportunities at another Center, you must submit a separate resume and Additional Data Sheet directly to that region.
- | | | |
|---|--|--|
| <input type="checkbox"/> Monterey, CA | <input type="checkbox"/> Fort George G Meade, MD | <input type="checkbox"/> Garden City, NY |
| <input type="checkbox"/> San Diego, CA | <input type="checkbox"/> Patuxent River, MD | <input type="checkbox"/> Scotia, NY |
| <input type="checkbox"/> Groton, CT | <input type="checkbox"/> Bath, ME | <input type="checkbox"/> Lester, PA |
| <input type="checkbox"/> New London, CT | <input type="checkbox"/> Brunswick, ME | <input type="checkbox"/> Mechanicsburg, PA |
| <input type="checkbox"/> Washington D.C. Metro Area | <input type="checkbox"/> Cutler, ME | <input type="checkbox"/> Philadelphia, PA |
| <input type="checkbox"/> West Palm Beach, FL | <input type="checkbox"/> Kittery, ME | <input type="checkbox"/> Newport, RI |
| <input type="checkbox"/> Honolulu, HI | <input type="checkbox"/> Winter Harbor, ME | <input type="checkbox"/> Corpus Christi, TX |
| <input type="checkbox"/> Great Lakes, IL | <input type="checkbox"/> Kansas City, MO | <input type="checkbox"/> Arlington, VA |
| <input type="checkbox"/> Crane, IN | <input type="checkbox"/> Bay St. Louis, MS | <input type="checkbox"/> Norfolk, VA |
| <input type="checkbox"/> New Orleans, LA | <input type="checkbox"/> Portsmouth, NH | <input type="checkbox"/> Quantico, VA |
| <input type="checkbox"/> Boston, MA | <input type="checkbox"/> Colts Neck, NJ | <input type="checkbox"/> I am applying for an announcement in a geographic area other than the ones listed above. |
| <input type="checkbox"/> Natick, MA | <input type="checkbox"/> Lakehurst, NJ | |

BACKGROUND SURVEY: (Answers to the following questions are strictly voluntary.)

- A. Race/Ethnic Status:
- | | |
|--|-----------------------------------|
| <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Asian or Pacific Islander | <input type="checkbox"/> White |
| <input type="checkbox"/> Black | |
- B. Sex:
- Female Male

APPLICANT INFORMATION. Information provided as part of your application package may be verified at any time. False or fraudulent information may be grounds for withdrawing a position offer or result in termination of Federal employment, and may be punishable by fine or imprisonment. Upon selection, you will be required to sign a statement that all information provided is true, correct, complete, and made in good faith.

PRIVACY ACT INFORMATION. Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, on unpaid student loans. Providing your SSN is voluntary; however, if you do not give us your SSN or any other information requested, we cannot process your resume, which is the first step in getting a job. Also, incomplete addresses and zip codes will slow processing. The information provided on your resume will be used for employment consideration. We cannot be held responsible for safeguarding privacy act information during the e-mail transmission process.

EQUAL EMPLOYMENT OPPORTUNITY. The Department of the Navy is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.



Department of the Navy
Human Resources Service Center Northeast
RESUMIX RESUME WORKSHEET

Use this worksheet as a guide for creating (writing) your resume. It is recommended that you organize your information with the worksheet prior to accessing the On-Line Resume Builder

I. PERSONAL INFORMATION

Name _____

Mailing Address

Street _____

City _____ State _____ Zip _____

Phone: Comm # _____ DSN # _____

E-mail Address: _____

II. WORK EXPERIENCE

Start and end dates: _____ Hours worked per week: _____

Position Title: _____ Salary (if non-Federal): _____

If Federal position: Pay Plan/Series/Grade: _____

Employer's name and address: _____

Supervisor's name and phone number: _____

Description of major duties and tasks (include specific functions performed, specific software programs used, regulations, directives, etc. used) *

** Refer to Action/Concrete words listed on pages 44 and 45*



III. EDUCATION (List high school/GED and post high school education)

1. High School/GED: _____ Date of Diploma: _____

2. College or University (Include city and state): _____

Degree Obtained: _____ Year Degree Obtained: _____

Major Field of Study: _____ Grade Point Average: _____

Semester/Quarter Hours Completed: _____

3. College or University (Include city and state): _____

Degree Obtained: _____ Year Degree Obtained: _____

Major Field of Study: _____ Grade Point Average: _____

Semester/Quarter Hours Completed: _____

4. College or University (Include city and state): _____

Degree Obtained: _____ Year Degree Obtained: _____

Major Field of Study: _____ Grade Point Average: _____

Semester/Quarter Hours Completed: _____

5. College or University (Include city and state): _____

Degree Obtained: _____ Year Degree Obtained: _____

Major Field of Study: _____ Grade Point Average: _____

Semester/Quarter Hours Completed: _____



IV. PROFESSIONAL TRAINING (List any courses that you have completed and consider relevant to your career goal)

- 1. Course Name: _____
Length: _____ Completion Date: _____
- 2. Course Name: _____
Length: _____ Completion Date: _____
- 3. Course Name: _____
Length: _____ Completion Date: _____
- 4. Course Name: _____
Length: _____ Completion Date: _____

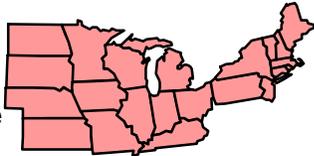
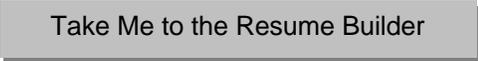
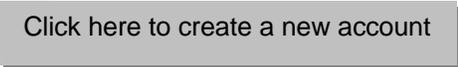
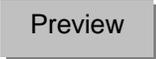
V. PROFESSIONAL LICENSES AND CERTIFICATES (List current licenses and/or certificates, City and/or State certification)

