

USING THE NAVY'S ONLINE RESUME BUILDER & APPLICATION EXPRESS



Human Resources Service Center, Southwest

02/2002

WHY USE THE DEPARTMENT OF THE NAVY'S ON-LINE RESUME BUILDER?

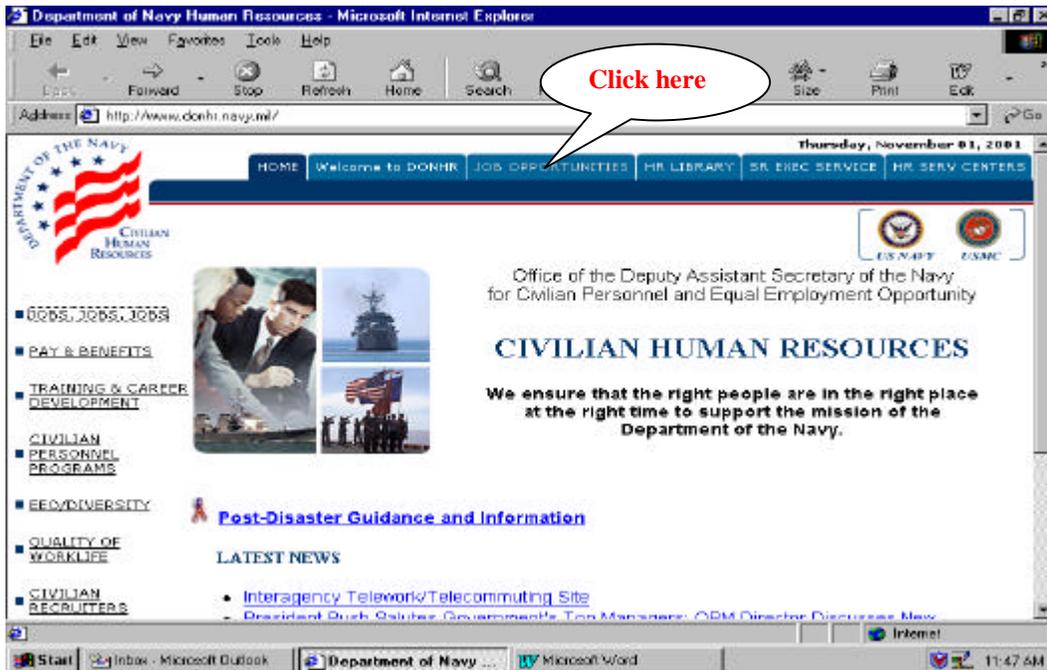
1. **Fast processing of resumes:** When you click on the "Submit" button your resume is sent to the HRSC **within minutes** and normally will be processed within **two business days**. Resumes sent via e-mail or U.S. mail may take **seven to ten business days** to process. Applicants cannot be considered until their resumes are successfully processed.
2. **Proper formatting:** The Resume Builder will properly format your resume and will save it for you for later use.
3. **Most current Additional Data Sheet:** You never have to worry about having the most current Additional Data Sheet (ADS) because the ADS questions are included in the Builder. Your resume can never be rejected for having an out-of-date ADS. In addition, your resume will never be rejected for not answering all the ADS questions because the Builder will not let you submit your resume unless all the ADS questions are answered.
4. **No data input errors:** Operator data input errors will not occur as the Builder automatically "flows" your resume and ADS answers into our electronic resume database.
5. **Courtesy Copy:** If you include your e-mail address at the appropriate prompt, the Builder will send you a copy of your resume for your files.
6. **Immediate Confirmation:** You receive an immediate confirmation of resume transmission.
7. **Security:** Your personal information is safe and secure in the Builder. It is password-protected and encrypted.
8. **Flexibility:** Once you have created your own password protected Resume Builder User Account, you may use that account to submit resumes for positions serviced by one, several, or all of the Department of the Navy's Human Resource Service Centers (HRSCs).
9. **Application Express:** At the present time, many of the Navy's HRSCs (including the HRSC-SW) allow applicants to have only one active resume on file. Application Express was created to give applicants a fast and easy way to be eligible for consideration for multiple positions at HRSCs that allow only one active resume on file at a time.

