



WANT A CAREER THAT'S **OUT** OF THIS **WORLD?**

NASA is embarking on important missions, both on Earth and beyond, and we're looking for fresh ideas to help us get there. Join us and develop job skills that can take you further than you can imagine.



nasapeople.nasa.gov



It's not rocket science...but in case it feels that way, here's a step-by-step guide on how to create a USA Jobs account and apply for a job at NASA.

1. Visit www.usajobs.gov and click **'create an account'** in the top right corner.
2. After you create and log into your USA Jobs account, click on the **'resumes'** section on the left-side panel. Select **'build new resume'** and fill out mandatory fields. Note: Be sure to create a resume from scratch; do not upload a pre-written resume as formatting issues may occur.
3. Visit www.nasajobs.nasa.gov and click on the **'opportunities'** tab on the left-side panel to view all the recent job opportunities across NASA's centers. Or perform a **'basic search'** on USA Jobs by entering **'NASA'** in the keyword search box to view current vacancies.
4. Click on the opportunity that interests you—this will take you to the available position on USA Jobs.
5. Click **'apply here'** on the right-side panel.
6. Attach your USA Jobs resume (which you created in step 2).
7. Complete the supplemental NASA questionnaire and follow any special instructions listed in the announcement (e.g., email any required documents by the required date).
8. **Congratulations!** You have now submitted your application. Log into your account to obtain your application status and to manage your USA Jobs profile and resume.

TIP: To search for jobs even when you're not online, click the **'saved search'** tab under the **'My Account'** dropdown menu. Saved searches will automatically search for jobs based on your search criteria and email you at your primary email address when there are new jobs available. Search examples:

- a. Keyword: Mechanical Engineering
- b. Agency: NASA
- c. Location: Houston, TX
- d. GS Level: 5 and above



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Helpful tips for building your NASA resume

Items to include on a NASA resume:

- Previous employer names, addresses, and phone numbers
- Dates of employment
- Your job title, including internships
- Detailed list of your responsibilities
- Training
- Career accomplishments
- Awards received
- Education

Note: The average length of a resume on USA Jobs is 4 to 5 pages.

Highlight your accomplishments by using the CAR method: "CHALLENGE. ACTION. RESULT"

1. Write down any challenge, task, project, or situation.
2. Describe the actions you took to accomplish the task or resolve the challenge. (What did you do? Develop something? Identify a need? Make a recommendation?)
3. Identify the skills and knowledge you used.
4. Describe the outcomes/results of your actions, provide specific examples of the results, and quantify when possible.

Attractive words to consider:

ACTION WORDS: analyze, conduct, design, evaluate, manage, negotiate, support, etc.

SPECIFIC NOUNS: accounts, document, guidance, performance, policies, projects, reports, etc.

DESCRIPTORS: collaborative, customers, federal, implementation, qualitative, quantitative, statistical, strategic, etc.

RESULTS: additional, enhanced, expanded, improved, reduced, etc.

Helpful Tips:

- Use quantifiable data, whenever possible, to illustrate success and how your experience can transmit to the NASA vacancy.
- Proofread for misspellings and other errors and have a second set of eyes review the resume for another perspective.
- Use active verbs to describe responsibilities and work accomplished.
- Make sure the resume follows one tense (e.g., past tense).



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