- 1. License/Certificate: _____
Expiration Date: _____
- 2. License/Certificate: _____
Expiration Date: _____
- 3. License/Certificate: _____
Expiration Date: _____
- 4. License/Certificate: _____
Expiration Date: _____

VI. CURRENT PERFORMANCE RATINGS, AWARDS, HONORS, AND RECOGNITION



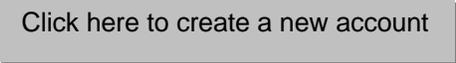
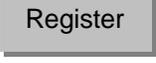
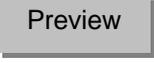
Accessing the DEPARTMENT OF THE NAVY ON-LINE RESUME BUILDER (VIA DONHR Web Site)

1. Log on to your computer.
2. Open your web browser.
3. In the ADDRESS box at the top of your screen type www.donhr.navy.mil, hit enter.
4. Next click on **Job Opportunities**.
5. Click on **Jobs, Jobs, Jobs**.
6. On the map, select the Northeast Region by double clicking on the 
7. Click on the position title of the job for which you wish to apply.
8. Scroll down to the bottom of the Job Announcement.
9. Click on the  button.
10. If you don't have a password, you must select  to create one, fill in all necessary information and choose  .
11. If you have a password, type it in, and **continue**. You will then be told “**Your social security and password have been authenticated,**” you can continue.
12. A “notice to applicant” will appear alerting you that there is a chance of getting automatically timed out of the On-Line Resume Builder session. In order to save your resume information, you must click on the  button at the bottom of the Resume Builder
13. You are now on the **Resume Builder**, read the Department of the Navy On-Line Resume Builder Instructions and complete your resume!

NOTE: Your resume information will now be saved in the resume builder form. To access it again, simply follow the instructions above. When you access the builder using your password next time, your resume information will appear.



Accessing the DEPARTMENT OF THE NAVY ON-LINE RESUME BUILDER (VIA Lakehurst Web Site)

1. Log on to your computer.
2. Open your web browser.
3. In the ADDRESS box at the top of your screen type www.lakehurst.navy.mil/hro-lakehurst, hit enter.
4. Next click on **Job Information**.
5. Click on **Current Vacancy Announcements**.
6. Scroll down to Vacancy Table (see page35)
7. Click on the position title of the job for which you wish to apply. (see page 38)
8. Scroll down to the bottom of the Job Announcement.
9. Click on the  button.
10. If you don't have a password, you must select  to create one, fill in all necessary information and choose  .
11. If you have a password, type it in, and **continue**. You will then be told “**Your social security and password have been authenticated,**” you can continue.
12. A “notice to applicant” will appear alerting you that there is a chance of getting automatically timed out of the On-Line Resume Builder session. In order to save your resume information, you must click on the  button at the bottom of the Resume Builder
13. You are now on the **Resume Builder**, read the Department of the Navy On-Line Resume Builder Instructions and complete your resume!

NOTE: Your resume information will now be saved in the resume builder form. To access it again, simply follow the instructions above. When you access the builder using your password next time, your resume information will appear.



SAVING YOUR RESUME INFORMATION

1. Make sure all required fields (those *in red italics*) in the DONHR On-Line Resume Builder are completed.
2. Scroll to the bottom of the screen and click on the **PROCEED** button.
3. Your completed resume will now be showing. You can check the information in the resume for accuracy.
4. Scroll to the bottom of the screen. If you want to make changes in your resume, click **MAKE CHANGE**. This will take you back to the DONHR On-Line Resume Builder.
5. If your resume is complete, or if you just want to save what you have completed, point your arrow to the word **File** on the Menu Bar.
6. Click on **Save As...**
7. In the **Save in** box, choose where you want to save your resume (A: is the floppy disk).
8. In the **File name** box, type in the name you want to call the resume.
9. In the **Save as type** box, click the down arrow and choose **Text File (*.txt)**. This will save your resume as a Microsoft Word document.
10. Click **Save**.

How to Open Your Saved Resume in Microsoft Word

1. Click on the **Microsoft Word** icon.
2. Click **File** on the menu bar and scroll down to **OPEN...**
3. Select the location of the file in the **Look in:** box
4. Make sure you change the **Files of type:** box so it says **All Files**
5. Now locate the file name and double click on it.





Merit Staffing Opportunities

Date Updated: 11 January 2001

[Go to HRO Lakehurst Web Site](#)

To receive a copy of a vacancy announcement, contact the Job Information Office at (732) 323-2212 or (732) 323-1837 (TTY). For specific mailing address, read each vacancy announcement. Address will be listed at end of the announcement. Reinstatement and other transfer eligibles should furnish a copy of their SF-50 verifying their competitive status. Applicants must meet all eligibility requirements for the position by the closing date of the announcement. Basis of rating is defined in the specific vacancy announcement. If you omit information requested in the vacancy announcement your application may be rated ineligible for consideration. Provide a copy of your most recent performance appraisal. Career or career conditional status is required unless specified in the announcement. All temporary promotions may become permanent without further competition. All qualified applicants will receive consideration regardless of age, race, color, sex, national origin, lawful political affiliation, disability, marital status, membership or non-membership in an employee organization or other non-merit factor.

Applications must be postmarked no later than the [closing date](#) of the announcement.

NOTE: Please mark the [announcement number](#) for the job which you are applying for. Please see full text vacancy announcement for complete details for the particular vacancy to which you are interested.