ON-LINE RESUME BUILDER TIPS

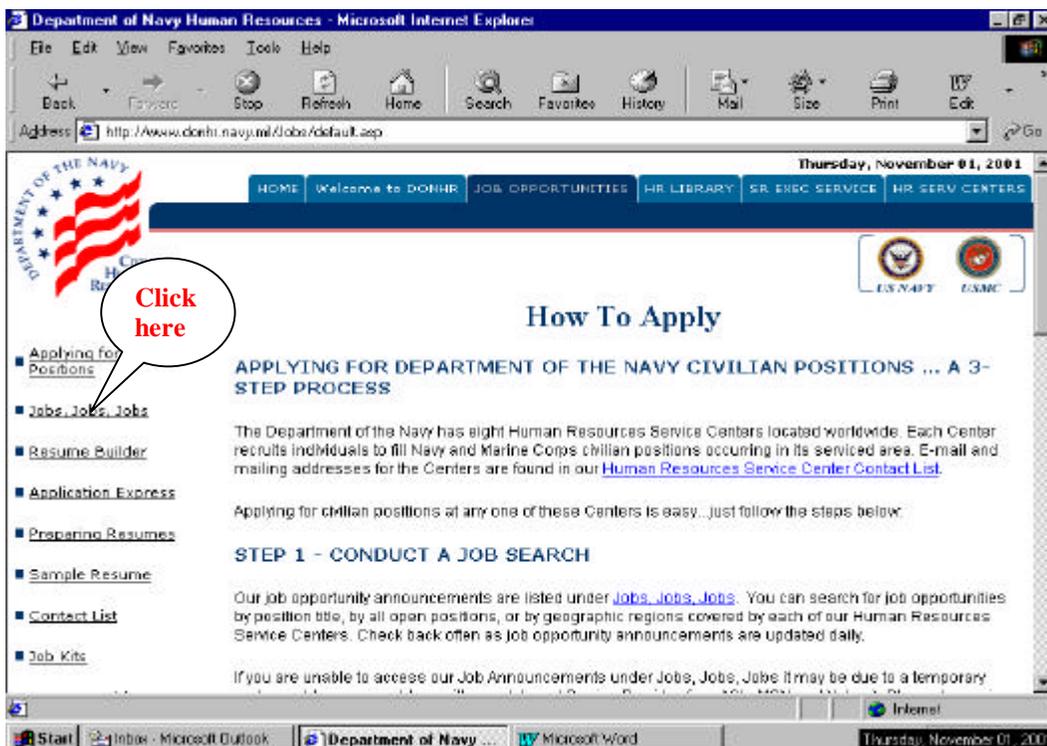
- Describe your experience with **specific** words and phrases rather than vague descriptions. For example, rather than using "communicates orally and in writing", it is better to use "writes complex technical documents and reports; prepares policy statements; develops and presents power point briefings to large groups."
- Use jargon and acronyms specific to your industry, but also spell it out at least once for readers unfamiliar with the terms.
- You can have more than one paragraph for each experience block, but keep paragraphs short by entering a carriage return (blank line) after at least every 20 lines.
- Don't use signs and symbols such as % # * () / =.
- You can "cut and paste" from word processing packages, e.g., Microsoft Word or WordPerfect, into the experience blocks on the Resume Builder.

INSTRUCTIONS FOR USING THE NAVY'S ON-LINE RESUME BUILDER

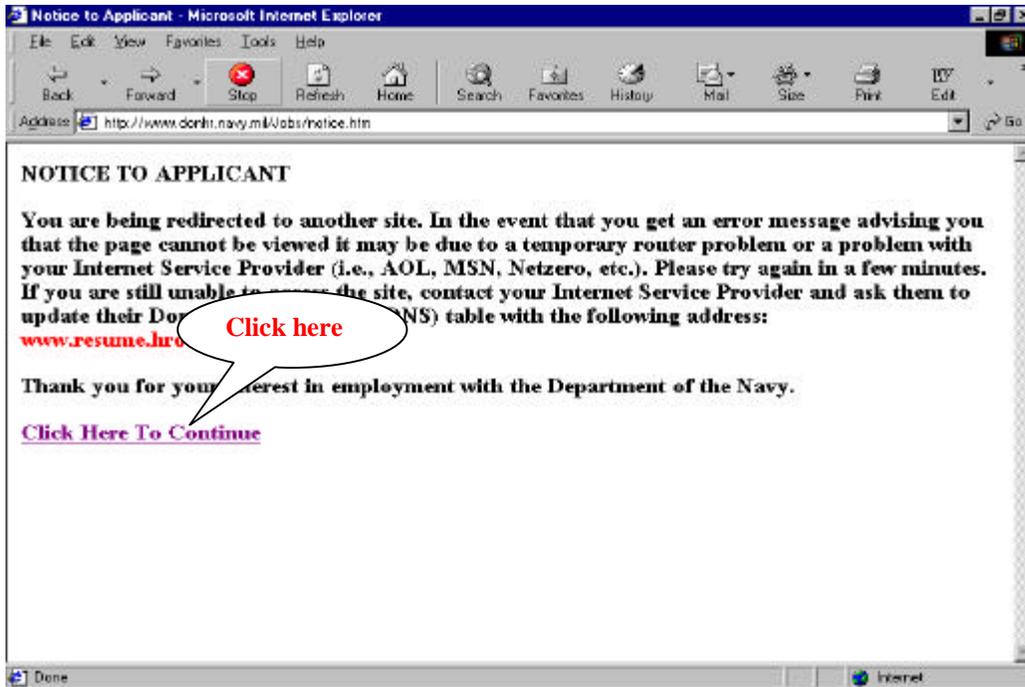
1. Go to www.donhr.navy.mil. It will take you to the Department of the Navy's Human Resources (DONHR) homepage.
2. From the DONHR homepage (Civilian Human Resources), click on the blue tab marked **JOB OPPORTUNITIES**.



