



Job Application Quick Guide

Defense Finance and Accounting Service (DFAS)

Review Job Announcements



- ☐ Review the "Duties" section
- ☐ Review the "Requirements", paying particular attention to the specialized experience
- ☐ Review the "How you will be evaluated" section
- ☐ Review "Required Documents" section

Resources:

[How to understand the job announcement](#)

Crafting an Effective Federal Resume



- ☐ Ensure your resume is two pages or less
- ☐ Use concise, results-focused language
- ☐ Ensure the work experience you include address the specialized experience listed in the "Requirements" section of the job announcement
- ☐ Include start and end dates for each job you've held (include the month and year)
- ☐ If your experience includes federal jobs, be sure to include the job series and grade

Resources:

[How do I write a resume for a federal job?](#)

Documentation to Bring – Your Pre-Application Checklist



- ☐ **Obtain an SF-50 (Notification of Personnel Action) if...**
 - You are a current or former Federal employee. For copies of your SF-50s, current employees may contact your agency's HR office. Former employees may submit a signed, written request to the [National Personnel Records Center \(NPRC\)](#).
- ☐ **Obtain official or unofficial transcripts or certifications if...**
 - You are applying for a job with a positive education requirement or
 - You are using education to substitute for experience
- ☐ **Obtain veterans' documentation...**
 - To qualify for veterans' preference or hiring authority. You can request your military service records online using the National Archives' [eVetRecs tool](#).
- ☐ **Obtain Military Spouse PPP Self-Certification Checklist...**
 - To qualify for Military Spouse Preference (MSP). Download and complete the [required checklist](#) prior to applying.

Apply for a Job



- ☐ Create a USAJobs profile
- ☐ Upload your resume document or use the USAJobs Resume Builder
- ☐ Upload your documents to USAJobs - ensure your document names are clear before uploading (e.g. Resume_JaneDoe.pdf)
- ☐ Apply for your job

Resources:

[How to create a profile](#) - [How to add a resume to your profile](#) - [How to create an application](#)