

**UCDAVIS**  
INTERNSHIP AND  
CAREER CENTER

## Applying for Federal Government Positions



Gwynn Benner, MPA  
Coordinator, Career Services for Master's & PhD students,  
and Postdoctoral scholars

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## Why Work for the Federal Government?

- Meaningful, challenging work
- Competitive salary
- Flexible work schedules
- Great benefits (e.g., comprehensive health coverage, generous vacation and leave)
- Continuing Education and Professional Development
- Student loan repayment
- Job security
- Mobility



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## You Don't Have to Create an Account to Search

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


Keyword:  Location:

U.S. Citizens  Federal Employees

[Advanced](#) | [Map](#)

[Individuals with Disabilities](#) | [Veterans](#) | [Students and Recent Graduates](#) | [Senior Executives](#)



### HIV/AIDS Bureau Global Public Health Opportunities



The HIV AIDS Bureau is seeking Public Health Advisors for unique opportunities to direct and oversee multi-functional program activities designed to strengthen health systems in fragile and conflict affected countries.

[Read More](#) | [View All Spotlights](#)

< . . . . . >

## Advanced Search Options

**USAJOBS** WORKING FOR AMERICA <https://www.usajobs.gov/Search/AdvancedSearch/>

Please enter at least one of the following in order to perform a search: Keyword, occupational series or job category, location, or agency.  
Show: [All Expanded](#) [All Collapsed](#)

**Keywords**

Search for:  Job Title, Agency Name, Job Announcement #, etc  
All of these words

But none of these words:

Search by Job Title:

- ▶ Salary or Pay Grade
- ▶ Occupational Series or Job Category
- ▶ Location
- ▶ Department and Agency
- ▶ Type of Work or Work Schedule
- ▶ Posting Options
- ▶ Additional Search Options

- Step 1: Create an account & complete your profile
- Step 2: Find the right fit
- Step 3: Search for positions
- Step 4: Tailor your materials
- Step 5: Apply



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## Step 1: Create an Account

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



USAJOBS  
"WORKING FOR AMERICA"

Keyword:  Location:   [Advanced Search >](#)

**My Account**

- Profile
- Resumes
- Saved Searches
- Inbox
- Saved Jobs
- Saved Documents
- Application Status

**Natasha Vyakhk**

**Last Login:**  
03/10/2014 11:43 AM ET

**Last Profile Update:**  
01/06/2014 01:50 PM ET

**Did You Know?**

Welcome to your USAJOBS account!

Did you know about all the USAJOBS resources to help you find federal job opportunities easier, faster and smarter?

Here's just a few ways USAJOBS can help you:

- Visit the [Resource Center](#) for all types of information including job search tips, federal job eligibility criteria, special hiring paths and how to use USAJOBS tools
- Join the conversation by visiting the USAJOBS [Facebook](#) page and following [Twitter](#) updates
- Learn about the latest USAJOBS [enhancements](#) to improve your user experience

## Step 1: Complete Your Profile



WORKING FOR AMERICA

Keyword:  
Keywords, Job Title, Control #, Agency

Location:  
City, State, ZIP Code, or Country

[Advanced Search >](#)

**My Account**

Profile Profile

Resumes

Saved Searches

Inbox

Saved Jobs

Saved Documents

Application Status

USAJOBS allows you to store resumes that can be used to apply online to government agencies. You may wish to update your resume(s) before you submit the resume to a specific Job opportunity announcement. **Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish to be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

If you make your resume searchable, your profile information and **all** resume information will be visible to recruiters searching our resume bank.

**Resume 1: Natasha Vyakhk**

[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#)

**Format:** USAJOBS Resume

**Source:** Built with USAJOBS Resume Builder

Status: Not Searchable

[Make Searchable](#)

You have created 1 of 5 possible resumes. You are able to upload and store 5 resumes to your My USAJOBS account.

**Tips**

**Searchable:** Making your resumes searchable allows recruiters to find your resume during searches.

**Renew:** Selecting the Renew link resets the expiration of your searchable resume and allows your resume to be searchable for an additional 18 months.

