



Federal Job Hunting

Forget what you have heard about the complexities in finding a federal job!

The U.S. government is by far the largest employer in the United States and Colorado has the second largest number of federal employees after Washington, DC. The U.S. Office of Personnel Management (OPM) has made the process much simpler by providing USAJOBS (www.usajobs.opm.gov), the official website for most federal jobs. Besides the basic search function, there are answers frequently asked questions, a section for students seeking internships, a section to create and store a resume for applying for jobs, links to the various agencies, and information about government predictions regarding future job growth with them.

Using the resume builder, job seekers can create online resumes specifically designed to apply for federal jobs. Resumes created this way can be printed from the system, saved and edited for future use. For many of the vacancies listed on the site, job seekers can electronically submit resumes created through USAJOBS directly to hiring agencies.

- It is a simple process to set up multiple search 'agents' which will result in your receiving automatic email job/internship announcements that fit your search criteria. Click on "New to USAJOBS?" to get started.
- Extensive research has determined that these five areas will be in greatest demand by the federal government in the next several years:

- Security, Enforcement and Compliance
- Medical and Public Health
- Engineering and Sciences

- Program Management/Administrative
- Accounting, Budget and Business

OTHER RESOURCES AND TIPS

Visit www.du.edu/career to access DU Careers Online (job/internship listings and on-campus recruiting by federal agencies). In addition, check the "Career Fairs and Events" section of the website for federal agencies that might attend career fairs.

Check the websites of specific agencies for additional information.

Consider interning or volunteering with a federal agency to gain a "foot in the door."

Just as in the private sector, it is important to network within the federal agencies of interest. Utilize personal, academic contacts, and the DU Career Center's DU Alumni Career Network to identify individuals with whom to speak with about opportunities.

Federal job opportunities are highly competitive. Prepare well in advance by reading all the information suggested in this handout, follow the advice given and connect with each agency of interest. Be patient but persistent!