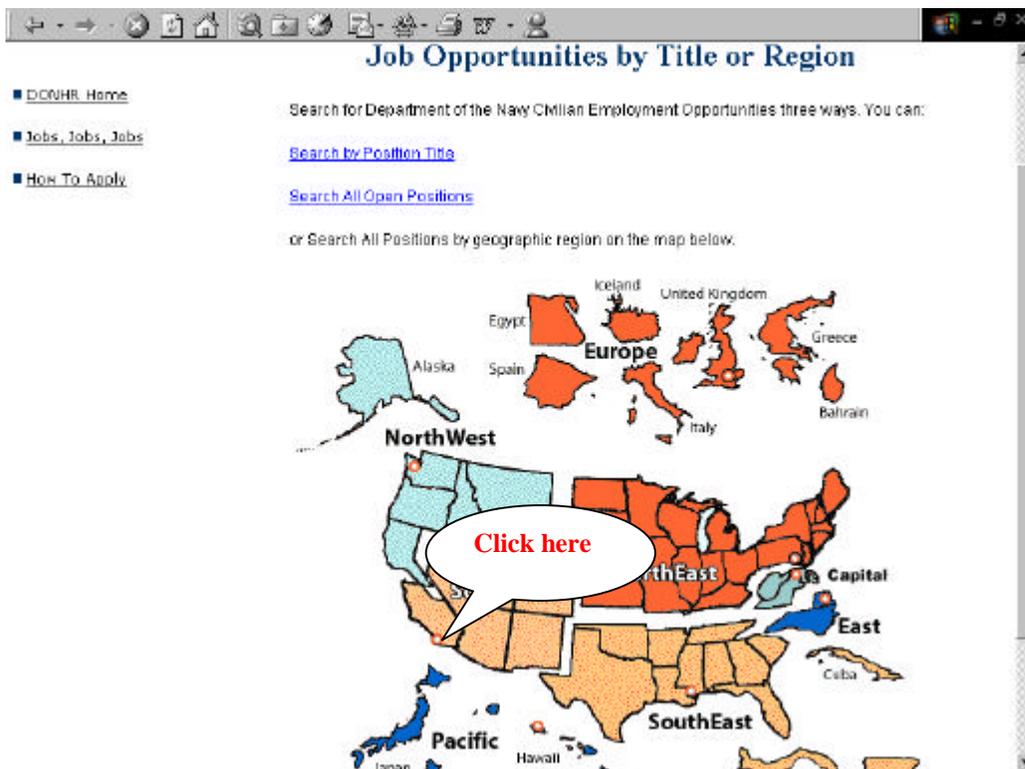
3. After reading all the "How To Apply" instructions, click on the link located on the left side of the page marked **Jobs, Jobs, Jobs**.



4. Click on **Click Here To Continue**



5. On the map, click on Southern California for Southwest Region listings. To view job listings for other geographic locations, click on the appropriate area.



- When the job listing is displayed, it can be sorted by any of the column headings (e.g., **Announcement Number**, **Position Title** or **Location**). For example, to sort by position title, click the heading marked **Position Title**.

The screenshot shows a web browser window displaying the Department of the Navy Civilian Human Resources Vacancy Listing. The page includes a search bar and a table of job openings. Two callout boxes are present: one pointing to the 'Announcement Number' header with the text 'To sort by Announcement Number, click here', and another pointing to the 'Position Title' header with the text 'To sort by Position Title, click here'.

Announcement Number	Date Posted	Location	Position Title	Pay Plan Series Grade	Closing Date
DEU-564-01-NR	12/12/01	Naval Air Station, Fallon - FALLON, NEVADA	VOCATIONAL NURSE	GS-0620-05 \$23,633 - \$30,736 PER ANNUM	03/25/2002
DEU-513-01-AMEND-NR	01/31/01	SAN DIEGO, CALIFORNIA - Southwest Division, Naval Facilities Engineering Command	LAND SURVEYOR	GS-1373-12 \$53,677 - 69,776 PER ANNUM	3/29/2002
DEU-441-01-NR	01/11/02	SEAL BEACH, CALIFORNIA - Commander, Naval Region Southwest	POLICE OFFICER	GS-0083-04/05 \$23,584 - \$34,303 PER ANNUM	06/30/2002
DEU-440-01-NR	01/11/02	POINT MUSU, CALIFORNIA - Commander, Naval Region Southwest	POLICE OFFICER	GS-0083-04/05 \$23,584 - \$34,303 PER ANNUM	6/30/2002
DEU-438-01-NR	01/11/02	EL CENTRO, CALIFORNIA - Commander, Naval Region Southwest	POLICE OFFICER	GS-0083-04/05 \$22,903 - \$33,313 PER ANNUM	6/30/2002
DEU-129-01-(I)-AMEND#2-NR	06/11/01	SAN DIEGO, CA. (SPAWARSYSCEN)	INDUSTRIAL ENGINEER	DP-0896-01,02	3/29/2002

- Locate the vacancy in which you are interested and click on the position title. This opens the job announcement.

The screenshot shows the same web browser window. A callout box points to the 'Position Title' header of the first row with the text 'Click here to display job announcement'.