- [Build a Resume Using HRSC-NE Resume Builder](#) (off-line)
- [Instructions for Using HRSC-NE Resume Builder](#)

Note: Applicants selected under the announcement will be required to enroll in the Direct Deposit/Electronic Funds Transfer. The standard method of payment within DOD for pay of personnel effective August 1, 1992

Area of Consideration (AOC)

- | | |
|--|---|
| 1. NAWCAD | 6. Federal Activities in the Commuting Area |
| 2. NAWCAD & All Naval Activities at NAES Lakehurst | 7. Navy Wide |
| 3. NAWCAD & DoD Commands at Lakehurst | 8. All DoD Activities |
| 4. All NAVAIR Activities | 9. All Federal Agencies |
| 5. DoD Commands in the Commuting Area | 10. Other (See Announcement for Details) |

AOC	Position Title Pay Plan-Series-Grade	Announcement Number	Opening Date Closing Date	Duty Location
<p>Vacancy announcements are linked to the http://www.donhr.navy.mil job opportunities area. The on-line Resume Builder is available from each of the vacancy announcements located on this web site. Should this site be down or unavailable, you may view announcements from the Lakehurst web site by using the links provided below. The on-line Resume Builder is not available from the vacancy announcement located on the Lakehurst web site. To access the off-line Resume Builder, click here.</p>				
10	Voluntary Resumes To view announcement on Lakehurst web site click here .	LK-00-VOL	27 Apr 00 27 Apr 01	Lakehurst, NJ



1	Boiler Plant Operator WG-5402-11 (NTE 90 days) To view announcement on Lakehurst web site click here	LK-00-0110	16 Nov 00 16 Nov 01 First cutoff 24 Nov 00, thereafter on an as needed basis	Lakehurst, NJ
1	Boiler Plant Operator WG-5402-11 (NTE 90 days) To view announcement on Lakehurst web site click here	LK-00-0111	16 Nov 00 16 Nov 01 First cutoff 24 Nov 00, thereafter on an as needed basis	Lakehurst, NJ
1, 6	Communications Operator GS-0392-05 To view announcement on Lakehurst web site click here	LK-00-0126	04 Jan 01 18 Jan 01	Lakehurst, NJ
1	Equipment Specialist (General) GS-1670-13 To view announcement on Lakehurst web site click here	LK-00-0127	04 Jan 01 18 Jan 01	Bremerton, WA
7	Supervisory General Engineer GS-0801-15 To view announcement on Lakehurst web site click here	LK-00-0128	04 Jan 01 18 Jan 01	Lakehurst, NJ
1, 5	Equipment Specialist (General) GS-1670-09 FPL: GS-1670-12 To view announcement on Lakehurst web site click here	LK-00-0129	04 Jan 01 18 Jan 01	Norfolk, VA
1	Logistics Management Specialist GS-0346-13 (2 Vacancies) To view announcement on Lakehurst web site click here	LAK-01-0001	11 Jan 01 25 Jan 01	Lakehurst, NJ
1	Logistics Management Specialist GS-0346-13 (2 Vacancies) To view announcement on Lakehurst web site click here	LAK-01-0003	11 Jan 01 25 Jan 01	Lakehurst, NJ
1	Engineering Technician (Mechanical) GS-0802-11 To view announcement on Lakehurst web site click here	LAK-01-0006	11 Jan 01 25 Jan 01	Lakehurst, NJ
1, 7	Supervisory Program Manager GS-0340-14 To view announcement on Lakehurst web site click here	LAK-01-0007	11 Jan 01 25 Jan 01	Lakehurst, NJ
Do NOT use Resumix to apply for the positions listed below. Please follow the directions in the vacancy announcement.				
10	Communications Operator GS-0392-05 To view announcement on Lakehurst web site click here	DE-LAK-01-0004	04 Jan 01 18 Jan 01	Lakehurst, NJ
10	Electrical Worker WG-2805-08 To view announcement on Lakehurst web site click here	DE-LAK-01-0009	04 Jan 01 18 Jan 01	Lakehurst, NJ
1	Equipment Specialist GS-1670-11 To view announcement on Lakehurst web site click here	LAK-01-0002	11 Jan 01 25 Jan 01	Norfolk, VA
10	Science & Technology Analyst-Interdisciplinary GS-0401/0801/1301/1515/1550 - 15 (or equivalent personnel demonstration project pay plan and grade) To view announcement on Lakehurst web site click here	NRL-00-0019	11 Dec 00 12 Jan 01	Pentagon, Washington, DC



10	Summer Employment-Lifeguards/Camp Counselors GS-0189-03 and GS-0189-04 This announcement is located on the Lakehurst web site.	LAK-SUM-001	21 Dec 00 30 Aug 01	Lakehurst, NJ
10	Student Career Experience Program (Student Internship) This announcement is located on the Lakehurst web site.	-	-	Lakehurst, NJ
10	Materials Engineer, GS-0806-5/7 Electronics Engineer, GS-0855-5/7 Mechanical Engineer, GS-0830-5/7 Aerospace Engineer, GS-0861-5/7 Electrical Engineer, GS-0850-5/7 Computer Engineer, GS-0854-5/7 Industrial Engineer, GS-0896-5/7 Environmental Engineer, GS-0819-5/7 (All positions are Full Performance Level GS-12) To view announcement on Lakehurst web site click here .	DE-LAK-00-0696	01 Oct 00 30 Sep 01	Lakehurst, NJ
10	Materials Engineer, GS-0806-9/11 Electronics Engineer, GS-0855-9/11 Mechanical Engineer, GS-0830-9/11 Aerospace Engineer, GS-0861-9/11 Electrical Engineer, GS-0850-9/11 Computer Engineer, GS-0854-9/11 Industrial Engineer, GS-0896-9/11 Environmental Engineer, GS-0819-9/11 (All positions are Full Performance Level GS-12) To view announcement on Lakehurst web site click here .	DE-LAK-00-0695	01 Oct 00 30 Sep 01	Lakehurst, NJ