**Acceptable files:** Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.

**Note:** Uploaded resumes may not be accepted by some agencies' online application processes.

[Sample Resume](#)    [What to Include](#)

## Step 2: Find the Right Fit

### Career Position

- Full time, paid
- GS salary schedule
- Full benefits

### Current Students and Recent Grads

- 1-Internship Program
  - Paid opportunities while still in school
  - Agencies may convert eligible participants to full-time employment after successful program completion
- 2-Recent Graduate Program
  - One-year career development program
  - Participants will be hired in cohorts aligned with academic calendars
  - Apply within two years of receiving degree
- 3-Residential Management Fellows Program ([www.pmf.gov](http://www.pmf.gov))
  - Two-year leadership development program
  - Open to advanced degree candidates within two years of graduation



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# Pathways Program

<https://www.usajobs.gov/StudentsAndGrads/>

Welcome Students and Recent Graduates

Under President Obama's leadership, the Federal Government has taken steps to help students and recent graduates join the Federal service. New opportunities will appear on USAJOBS as agencies post them. We encourage you to visit this site periodically, or set up a [saved search](#).

**PATHWAYS**  
FOR STUDENTS & RECENT GRADUATES  
TO FEDERAL CAREERS

[Find Internships](#)      [Find Recent Graduate Jobs](#)

Additional Resources

- [Federal Occupations by College Major](#)
- [Pathways FAQs](#)
- [A-Z List of Federal Agencies](#)
- [Volunteer Service](#)
- [Go Government](#)

For important information on Federal employment, please visit our [Resource Center](#).

What you need to know about the Pathways Programs...

**Pathways**

# Federal Occupations by Major

<p><b>FOOD</b> Dietitian and Nutritionist Series 0630*</p> <p><b>FOOD SERVICE MANAGEMENT</b> Dietitian and Nutritionist Series 0630*</p> <p><b>FOOD TECHNOLOGY</b> Consumer Safety Series 0696* Food Technology Series 1382*</p> <p><b>FOREIGN LANGUAGE</b> Language Specialist Series 1040</p> <p><b>FORESTRY</b> Outdoor Recreation Planning Series 0023 Forestry Series 0460*</p> <p><b>GENETICS</b> Genetics Series 0440*</p> <p><b>GEOGRAPHY</b> Community Planning Series 0020* Foreign Affairs Series 0130* International Relations Series 0131* Geography Series 0150* Navigational Information Series 1361</p>	<p><b>HEALTH EDUCATION</b> Public Health Educator Series 1725*</p> <p><b>HEALTH MANAGEMENT</b> Public Health Educator Series 1725*</p> <p><b>HISTORY</b> Foreign Affairs Series 0130* International Relations Series 0131* History Series 0170* Trade Specialist Series 1140</p> <p><b>HORTICULTURE</b> Horticulture Series 0437*</p> <p><b>HOSPITAL ADMINISTRATION</b> Health System Administration Series 0670 Health System Specialist Series 0671 Hospital Housekeeping Management Series 0673</p> <p><b>HOTEL ADMINISTRATION</b> Hospital Housekeeping Management Series 0673</p> <p><b>ILLUSTRATIVE DESIGN</b> Exhibits Specialist Series 1010 Illustrating Series 1020</p>
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## Health Resources and Services Administration

HRSA currently has multiple **Public Health Analyst** positions available. These positions may be located in any of the following Bureaus or Offices:

**Bureau of Health Workforce** - BHW helps America build a health care workforce prepared and eager to improve the public health by expanding access to quality health services and working to achieve health equity.

**Bureau of Primary Health Care** - BPHC funds Health Centers in communities, providing access to high quality, family oriented, comprehensive primary and preventive health care for people who are low income, uninsured, or living where health care is scarce. Health centers provide care on a sliding fee scale and see patients without regard for their ability to pay.

**Healthcare Systems Bureau** - HSB protects the public health and promotes practices that improve personal health, including organ, bone marrow and cord blood donation.

**HIV/AIDS Bureau** - HAB administers The Ryan White HIV/AIDS Program, the largest Federal program focused exclusively on HIV/AIDS care. The program is for those who do not have sufficient health care coverage or financial resources for coping with HIV disease.

**Maternal and Child Health Bureau** - MCHB administers the Maternal and Child Health Block Grant to States and discretionary grants that ensure that the Nation's women, infants, children, adolescents, and their families, including fathers and children with special health care needs, have access to quality health care.

**Office of Health Equity** - The Office of Health Equity (OHE) works to reduce disparities and improve health equity to ensure healthy communities and healthy people.

