

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



1. Visit www.usajobs.gov and click on **“Create Profile”** in the orange box at the top. Follow the prompts to create your account. Once you have created your account on login.gov, click **“Continue”** to log back into USAJOBS.
 2. Before you can apply for jobs, you will need to complete your profile on USAJOBS. Select **“Complete Profile.”** After you complete your profile, you will need to build your resume. Click on **“Documents”** at the top of the page and click on **“Upload or build resume.”** Select **“Build resume”** and fill out mandatory fields. Note: Be sure to create a resume from scratch; do not upload a prewritten resume as formatting issues may occur.
 3. Now you are ready to apply for NASA job opportunities. Visit <https://go.nasa.gov/2n8b0xk> to view all the recent job opportunities across NASA's centers. Or perform a basic **“Search”** on USAJOBS by entering **“NASA”** in the **“Keywords”** search box to view current vacancies.
 4. Click on the opportunity that interests you. Be sure to read the vacancy announcement carefully to make sure you meet the eligibility and qualifications required for the position.
 5. Click the **“Apply”** button and attach your USAJOBS resume (which you created in step 2).
 6. Once you've successfully uploaded your resume, you will be taken to NASA's Staffing and Recruiting System (NASA STARS) to complete the NASA Supplemental Questionnaire. Your answers to the questionnaire are used to make initial qualification determinations, so please answer carefully and thoroughly.
 7. Once you have completed the application process, you will be redirected back to USAJOBS. You will receive an email from NASA to confirm that you have successfully applied.
 8. **Congratulations!** You have now submitted your application. Log into your account to obtain your application status and to manage your USAJOBS profile and resume.
- TIP:** To search for jobs even when you're not online, click the **“Saved Searches”** function in USAJOBS. Saved searches will automatically search for jobs based on your criteria and email you when there are new jobs available. Search examples:
- a. Keyword: Mechanical Engineering
 - b. Agency: NASA
 - c. Location: Cleveland, OH
 - d. GS Level: 5 and above





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.

Helpful tips for building your NASA résumé

Items to include on a NASA résumé:

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

Note: The average length of a résumé on USAJOBS is four to five 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, implementation, performance, policies, projects, reports, etc.

DESCRIPTORS: collaborative, customers, Federal, 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 résumé for another perspective.
- Use active verbs to describe responsibilities and work accomplished.
- Make sure the résumé follows one tense (e.g., past tense).



To view our open vacancies and to apply, visit

<https://nasai.usajobs.gov>.

Find out more at

www.nasa.gov/careers