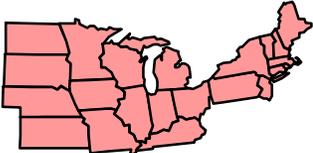
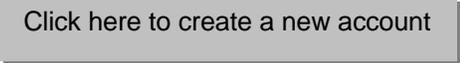


Accessing the DEPARTMENT OF THE NAVY ON-LINE RESUME BUILDER

1. Log on to your computer.
2. Open your web browser by double clicking on the **Internet Explorer** icon 
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. Now, 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 that **"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.