**Job Opportunity Announcement**

Announcement Number:	LK-00-VOL
Announcement Date:	04/27/2000
Title:	VOLUNTARY RESUMES
Pay Plan:	GS/FWS
Series:	0000
Grade:	01/15
Opening Date:	04/27/2000
Closing Date:	04/27/2001
Location:	ACTIVITIES SERVICED BY HRO LAKEHURST, NJ ONLY.
Area of Consideration:	Current Employees of Lakehurst, NJ (NAWCAD only)
Who May Apply:	Current Employees of Lakehurst, NJ (NAWCAD only)
Duties:	VARY IN ACCORDANCE TO THE POSITON TO BE FILLED. The purpose of this announcement is to enable applicants to submit "voluntary" resumes to our automated database using our Navy Online Resume Builder. Upon submission of your resume, you may later use your resume by using the self-nomination procedures to be considered for specific job vacancies. To be considered for unannounced vacancies, as they occur, you must annotate the appropriate block within the Resume Builder or on the Additional Data Sheet. Specific information regarding other submission options are located in the "How to Apply" section of this announcement.
How to Apply:	Submit your resume and your responses to the questions on the Additional Data Sheet using the Navy Online Resume Builder (preferred), by e-mail (preferred) or by postal mail. To submit your resume via the Internet by using the Navy Online Resume Builder, access our website at www.donhr.navy.mil. If submitting by e-mail: E-mail your resume in the body of your message along with your responses to the Additional Data Sheet questions. Do not send as an attachment or send anything other than your resume and your responses to the Additional Data Sheet questions. Send your email resume to wantajob@ne.hroc.navy.mil. To submit by postal mail: Send to HRSC-NE, Bourse Building, 111 South Independence Mall East, Philadelphia, PA 19106-2598, Attn: Resumix Code 53.
Qualifications:	Applicants must meet the qualification requirements described in the OPM Operating Manual - Qualification Standards for General Schedule Employees and the Examining Guide for Qualification Standards for Wage Board Positions (Handbook X-118C).
Evaluation Method:	Resumes are evaluated by an automated system that matches the skills of applicants to the skills required for a vacancy.
Substitute Education for Experience:	NOT APPLICABLE.
Other Pertinent Information	*****CLOSING DATE*****OPEN CONTINUOUS***** The HRSC-NE will notify you, in writing, that your resume was received. Questions and/or comments about your resume cannot be responded to because our staff will not review it until it is matched to a vacancy. A computer-generated resume no more than five pages in length is the only acceptable application format. Address past experience, which prepared you for the work of the position which you wish consideration. The HRSC-NE Department of Navy Job Kit contains specific information on how to apply and tips to assist you in preparing your resume. To obtain the Job Kit, contact a local Human Resource office or access www.lakehurst.navy.mil/hro-lakehurst or contact the HRSC-NE specialist indicated on this announcement. You must respond to the questions listed on the Additional Data Sheet provided with the Job Kit. You may provide these responses on a separate piece of paper at the end of your resume. If using the Navy On-line Resume Builder, these questions are incorporated within the builder and there is no need to address the questions separately. If the resume is unscannable and/or if the data requested on the Additional Data Sheet is not provided, your resume will be returned and you may miss consideration for employment. Annotate the additional data sheet with the series for which you would like to be considered.
Displaced Federal Employees:	Priority Placement/Consideration Programs: All positions are subject to mandatory consideration and placement programs. If you are a displaced employee of a non-DOD Federal agency, you may be eligible for special priority consideration under the Interagency Career Transition Assistance Program (ICTAP).
Direct Inquires to:	Mary C. Rzucidlo (215)408-5148, DSN 243-5148 or Kari Reidenbach (215)408-5149, DSN 243-5149.
Forms Required:	Resume and Additional Data Sheet questions.
Knowledge, Skills, and Abilities:	Experience, training, and education, will be evaluated using information described in your resume and compared to the knowledge, skills, and abilities important to the position to be filled. Applicants interested in supervisory positions should address supervisory skills, EEO knowledge and involvement in organization management duties such as budget, planning, goal setting, etc.
Notes:	You may have only one active resume on file at a time; however, you may submit an updated resume at any time. When an updated resume is received, your new resume will replace the one already on file. You may also use the update process when you wish to add series for which you wish consideration. Your update must list ALL series in which you are interested (not just additional ones). You may submit your resume at any time. Our Automated database will be used for vacancies serviced by Lakehurst, NJ. If you are applying for a specific vacancy announcement, DO NOT SUBMIT your resume through this announcement. You must locate the specific announcement number and review the "How to Apply" section for that announcement. You may submit your resume using the Resume Builder button located at the bottom of that specific vacancy announcement.

[Take Me to the Resume Builder](#)

[Application Express](#)

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the Equal Employment Opportunity staff at HRSC Northeast (215) 408-5251, DSN: 243-5251 to ensure that the Department of the Navy can consider



DON ON-LINE RESUME BUILDER



DEPARTMENT OF THE NAVY ON-LINE RESUME BUILDER

Welcome to the Department of the Navy On-line Resume Builder. You may use this builder to create a resume to apply for the Job Announcement Number **LK-00-VOL, VOLUNTARY RESUMES, GS/FWS-0000 -01/15** serviced by NORTHEAST Human Resources Service Center.

New The Department of the Navy On-line Resume Builder was updated on 1-6-01 and has several new sections. If you are a returning applicant, please review your resume closely and complete any of the new sections that apply to you.

Our Resume Builder is password protected. Once you create a resume, it will be saved in our database. You may retrieve and edit your saved resume by accessing your password-protected Builder account.