Announcement Number	Date Posted	Location	Position Title	Pay Plan Series Grade	Closing Date
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DEU-129-01-(I)-AMEND#2-NR	06/11/01	SAN DIEGO, CA. (SPAWARSYSCEN)	INDUSTRIAL ENGINEER	DP-0896-01,02	3/29/2002
DEU-129-01-(H)-AMEND#2-NR	06/11/01	SAN DIEGO, CA. (SPAWARSYSCEN)	CHEMICAL ENGINEER	DP-0893-01,02	3/29/2002

- Read the entire announcement carefully paying particular attention to the **Area of Consideration** and **Who May Apply** sections to make sure you are eligible to apply.

9. Scroll to the bottom of the announcement and click the button marked **Take Me to the Resume Builder**.

The screenshot shows a job announcement page with the following sections:

- Abilities:**
 - 2. KNOWLEDGE OF LAW ENFORCEMENT PRACTICES AND PROCEDURES.
 - 3. ABILITY TO COMMUNICATE ORALLY AND IN WRITING.
- Pre-employment Requirements:**

Selectees may be required to obtain a security clearance, and meet all certification requirements (depending on the position to be filled) prior to appointment. Some positions may require successful completion of a physical examination, agility test, pre-employment drug test, and/or participation in the Anthrax vaccine immunization program if applying for an emergency essential position. Selectees required to meet one or more of these employment conditions before appointment will receive a tentative offer of employment.

An offer of employment may be rescinded if the selectee fails to report to any of the scheduled appointments, fails the medical/agility/drug test, lacks the certification requirements, or is unable to obtain a security clearance. Incumbents of drug testing designated positions will be subject to random testing. Drug test results will be provided to the employing activity/command.
- Notes:**
 - Current and former permanent Federal employees, veterans and other applicants eligible under other various appointing authorities may also apply through our automated resume inventory database process to be considered under Navy procedures. Application instructions can be viewed at www.donhr.navy.mil.
 - Applicants selected from this DEU announcement will serve a one-year probationary period, regardless of current or former Federal service status.
 - Further certification from this announcement may take place up to 90 days before the start of duty.
- ADDITIONAL INFORMATION:**

Merit promotion job opportunities, and job announcements open to the public are available at www.opm.gov/ocajob/positions/index.htm. Visit the web site at www.donhr.navy.mil if interested in working. Also, copies of job announcements, salary information, and various documents can be obtained by dialing (619) 615-5500, or DSN 245-5500.

Use of government paid postage is not permitted for the submission of applications or related correspondence.

A callout bubble with the text "Click here for Resume Builder" points to a button labeled "Take Me to the Resume Builder".

10. The Resume Builder will open; use the scroll bar to move down the page.

The screenshot shows the Department of the Navy On-Line Resume Builder page. The page features the Department of the Navy logo and the text "DEPARTMENT OF THE NAVY ON-LINE RESUME BUILDER". Below the header, there is a welcome message and information about the job announcement number 2805, ELECTRICIAN, FWS, 2805-MULTIPLE GRADES, serviced by SOUTHWEST Human Resources Service Center. A "New" section indicates that the Resume Builder was updated on 1-6-01 and has several new sections. A final section states that the Resume Builder is password protected and that users can retrieve and edit their saved resume by accessing their password-protected Builder account.

A callout bubble with the text "Scroll down using this scroll bar" points to the vertical scroll bar on the right side of the page.

11. If you have never used the Resume Builder before, you will need to establish an account. Click on the button marked **Click here to create new account**.



NEW USERS - CREATE A NEW ACCOUNT

If you do not have a password-protected user account, please click on the button below to create a new account.

[Click here to create a new account](#)

LOGIN HERE (New users must create account first)

If you already have a password-protected user account, please fill in the blocks below to retrieve your resume:

Your Social Security Number: (no dashes - e.g., 123456789)

Input your builder account password:
NOTE: passwords are case sensitive

[Enter SSN/Password and Click here to login](#)

RETRIEVE PASSWORD HERE

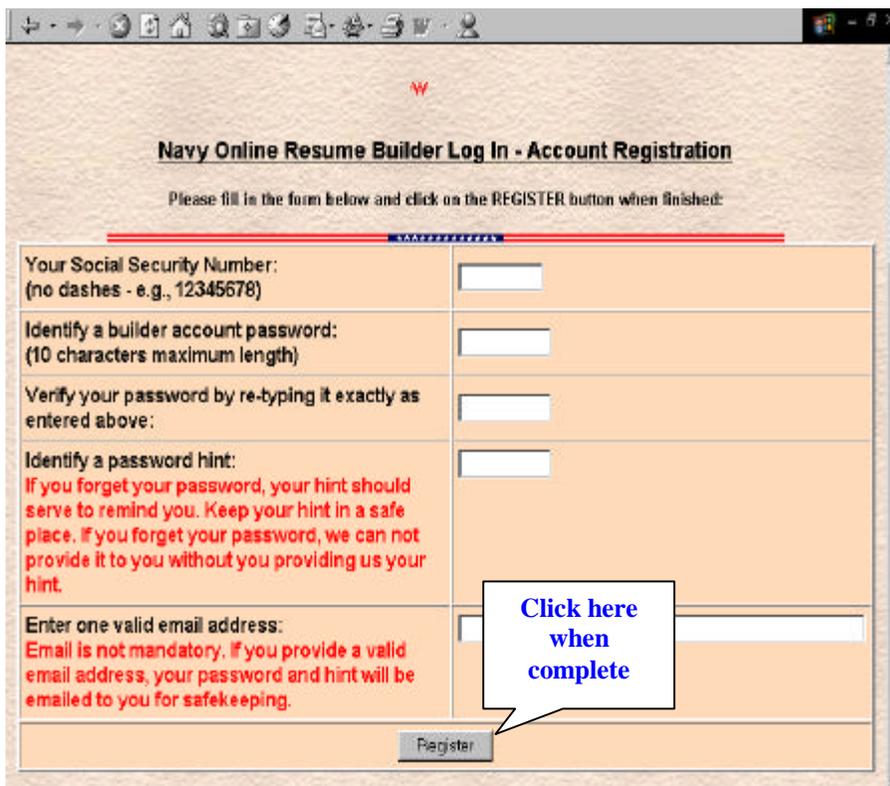
Did you forget your password?