**Office of Planning, Analysis and Evaluation** - OPAE serves as an agency source for policy analysis, data synthesis, organizational planning, external engagements, research, and evaluation. OPAE's work assists HRSA bureaus and offices in their efforts to improve program performance and effectiveness which ultimately helps to attain their strategic planning goals.

## General Schedule (aka salary levels)

### GS classification

- **GS 2** – High school diploma or 3 months work experience
  - **GS 3 and GS 4** – more months of work experience
  - **GS 5** – degree and no work experience **OR** 1 year specialized work experience
  - **GS 7** – degree with B average, or more experience directly related to the job you are applying to
  - **GS 9** – Master's degree
  - **GS 11** – Doctorate degree
- 
- **Step 1 – 10**
    - Promotions



## Salaries – GS level (locational)

SALARY TABLE 2016-SAC  
 INCORPORATING THE 1% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF 22.61%  
 FOR THE LOCALITY PAY AREA OF SACRAMENTO-ROSEVILLE, CA-NV  
 TOTAL INCREASE: 1.34%  
 EFFECTIVE JANUARY 2016

*Annual Rates by Grade and Step*

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 22,490	\$ 23,242	\$ 23,990	\$ 24,734	\$ 25,482	\$ 25,920	\$ 26,659	\$ 27,405	\$ 27,434	\$ 28,128
2	25,286	25,888	26,725	27,434	27,745	28,562	29,579	30,195	31,012	31,828
3	27,590	28,509	29,429	30,348	31,268	32,188	33,107	34,027	34,946	35,866
4	30,973	32,005	33,037	34,070	35,102	36,134	37,167	38,199	39,232	40,264
5	34,652	35,807	36,962	38,117	39,272	40,427	41,582	42,737	43,892	45,047
6	38,627	39,914	41,202	42,489	43,777	45,064	46,351	47,639	48,926	50,214
7	42,925	44,355	45,786	47,217	48,648	50,079	51,510	52,941	54,371	55,802
8	47,537	49,121	50,705	52,289	53,874	55,458	57,042	58,626	60,210	61,794
9	52,505	54,255	56,005	57,754	59,504	61,254	63,003	64,753	66,502	68,252
10	57,820	59,748	61,675	63,603	65,530	67,458	69,385	71,312	73,240	75,167
11	63,525	65,643	67,760	69,878	71,995	74,113	76,230	78,348	80,465	82,583
12	76,142	78,680	81,218	83,756	86,294	88,832	91,370	93,908	96,446	98,984
13	90,543	93,561	96,580	99,599	102,617	105,636	108,655	111,673	114,692	117,711
14	106,993	110,560	114,127	117,693	121,260	124,827	128,394	131,960	135,527	139,094
15	125,854	130,050	134,246	138,441	142,637	146,833	151,029	155,224	159,420	160,300 *

\* Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).

Applicable locations are shown on the 2016 Locality Pay Area Definitions page: <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/locality->

## Terminology

- Types of candidates:
  - Status – current or previous federal employees
  - Competitive – open to all
  - Excepted (non-competitive) – some agencies such as CIA and FBI decide their hiring process





## Step 3: Search for Positions

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**Public Health Analyst, GS-0685-11/12 (GLOBAL)** [Save Job](#) | [More Like This](#)

...of every American! At the Department of **Health** and Human Services (HHS) you can give...the principal agency for protecting the **health** of citizens. Join HHS and help to make...Healthy Communities, Healthy People! The **Health** Resources and Services Administration...

<b>Salary:</b> \$64,650.00 - \$100,736.00 / Per Year	<b>Department:</b> Department Of Health And Human Services	
<b>Series &amp; Grade:</b> GS-0685-11/12	<b>Agency:</b> Health Resources and Services Administration	
<b>Location(s):</b> Rockville, Maryland	<b>Position Info:</b> Full Time - Permanent	
<b>Open Period:</b> 4/12/2016 to 4/26/2016	<b>Who May Apply:</b> United States Citizens	
<b>Announcement Number:</b> HHS-HRSA-DE-16-1676643		

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**Nurse Practitioner (DH)** [Save Job](#) | [More Like This](#)

The Indian **Health** Service (IHS) is the principal federal **health** care provider and **health** advocate for American Indians and Alaska Natives (AI/AN). The IHS goal is to raise Indian **health** status to the highest possible level. IHS provides leadership...