Please Scroll Down

Please Read our [Privacy Statement](#)

NEW USERS - CREATE A NEW ACCOUNT HERE

If you do not have a password-protected user account:

[Click here to create a new account](#)

LOGIN HERE (New users must create account first)

If you already have a password-protected user account, please fill in the blocks below to retrieve your resume:

Your Social Security Number:
(no dashes - e.g., 123456789)

Input your builder account password :
NOTE: passwords are case sensitive

[Enter SSN/Password and Click here to login](#)

RETRIEVE PASSWORD HERE

Did you forget your password?

[Click here to retrieve password](#)

DELETE YOUR ACCOUNT HERE

Do you wish to be removed from this database?

[Click here to delete your account](#)



DEPARTMENT OF THE NAVY ON-LINE RESUME BUILDER

New

Navy Online Resume Builder Log In - Account Registration

Please fill in the form below and click on the REGISTER button when finished:

Your Social Security Number: (no dashes - e.g., 12345678)	<input type="text"/>
Identify a builder account password: (10 characters maximum length)	<input type="password"/>
Verify your password by re-typing it exactly as entered above:	<input type="password"/>
Identify a password hint: If you forget your password, your hint should serve to remind you. Keep your hint in a safe place. If you forget your password, we can not provide it to you without you providing us your hint.	<input type="text"/>
Enter one valid email address: Email is not mandatory. If you provide a valid email address, your password and hint will be emailed to you for safekeeping.	<input type="text"/>
<input type="button" value="Register"/>	



DEPARTMENT OF THE NAVY ON-LINE RESUME BUILDER

Your Log In information has been registered.

[Click here to continue](#)



DEPARTMENT OF THE NAVY ON-LINE RESUME BUILDER

Your Social Security Number and Password have been Authenticated.

[Click here to continue](#)



DEPARTMENT OF THE NAVY ON-LINE RESUME BUILDER

[Privacy Act Information](#)

[Equal Employment Opportunity](#)

[Sample Resume](#)

RESUME BUILDER INSTRUCTIONS

Please enter your information in the resume builder fields as you would like it to appear in your resume. Be sure to provide all of the requested information.

There are several required fields on this form. They are illustrated in *red, italicized* text. You will not be able to submit your resume using this builder if any required information is missing.

Use the TAB key to move to the next data field or SHIFT-TAB to go back to the previous field.

Builder Tip. If you have already completed your resume in another program, you may copy (Ctrl-c) and paste (Ctrl-v) your text into appropriate data fields.

Do not use signs and symbols such as % # * () / =. Use @ sign only in the designated E-Mail Address Block.

As with any on-line program, you may get disconnected or timed out from our resume builder without advance notification. This may be due to your Internet Service Provider, the configuration settings of your personal computer or a variety of other reasons. To avoid losing your resume data in this event, it is recommended that you periodically save your data by scrolling down to the bottom of the builder and clicking on the SAVE button.

Please limit your resume, excluding the Additional Data Sheet information, to five pages in length.

I - ANNOUNCEMENT INFORMATION

Job Opportunity Announcement Number for which you are applying at Human Resources Service Center NORTHEAST:

LK-00-VOL, GS/FWS-0000 -01/15 , VOLUNTARY RESUMES



II - HIRING CATEGORY ELIGIBILITY

Are you eligible for any of the following hiring program categories? Review each of the following categories carefully and check all that apply. You will be considered for each hiring category you select. Click on the category for additional information.

Current or Former Federal Civilian Employees:

- [Current Permanent Federal Civilian Employee](#)
- [Current Permanent Department of Defense Civilian Employee](#)
- [Current Permanent Department of the Navy/United States Marine Corps Civilian Employee](#)
- [Reinstatement Eligible](#)
- [Interchange Agreement Eligible \(e.g., NAF, CIPMS, DCIPS, etc.\)](#)
- [Interagency Career Transition Assistance Program Eligible \(ICTAP\)](#)
- [Executive Order 12721 Eligible](#)
- [Spouse of Relocating Military Member or DOD Civilian](#)

Veterans:

- [Veterans' Readjustment Appointment and/or 30% or More Disabled Veteran](#)
- [Veterans' Employment Opportunity Act Eligible](#)

Others:

- [Person with Disability](#)
- [Outstanding Scholar](#)
- [Current Student](#)

Overseas Applicants Only:

- [Overseas Military Spouse Preference Eligible](#)
- [Overseas Family Member Preference Eligible](#)
- [Overseas Limited Appointment Eligible](#)

None of the Above:

If none of the above categories apply to you, you may still apply for Department of the Navy job announcements. Please review the "Who May Apply" section of the job announcement to determine whether or not you are eligible to apply before submitting your resume.

III - PERSONAL INFORMATION

Name:

First:

Middle Initial:

Last:



Social Security Number

Mailing Address:

City: State: Zip: -

Country: (If other than US)

Phone Numbers

	Area Code	Number Prefix	Number	Extension
Contact:	(<input type="text"/>)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Work:	(<input type="text"/>)	<input type="text"/>	<input type="text"/>	<input type="text"/>
DSN:	(<input type="text"/>)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Examples:

U.S. Numbers: ()

Overseas: ()

E-Mail Address: Enter only one email address

If you would like a copy of your resume electronically sent to you, please ensure that the above email address is correct.



IV - WORK EXPERIENCE

Enter the following information beginning with your most recent paid or volunteer work experience. Please list those experiences that are relevant to the kinds of positions you wish to be considered. There is space to include up to six (6) different positions.

(1)

Employed From: (Format: mm-yyyy) To: (Format: mm-yyyy)

Average Number of Hours Worked per Week:

Position Title:

If Federal civilian position:

Pay Plan: Series: Grade:

If promoted in this position, what was the date of the last promotion?