[Click here to retrieve password](#)

DELETE YOUR ACCOUNT HERE

Do you wish to be removed from this database?

12. The "create new account" page will open. Fill in the blanks and click on the **Register** button. Be certain that Social Security Number is correct before registering.



Navy Online Resume Builder Log In - Account Registration

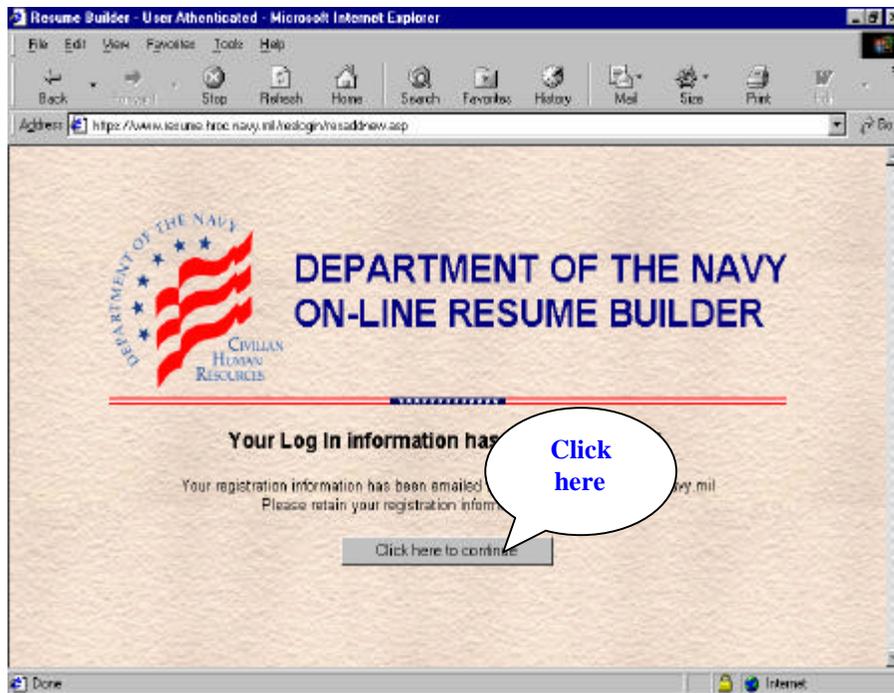
Please fill in the form below and click on the REGISTER button when finished:

Your Social Security Number: (no dashes - e.g., 12345678)	<input type="text"/>
Identify a builder account password: (10 characters maximum length)	<input type="password"/>
Verify your password by re-typing it exactly as entered above:	<input type="password"/>
Identify a password hint: If you forget your password, your hint should serve to remind you. Keep your hint in a safe place. If you forget your password, we can not provide it to you without you providing us your hint.	<input type="text"/>
Enter one valid email address: Email is not mandatory. If you provide a valid email address, your password and hint will be emailed to you for safekeeping.	<input type="text"/>

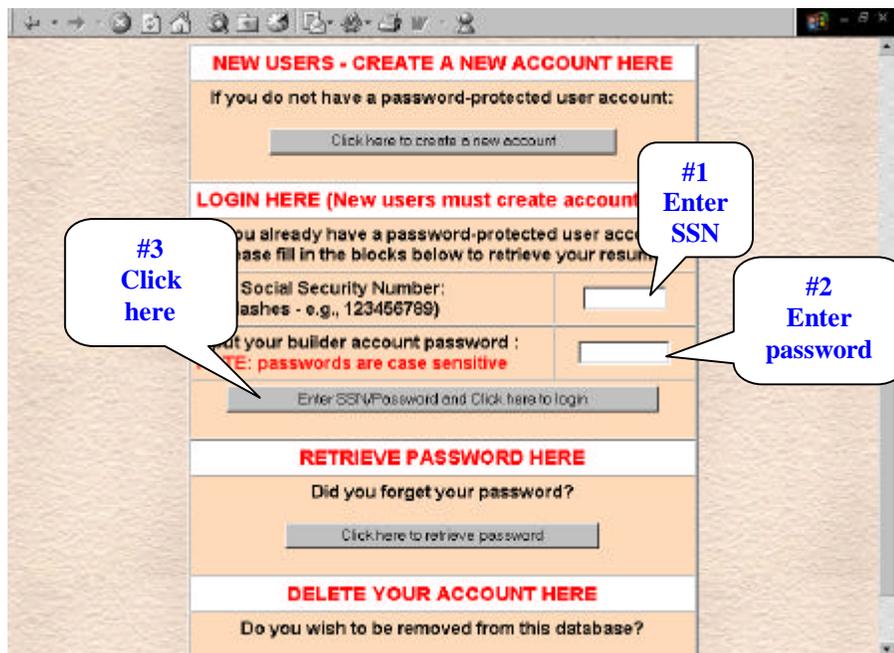
[Click here when complete](#)