<b>Salary:</b> \$69,081.00 - \$99,361.00 / Per Year	<b>Department:</b> Department Of Health And Human Services	
<b>Series &amp; Grade:</b> GS-0610-11/12	<b>Agency:</b> Indian Health Service	
<b>Location(s):</b> Shiprock, New Mexico	<b>Position Info:</b> Full Time - Permanent	
<b>Open Period:</b> 4/11/2016 to 4/29/2016	<b>Who May Apply:</b> United States Citizens	
<b>Announcement Number:</b> IHS-16-NN-1648343-DH		

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**Community Health Nurse** [Save Job](#) | [More Like This](#)

The Indian **Health** Service (IHS) is the principal federal **health** care provider and **health** advocate for American Indians and Alaska Natives (AI/AN). The IHS goal is to raise Indian **health** status to the highest possible level. IHS provides leadership...

<b>Salary:</b> \$69,081.00 - \$84,624.00 / Per Year	<b>Department:</b> Department Of Health And Human Services	
<b>Series &amp; Grade:</b> GS-0610-11/11	<b>Agency:</b> Indian Health Service	

## Mobile Search

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- Try the **mobile app** "USAJOBS" by US Office of Personnel Management
  - Can check if you have any notices
  - Looked at your saved searches
  - Search for jobs
  - Check on status of applications
  - Look at saved jobs
  - Get notifications
  - Can follow through social media (Facebook, Twitter, Youtube)





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## Step 4: Tailor Your Materials



Keywords:  Location:  [Search](#)

[Advanced Search >](#)

**Account**

[Profile](#)

**Resumes**

**Saved Searches**

**Jobs**

**Saved Jobs**

**Saved Documents**

**Application Status**

USAJOBS allows you to store resumes that can be used to apply online to government agencies. You may wish to update your resume(s) before you submit the resume to a specific job opportunity announcement. **Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish to be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

If you make your resume searchable, your profile information and **all** resume information will be visible to recruiters searching our resume bank.

**Resume 1: Natasha Vyakhk** Status: Not Searchable

[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#) [Make Searchable](#)

**Format:** USAJOBS Resume  
**Source:** Built with USAJOBS Resume Builder

Build New Resume
Upload New Resume

You have created **1** of **5** possible resumes. You are able to upload and store **5** resumes to your My USAJOBS account.

**Tips**

**Searchable:** Making your resumes searchable allows recruiters to find your resume during searches.

**Renew:** Selecting the Renew link resets the expiration of your searchable resume and allows your resume to be searchable for an additional 18 months.

**Acceptable files:** Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.

**Note:** Uploaded resumes may not be accepted by some agencies' online application processes.

← [Sample Resume](#)
[What to Include](#) →

### Sample Resume

**Brian Freedman**

2330 Braddock Road, Essex, MD 21797  
Home: (410) 535-1212, Office: (410) 888-1212  
Email: Brian.Freedman@email.com

**OBJECTIVE:** To plan and develop physical security and security systems procedures and guidelines to ensure the safety and security of programs throughout the federal government.

**EMPLOYMENT HISTORY:**

**Security Supervisor** 11/08 — Present  
Employer: Commercial Development Corporation (CDC) ←

9700 Charles Street, Baltimore, MD 21201  
Salary: \$75,000, 40 hours/week ←

Supervisor: Mark Freedman, (410) 570-3708, may be contacted. ←

Led and supervised a security team comprised of 26 employees across 5 multi-million dollar commercial and transportation projects. Under my direction our team reduced internal thefts by 50 percent. Applied loss prevention techniques and investigated external theft incidents with procured vendors, resulting in legal action and leading to \$1.5 million in cost-savings. Strategically assessed and recommended surveillance technology for critical areas. Established policies for tracking and reporting missing inventory with CDC Accounting. ←

**Investigative Security Specialist**, GS-11 6/03 — 10/08  
Employer: Federal Emergency Management Agency (FEMA)  
500 C Street SW, Washington, DC 20026  
Salary: \$25/hour, 40 hours/week  
Supervisor: Christopher Hansen (202) 555-1212, may be contacted.  
Clearance: Department of Homeland Security, Secret Clearance, August 2001

Reviewed over 15 requests for background investigations weekly; forwarded them to the proper investigative authority. Served as the trusted liaison to transmit guidance from the Chief, Disaster Security Operations Branch to team members to ensure safety and protection during operational activities. Maintained an organized filing system of over 2.5 million field Security Reports. Developed monthly and annual statistical information, which were used to enhance the 5 FEMA security programs. Tested the operational readiness of the new Security ID Badging and Alarm systems.