(Format: mm-yyyy)

Are you a temporary employee?

Are you on a temporary promotion?

If non-Federal civilian position: Salary: \$. per

Agency or Company Name:

Mailing Address:

Supervisor Name: Phone Number:

May we contact this supervisor? Yes/No

Description of Duties/Accomplishments:  (Please use the ENTER key for line and paragraph breaks. Insert a blank line after every 20 typed lines. Use TAB to jump to the next field. You are limited to approximately 7700 characters.)



V - EDUCATION

(1)

High School:
City, State, Country (if other than US):
Year Completed: (Format: yyyy)
Diploma or GED equivalent:

(2)

College, University or Technical/Vocational School:
City, State, Country (if other than US):
Major:
Year Completed: (Format: yyyy)
Type of Degree:
GPA: Based on a Scale
Total Credit Hours Earned: Type:

(3)

College, University or Technical/Vocational School:
City, State, Country (if other than US):
Major:
Year Completed: (Format: yyyy)
Type of Degree:
GPA: Based on a Scale
Total Credit Hours Earned: Type:

(4)

College, University or Technical/Vocational School:
City, State, Country (if other than US):
Major:
Year Completed: (Format: yyyy)
Type of Degree:
GPA: Based on a Scale
Total Credit Hours Earned: Type:

(5)

College, University or Technical/Vocational School:
City, State, Country (if other than US):
Major:
Year Completed: (Format: yyyy)
Type of Degree:
GPA: Based on a Scale
Total Credit Hours Earned: Type:



VI - OTHER WORK-RELATED INFORMATION

Professional Training:

List any courses that you have completed and consider relevant to your career goal(s). Please include course name, length, and completion date.

Example: Supervising Civilian Employees, 40hrs, 6-98; Defense Cost and Price Analysis, 80 hrs, 08-97.

(Please use the ENTER key for line/paragraph breaks. Use the TAB key to proceed to the next block. You are limited to approximately 5000 characters.)

Professional Licenses and Certificates:

List current licenses, certificates, and/or contracting warrants. Identify the city and/or state of certification, and expiration date, if any.

Example: Certified Public Accountant (CPA), Illinois, 06-95.

If you have Defense Acquisition Workforce Improvement Act (DAWIA) or Firefighter certification, identify the level and position category such as contracting, purchasing, communications-computer systems or manufacturing and production.

Example: DAWIA Level III Certification (Contracting), 08-96.

(Please use the ENTER key for line/paragraph breaks. Use the TAB key to proceed to the next block. You are limited to approximately 1500 characters.)

Performance Ratings, Awards, Honors, and Recognitions:

List performance ratings, awards, honors, and recognitions received, including date(s) of receipt.

Example: Outstanding rating 06-99, 06-98; Performance Award 07-99, 08-98; Special Act Award 01-99, 02-98.

(Please use the ENTER key for line/paragraph breaks. Use the TAB key to proceed to the next block. You are limited to approximately 1500 characters.)



U.S. Military Service Information:

If you have served on active duty in the U.S. military (other than active duty for training), please provide the following information:

For all periods of active duty military service, list dates (from and to) and branch of service.

From: (mm-yyyy) To: (mm-yyyy) Branch of Service

From: (mm-yyyy) To: (mm-yyyy) Branch of Service

If you were a reservist/guard called or ordered to active duty, list dates (from and to) and branch of service.

From: (mm-yyyy) To: (mm-yyyy) Branch of Service

From: (mm-yyyy) To: (mm-yyyy) Branch of Service

List any campaign badges and/or expeditionary medals received. Examples: Southeast Asia Service Medal, Purple Heart:

Type of last discharge:

If discharged prior to full period of active duty, give reason:

If retired from the military, provide your rank
and date of retirement: (mm/dd/yyyy)

Other Information:

List any information relevant to your career goal(s). Include publications, language proficiencies, memberships in professional organizations or honor societies, membership in Acquisition Professional Community (APC), leadership activities, etc.

Example: Proficient in Spanish. Typing Speed: 65 wpm. Dictation 80 wpm. Phi Beta Kappa Alumnus. Acquisition Professional Community Member since 1996.

(Please use the ENTER key for line/paragraph breaks. Use the TAB key to proceed to the next block. You are limited to approximately 7000 characters.)



VII - ADDITIONAL DATA SHEET

Your responses to the following questions, along with the information provided in your resume, will determine whether you are referred for vacant positions.

1. Are you a United States citizen? Yes/No

2. Please indicate if you are interested and available for any of the following types of positions:

- Part Time
- Temporary (positions lasting less than 1 year)
- Term (positions lasting 1 year or more, but less than 4 years)
- Shift Work
- Intermittent (on-call)
- Not interested/available in any of the above types of positions

3. How many days per month would you be available for work-related travel?

4. Do you claim an entitlement to veterans' preference for hiring? (NOTE: Service members must have been separated with an honorable or general discharge. In general, military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference in appointment unless they are disabled veterans. Veterans' preference information may be obtained from www.dol.gov/dol/vets. You may also click on the preference option for additional information regarding that preference.)

I am claiming:

- No Veterans' Preference
- [5-Point Preference](#)
- [10-Point Disability Preference](#)
- [10-Point Compensable Disability Preference](#)
- [10-Point Derived Preference](#)
- [10-Point 30% Compensable Preference](#)

5. What is the lowest Federal civilian pay plan and grade you will accept? Please check <http://www.opm.gov/oca/payrates/index.htm> to view Federal pay rates. Convert Demonstration Project pay plans and grades to their General Schedule equivalent. Please click [here](#) to view a Demonstration Project Pay Plan Conversion Chart.

Pay Plan: Grade:

6. What is the lowest salary that you will accept? Convert hourly wages to an annual salary. (Annual salary = hourly wage x 2087).