[Register](#)

13. When your account has been registered, click the button marked **Click here to continue**.



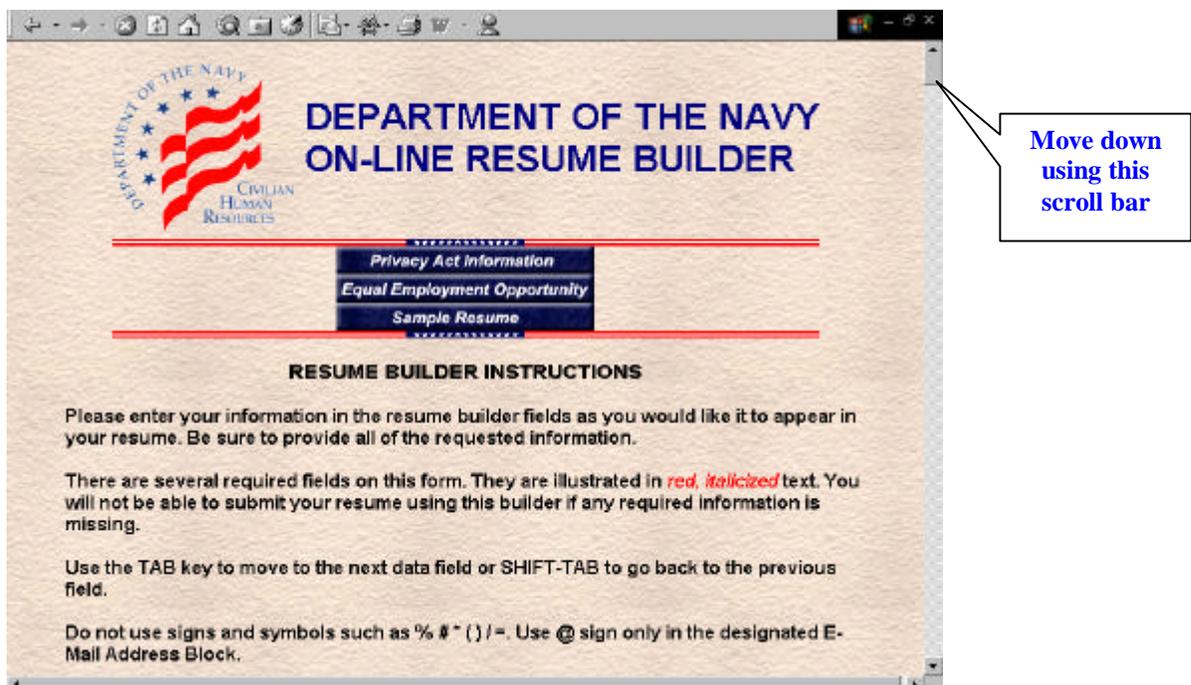
14. The Login page will open. Enter your SSN and password under **LOGIN HERE** and click on the button marked **Enter SSN/Password and Click here to login**.



15. A screen acknowledging authentication of your SSN and password will be displayed. Click on the button marked **Click here to continue**.



16. The Online Resume Builder will open. Read all instructions carefully and scroll down the page.



17. Complete the form making sure to fill out all required fields (those in red). Do not use signs and symbols such as % # () / =. Be sure your spelling is correct - **there is no spell checker**. As each section is completed, click on the button marked **Before proceeding, click here to SAVE**, **click here to SAVE**.

Veterans:

- [Veterans' Readjustment Appointment and/or 30% or More Disabled Veteran](#)
- [Veterans' Employment Opportunity Act Eligible](#)

Others:

- [Person with Disability](#)
- [Outstanding Scholar](#)
- [Current Student](#)

Overseas Applicants Only:

- [Overseas Military Spouse Preference Eligible](#)
- [Overseas Family Member Preference Eligible](#)
- [Overseas Limited Appointment Eligible](#)

None of the Above:

- If none of the above categories apply to you, you must review the "Who is Eligible for the Department of the Navy job announcements. Please review the "Who is Eligible for the Department of the Navy job announcements" section of the job announcement to determine whether or not you are eligible to apply. If you are not eligible, you should not submit your resume.

Before proceeding, click here to SAVE

Click here to save

III - PERSONAL INFORMATION

18. Upon completing the resume, it can be saved, previewed and printed by clicking on the button marked **Preview**. If submitting the resume, be sure to click the button marked **Submit**. If you wish to save the resume but not submit it, click on **Exit**.