**EDUCATION:**  
**Rutgers State University** May 2003  
B.S. Degree, Criminal Justice — Magna cum laude GPA: 3.89/4.0

**TRAINING:**  
**Security Technician**  
National Security Training Academy, Alexandria, VA, January — May 2004

**CERTIFICATIONS:**  
Video Surveillance, National Security Board, Washington, DC

**COMPUTER SKILLS:**  
PC and Macintosh Operating Systems, Microsoft Office, Outlook, SharePoint, Internet

**VOLUNTEER EXPERIENCE:**  
**Criminal Investigator**, 6/99 — 4/03  
Volunteers in Police Service Program, New Brunswick, NJ, 15 — 20 hours per week  
Supervisor: Margaret Warren (732) 710-5212  
Conducted criminal investigations to protect the citizens of the jurisdiction. Investigated individuals suspected of committing criminal activity. Performed crime mapping and analysis.

## Duties

As a Public Health Analyst, at the GS-11 or GS-12 level, your major duties and responsibilities include:

- Evaluating information and initiate research to validate existing policy, and/or new programs or policies to help HRSA's Bureaus and Offices meet their goals.
- Analyzing and evaluating the effectiveness of program operations.
- Planning, developing, monitoring, implementing, and evaluating content or projected public health programs to assess their success in achieving objectives for various initiatives.
- Assisting with the promotion of public health programs for the underserved populations stimulating and providing leadership to agencies and organizations in the development, extension, and improvement of their health care systems, strategies, and services.

## Qualifications

To qualify for this position you must have at least 1 year of public health program related experience that is equivalent to the GS-9 or GS-11 level in the Federal service. Such experience must demonstrate that you possess each of the following five competencies: 1. Knowledge of organizational, operational, and programmatic concepts and practices applied by public, private, or nonprofit agencies and organizations engaged in public health or other health-related activities; 2. Knowledge of the methods, processes, and techniques used to develop and deliver public health or health-related programs; 3. Knowledge of a specialized public health program; 4. Knowledge of, and skill in, the application of administrative or analytical methods and techniques necessary for working within the framework of a public health or related organization and carrying out specific program functions; 5. Skill in oral and written communications, gathering and conveying information, making oral presentations, and preparing reports, correspondence, and other written materials.

Qualifying experience at the GS-11 level, you must have one full year of specialized experience in public health which is comparable in difficulty and responsibility to at least the GS-9 level in the Federal service performing the following tasks on a regular and

## Step 5: Apply

- See which forms are required
  - Apply online by clicking “Apply Online” on the job posting
  - Follow the online application instructions and **fully** complete the online application
  - Different agencies may ask for different documents, see what is required under the “How to Apply” tab at the top
    - Tip: Always submit unofficial college transcripts
  - Can “Save Job” or “Share Job”

The screenshot shows the USAJOBS website interface. At the top, there is a search bar with fields for 'Keyword' and 'Location', and a 'Search' button. Below the search bar, there are navigation tabs: 'Overview', 'Duties', 'Qualifications & Evaluations', 'Benefits & Other Info', and 'How to Apply'. The 'How to Apply' tab is highlighted. On the right side, there is a sidebar with a dropdown menu 'Go to section of this Job' and several buttons: 'Apply Online', 'Print Preview', 'Save Job', and 'Share Job'. A pink arrow points from the 'How to Apply' tab to the 'Apply Online' button. Another pink arrow points from the 'Search' button to the 'Apply Online' button. The main content area displays job details for the DCAA Defense Contract Audit Agency, including job title, department, salary range, and open period.

## Complete Entire Application

- Questionnaire
  - Preview the questionnaire
  - Different for every job
  - Great to use when tailoring resume to position and to prepare for interview
- Security clearance – some positions may ask up to 7 years of work/volunteer experience and residential history
- Remember to apply by 9 pm (12pm EST)



## Public Health Analyst: Assessment Questionnaire

2. From the following responses, choose the one answer that best describes how you meet the qualification requirements for a Public Health Analyst, GS-685-12 as described in the Qualifications Section of the Vacancy Announcement.