\$,000.00

7. If you are a current/former Federal civilian employee, what is/was the highest pay plan and grade you held on a permanent basis? Convert Demonstration Project pay plans and grades to their General Schedule equivalent. Please click [here](#) to view a Demonstration Project Pay Plan Conversion Chart.

Pay Plan: Grade:

8. Can you type/keyboard at a minimum speed of 40 words per minute? Yes/No

9. If you are applying for a Firefighter, Law Enforcement, or Air Traffic Controller position, please provide your date of birth. (mm/dd/yyyy)



10. Geographic locations. Please check all applicable geographical locations for which you desire job consideration. This applies only to positions that are serviced by Human Resources Service Center NORTHEAST.

NOTE: Other Navy Human Resources Service Centers may also recruit for positions in the same geographic locations as those listed below. If you wish to apply for job opportunities at another Center, you must submit a separate resume and Additional Data Sheet directly to that region.

- Monterey, CA
- San Diego, CA
- Groton, CT
- New London, CT
- West Palm Beach, FL
- Honolulu, HI
- Great Lakes, IL
- Crane, IN
- New Orleans, LA
- Boston, MA
- Natick, MA
- Fort George G Meade, MD
- Patuxent River, MD
- Bath, ME
- Brunswick, ME
- Cutler, ME
- Kittery, ME
- Winter Harbor, ME
- Kansas City, MO
- Bay St. Louis, MS
- Portsmouth, NH
- Colts Neck, NJ
- Lakehurst, NJ
- Garden City, NY
- Scotia, NY
- Lester, PA
- Mechanicsburg, PA
- Philadelphia, PA
- Newport, RI
- Corpus Christi, TX
- Norfolk, VA
- Quantico, VA
- Washington, DC Metro Area
- I am applying for an announcement in a geographic area other than the ones listed above



BACKGROUND SURVEY - (Answers to the following questions are strictly voluntary.)

A. Race/Ethnic Status:

B. Sex:

To SAVE changes WITHOUT Submitting, click here:

SAVE

To SAVE, PREVIEW, and SUBMIT your resume, click here:

PREVIEW

To EXIT without saving changes, click here:

CANCEL



DEPARTMENT OF THE NAVY APPLICATION EXPRESS

Application Express enables you to use the most recent, current resume you have on file with a Department of the Navy Human Resources Service Center to apply for other job announcements issued by that Center. Applying for a job using Application Express is easy. Start by answering Yes or No to the two statements below:

1. I have a current up-to-date resume on file with the Human Resources Service Center NORTHEAST and wish to use that to apply for this announcement?

2. The job opportunity announcement permits the use of Application Express? (Please refer to the "How to Apply" section in the job opportunity announcement for this information)

Submit

Return To Job Opportunity Announcement



DEPARTMENT OF THE NAVY APPLICATION EXPRESS

Based on your responses, Application Express is an option for you.

Please complete the following information and press the Submit button provided at the bottom of this page. Your on-file resume will then be placed into this job opportunity announcement for consideration.

First Name:

Middle Initial:

Last Name (required):

Social Security Number (required; no dashes):

Job Announcement Number: LK-00-VOL

Position Title: VOLUNTARY RESUMES

Pay Plan/Series/Grade: GS/FWS-0000 -01/15

Contact Phone Number (required):
Area Code Number Extension
Provide DSN if applicable

E-Mail Address:

If you would like to receive a copy of your Application Express, please ensure that the above E-mail address is correct.

Submit My Application Express

Cancel and Return to the Job Opportunity Search Results Page



DEPARTMENT OF THE NAVY *APPLICATION EXPRESS*

Application Express Notification

Thank you for using the Department of the Navy Application Express.

Your request to use your current resume on file at the Human Resources Service Center NORTHEAST to apply for LK-00-VOL, VOLUNTARY RESUMES , GS/FWS-0000 -01/15 has been SENT to the Human Resources Service Center, NORTHEAST for consideration for this announcement.

You have entered on the E-mail address field. A courtesy copy of your Application Express will be sent to this E-mail address within the next couple of minutes when it is RECEIVED at the Human Resources Service Center, NORTHEAST.

[Return to DONHR Home Page](#)





A
 accelerated
 accomplished
 accounted for
 achieved
 acquired
 acted
 adapted
 added
 addressed
 adjusted
 administered
 advised
 aided
 analyzed
 anticipated
 applied
 appointed
 appraised
 arbitrated
 arranged
 assembled
 assessed
 assisted
 assumed
 assured
 attained
 attended
 authored
 authorized
 awarded

B
 bolstered
 boosted
 bought
 briefed
 brought
 budgeted
 built

C
 calculated
 catalogued
 caused
 chaired
 changed
 chartered
 checked
 chose
 classified
 closed
 coached
 collected
 combined
 compared
 compiled
 completed
 composed
 computed
 conceived
 concluded
 conditioned
 conducted
 conserved
 consolidated
 constructed
 continued
 contracted
 controlled
 convinced
 coordinated
 copied
 corrected
 counseled
 counted
 crafted
 created
 critiqued

D
 dealt

debated
 decided
 defined
 delegated
 delivered
 demonstrated
 designed
 detailed
 detected
 determined
 developed
 devised
 diagnosed
 digested
 diminished
 directed
 discovered
 dispensed
 dissected
 distributed
 drafted
 dramatized
 drew
 dropped
 drove

E
 earned
 edited
 educated
 elected
 emphasized
 employed
 encouraged
 enjoyed
 enforced
 enlarged
 enlisted
 ensured
 entered
 established
 estimated

evaluated
 examined
 excelled
 executed
 exercised
 expanded
 expedited
 explained
 explored
 extracted