I am applying for an announcement in a geographic area other than the ones listed above

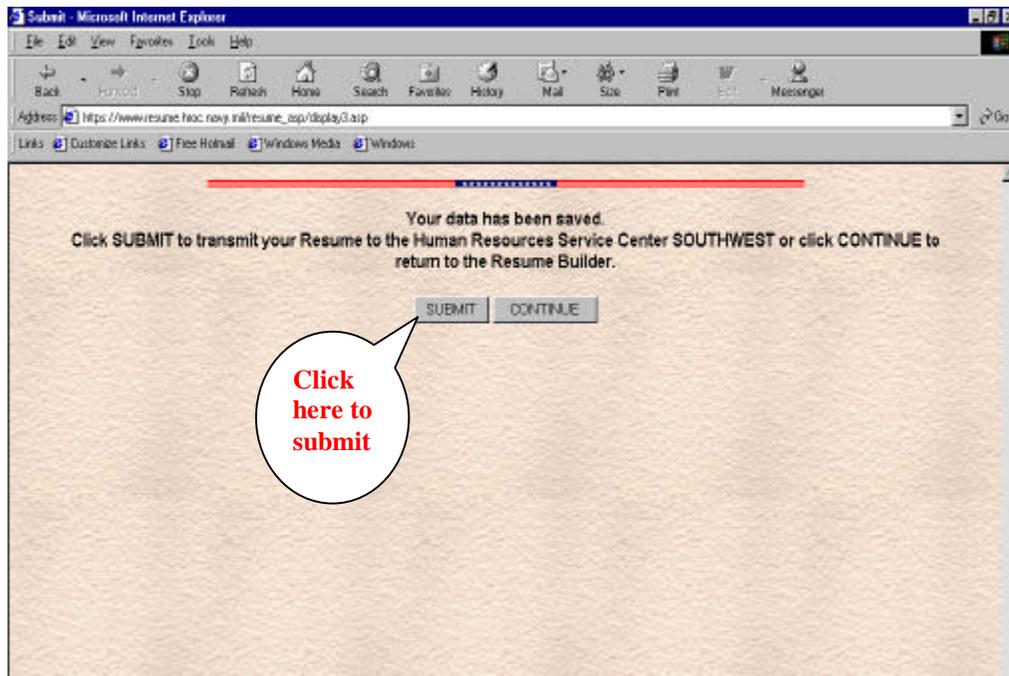
BACKGROUND SURVEY - (Answers to the following questions are strictly voluntary.)

A. Race/Ethnic Status:

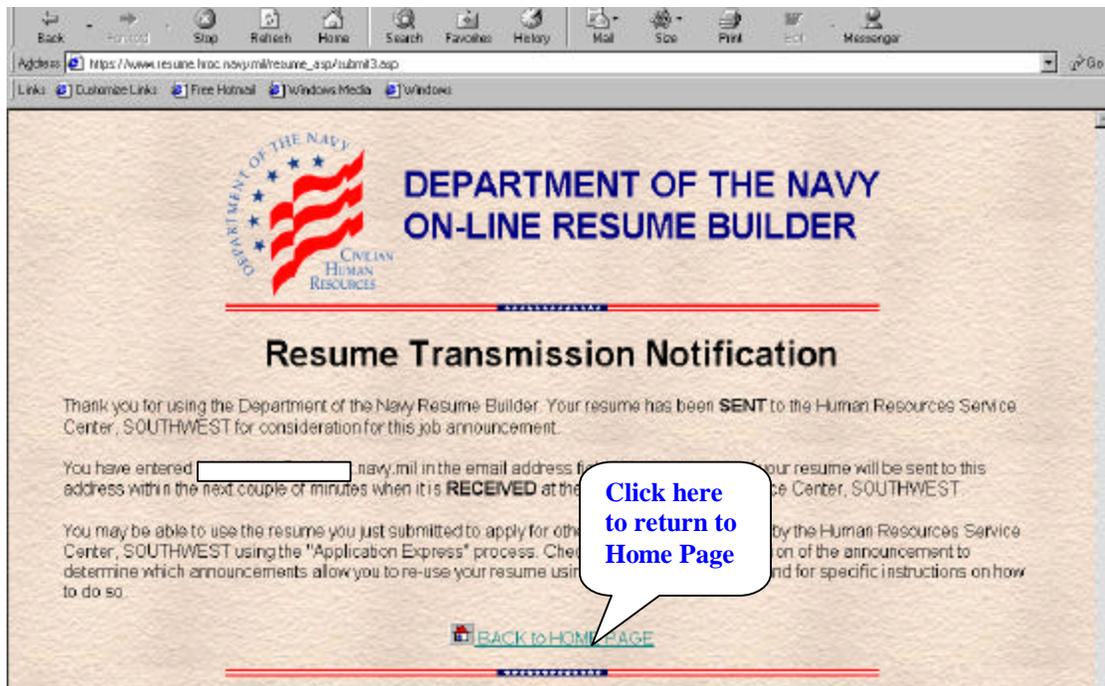
B. Sex:

To SAVE, PREVIEW, and/or PRINT your resume, click here:	<input type="button" value="PREVIEW"/>	Click to Preview and Print
To SUBMIT your resume, click here:	<input type="button" value="SUBMIT"/>	Click to Submit
To SAVE your resume and EXIT without submitting, click here:	<input type="button" value="EXIT"/>	Click to save but not submit
To EXIT without saving or submitting your resume, click here:	<input type="button" value="CANCEL"/>	

19. When the **SUBMIT** button is clicked, the following is displayed:



20. A notification of transmission will be displayed and an email confirmation will be sent to the email address entered in the Resume Builder. Complete the process by clicking on **BACK to HOME PAGE**. Allow **2 business days** for the resume to become active in the Southwest Region's inventory database.