A. I qualify for this Public Health Analyst, GS-685-12 position because I have one full year of specialized experience in public health which is comparable in difficulty and responsibility to at least the GS-11 level in the Federal service performing the following tasks on a regular and recurring basis: 1. Reviewing the impact of new or proposed legislation and policies on public health programs; 2. Evaluating the effectiveness or impact of public health programs; 3. Planning, developing, organizing, administering, evaluating, or delivering public health programs.

B. My experience does not match the choice above.

: For each of the following task statements, choose the statement from the list below that best describes your experience and/or training. Your responses are subject to verification. Please review your responses for accuracy before you submit this questionnaire.

A- I have not had education, training or experience in performing this task.

B- I have had education or training in performing the task, but have not yet performed it on the job.

C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

E- I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

3. Analyze established public health policy and recommend related areas for improvement.

4. Plan and implement program and policy changes to public health programs.

5. Review new or pending legislation and policies to determine their impact on public health programs.

6. Evaluate public health programs to assess their success in achieving objectives.

7. Conduct surveys to identify public health program needs or effectiveness.

8. Identify data needed and collection methods for evaluation.

9. Monitor program resources to ensure they are available to meet immediate program needs.

10. Coordinate program initiatives to reduce overlap and promote efficiency.

11. Monitor program progress in meeting milestones and goals.

12. Stimulate the promotion of public health programs for underserved populations.

# Additional Resources

<http://gogovernment.org/>



PARTNERSHIP FOR PUBLIC SERVICE



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WORKING IN OUR FEDERAL GOVERNMENT   FIND YOUR FIT   APPLICATION TIPS   ABOUT US

**Welcome to Go Government, your one-stop shop for how to find and apply for federal government jobs.**

No matter your experience level, if you are curious about obtaining work in the government, you're in the right place. This site is designed to be your guide as you consider, apply, and secure federal employment. We'll help you research federal agencies and government careers as well as provide practical tips for completing your application. *Keep in mind that we do not post job announcements or accept applications.* Rather, this site will give you a glimpse into the federal government and will guide you through the application process from beginning to end. **First time visitor? Check out our FAQs.**

@gogovernment

Tweets by @gogovernment

**Go Government** (@gogovernment)

Have a passion for working with kids? @DeptofDefense is looking for an elementary guidance counselor. 1.usa.gov/1ROPOWT

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**Go Government** (@gogovernment)

#DidYouKnow @DeptofDefense employs 56% of mathematics personnel? Find out more: bit.ly/1LmGjgE

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**Go Government** (@gogovernment)

Find out how to get (and keep!) good people



FIND AND APPLY FOR

## State Jobs



A STEP-BY-STEP WORKSHOP

**Tuesday, May 3, 2016**

**1:10-2 PM | 114 South Hall**

California has nearly 4,000 vacant jobs, right now! But applying for a state job can be daunting. Take heart, the ICC can help you. Attend this workshop and we'll take you through:

- Exams & Eligibility Lists & Vacancy Lists
- Searching for the right position
- Applying online
- Part-time student jobs

FOR MORE INFORMATION VISIT: [icc.ucdavis.edu](http://icc.ucdavis.edu)






FIND AND APPLY FOR

## Federal Jobs



A STEP-BY-STEP WORKSHOP

**Wednesday, May 11, 2016**

**12:10-1 PM | 114 South Hall**

**Looking for a government job?** There are over 2 million federal employees and almost one-quarter are eligible for retirement. The odds are in your favor.

But applying for a federal job can be daunting. Take heart, the Internship and Career Center can help you. Attend this workshop and we'll take you through:

- Writing a federal resume
- Searching for the right position
- Applying online

FOR MORE INFORMATION VISIT: [icc.ucdavis.edu](http://icc.ucdavis.edu)






## ICC: Advising Appointment

**ONLINE:** *make a 30-minute, confidential appointment.*

For careers both within and beyond academia. Our team can help you:

- Get started on career planning and setting goals
- Develop your resume, CV or cover letter
- Practice and prepare for an interview
- Negotiate an offer

Login to your Aggie Job Link (AJL) account:

(<https://icc.ucdavis.edu/find/resources/ajl.htm>) and complete your profile, then schedule a career advising appointment.



## THANK YOU!

**Gwynn Benner, MPA**  
 Career Services for Master's & PhD students, and  
 Postdoctoral scholars  
 (gwbenner@ucdavis.edu)