F
 familiarized
 filed
 financed
 fixed
 followed
 forecast
 foresaw
 formulated
 forwarded
 fostered
 founded

G
 gained
 gathered
 generated
 grabbed
 graded
 greeted
 grossed
 guided

H
 handled
 hastened
 heightened
 helped
 highlighted

I

identified
 illustrated
 imagined
 implemented
 improved
 included
 incorporated
 increased
 indicated
 influenced
 informed
 initiated
 innovated
 inspected
 installed
 instituted
 instructed
 insured
 integrated
 interpreted
 interviewed
 introduced
 invented
 investigated

J
 joined

L
 labored
 launched
 learned
 lectured
 led
 licensed
 listed
 listened
 located
 looked

M



Resumix Resume Writing



maintained
managed
mapped out
maximized
mediated
mentored
modeled
modified
monitored
motivated
moved

N
named
negotiated

O
observed
opened
operated
ordered
organized
overcame

P
painted
participated
perceived
performed
persuaded
pioneered
placed
planned

played
policed
prepared
presented
prevailed
processed
produced
profited
programmed
prohibited
projected
promoted
proofed
proved
provided
publicized
purchased

Q
qualified
quicken

R
rated
realized
reasoned
received
recommend
recorded
recruited
reduced
referred
related

rendered
renovated
repaired
reported
represented
rescued
researched
resolved
restored
resulted in
returned
revealed
reviewed
revised

S
saved
scheduled
scouted
screened
scrutinized
selected
sent
separated
served
set-up
shaped
shared
shipped
showed
shifted
simplified

sketched
smoothed
sold
solved
sorted
sought
spearheaded
specified
spoke
started
stated
stopped
straightened
streamlined
strengthened
stripped
studied
submitted
suggested
summarized
supervised
supported
supplied
surmounted
surveyed
synthesized
systematized

T
targeted
taught
team-built
tended

tested
tightened
told
totaled
toured
tracked
trained
transferred
transformed
translated
traveled
treated
tutored

U
uncovered
unearthed
unfurled
understood
understudied
undertook
unified
united
updated
upgraded
utilized

W
weighed
welcomed
worked
wrote



Analysis
Audio Visual Equipment,
AV
Classification
Code of Federal
Regulations, CFR
Communication
Customer Service
Database
Defense Civilian
Personnel Data
System, DCPDS
Department of the Navy,
DON
Health Benefits

Human Resources, HR
Internet
Job Announcement
Lotus
Management
Microsoft Access
Microsoft Excel
Microsoft Office
Microsoft Word
Multimedia Projector
Official Personnel
Folder/File, OPF
Oracle
Personnel
Policies

Position Build
Personnel Process
Improvement, PPI
Priority Placement
Program, PPP
Presentations
Public Speaking
Qualification
Rating/Ranking
Regional Office
Regulations
Staffing
Standard Form 52,
SF-52
Unix



DRESSING FOR THE INTERVIEW

What you wear to an interview can be as important as what you say.

Clothes may not make the man or woman, but they do say a lot about who you are and how well you will fit into the position.

Tips for all interviewees

- ◆ Always wear clean and neat clothing; make sure it is pressed. Nothing will turn an interviewer off more than an outfit that looks like it has been sitting in your laundry hamper since your last job interview.
- ◆ Wear deodorant or antiperspirant.
- ◆ Use little or no perfume or cologne. You want to smell good, but not overpowering. Also, more and more people find they are allergic to perfumes and colognes. You don't want to make the interviewer break out in a rash!
- ◆ Have fresh breath and clean teeth.
- ◆ Have clean, recently cut, and neatly brushed hair.
- ◆ If possible, before your interview, find out how people dress at the place of employment. Dress as well or a little better ("one up"). But be careful, as overdressing may also turn the interviewer off.

Tips for Men

- ◆ For business, public contact and customer service positions, wear a suit jacket, dress pants, shirt and tie, socks and polished shoes. Avoid loud colors.
- ◆ For positions with less public contact, wear a sports jacket or a sweater, a shirt with a collar, dress pants (skip the jeans or sweat pants), and polished shoes.
- ◆ Facial hair should be clean-shaven or neatly trimmed.

Tips for Women

- ◆ Go easy on makeup and fingernail polish -- avoid unusual colors, too heavy an application and extremely long nails.
- ◆ Simple clothes and quiet colors are most suitable.
- ◆ Very tight clothes, see-through tops and short skirts should be avoided.
- ◆ Nylons and low-heeled shoes are best for professional, office, sales, public contact and customer service jobs.
- ◆ Clothing and accessories do not have to be expensive to make a good impression, but they should always be in good taste and clean. They should also be toned down rather than wild or extravagant. You want the interviewer's attention to be focused on you, not on your clothes.



Useful Resources

Web Sites

Office of Personnel Management:	www.opm.gov www.usajobs.opm.gov
Civilian Human Resources:	www.donhr.navy.mil
Plain Language On-Line Training:	www.web.net/~plain/PlainTrain
Plain Language Action Network:	www.plainlanguage.gov
Veterans Preference Information:	www.dol.gov/dol/vets
Human Resources Office Lakehurst:	www.lakehurst.navy.mil/hro-lakehurst

Video

Elements of Style Parts I, II, & III (Available in the HRSC-NE Video Library)

Books

What Color Is Your Parachute? 30th Rev edition (October 1999)
by Richard Nelson Bolles, Dick Bolles (Preface)

Basic Interviewing Skills. Waveland Press, Reprint edition (May 1998)
by Raymond L. Gorden

The Interview Rehearsal Book : 7 Steps to Job-Winning Interviews Using Acting Skills You Never Knew You Had. Berkley Pub Group
by Deb Gottesman, Buzz Mauro



Notes