USING APPLICATION EXPRESS

1. Once your resume has been submitted and is active in the Southwest Region's database, additional job announcement numbers may be added by using Application Express. **Note:** Do not use Application Express unless you have an active resume on file with our office. Allow 48 hours for processing after the resume has been submitted. Also, Application Express cannot be use for announcements beginning with the letters DEU.
2. Go to www.donhr.navy.mil to access the DONHR homepage. Navigate to the **Job Opportunities** tab and click. Click on **Jobs, Jobs, Jobs**, then on **Click Here to Continue**. Select Southwest Region from the map and wait for the job listing to open. Navigate to the job announcement you wish to add to your resume and scroll to the bottom just as was done for the Resume Builder. Click on the button marked **Application Express**.

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying http://www.resume.navy.mil/Vacancy/Vac_preview3_N1.cfm?vac_id=10538. The page content is as follows:

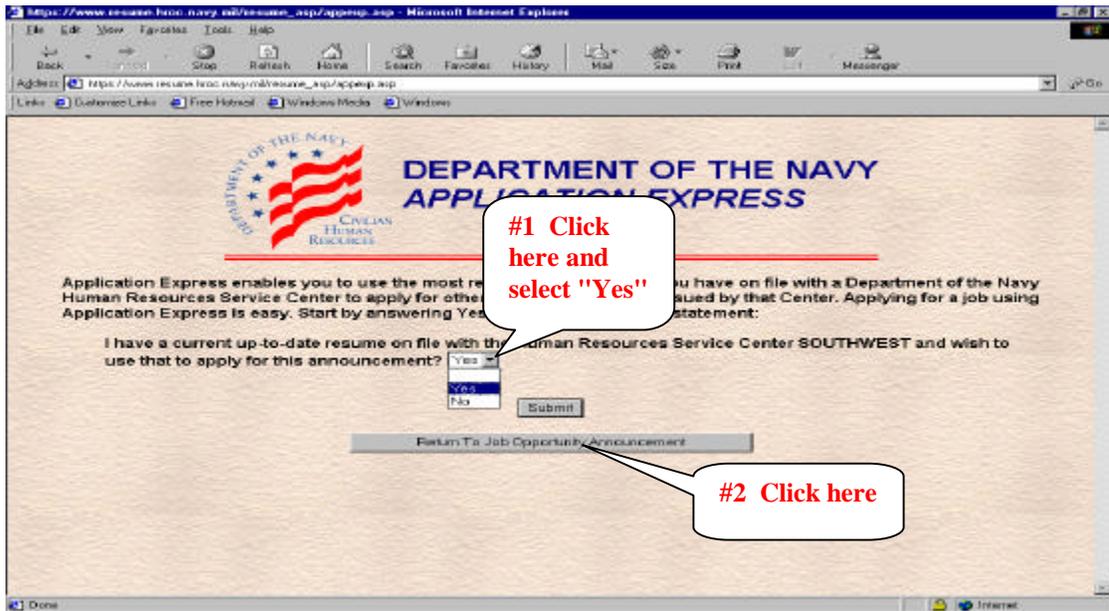
Forms Required:	Resume and Additional Data Sheet.
Knowledge, Skills, and Abilities:	Application of electrical and electronic principles and formulas, procedures, materials, electrical circuitry, practical application of safety standards, and general mechanical skills and knowledge.
Special Requirements:	Security/Physical/Drug Testing Requirements. Positions in the 2800 group require basic color vision. Some positions require a security clearance, successful completion of a physical examination, and/or a pre-employment drug test. Selection is tentative pending satisfactory completion of these requirements.
Pre-employment Requirements:	Selectees may be required to obtain a security clearance, and meet all certification requirements (depending on the position to be filled) prior to appointment. Some positions may require successful completion of a physical examination, agility test, pre-employment drug test, and/or participation in the Anthrax vaccine immunization program if applying for an emergency essential position. Selectees required to meet one or more of these employment conditions before appointment will receive a tentative offer of employment. An offer of employment may be rescinded if the selectee fails to report to any of the scheduled appointments, fails the medical/agility/drug test, lacks the certification requirements, or is unable to obtain a security clearance. Incumbents of drug testing designated positions will be subject to random testing. Drug test results will be provided to the employing activity/command.
Notes:	Starting Salaries. Visit web site www.opm.gov/oca/payrates/index.htm to obtain current salary information for the area(s) where you are interested in working. You may also call HRSC-SW Faxback at 1-800-831-0622 to request a copy of a pay table (press option 2 at the main menu, then option 1, and then option 2 to receive a catalog of documents from which you may select the appropriate pay table). Demonstration Project pay tables are not available on the web site; however, they are available by Faxback. Pay rates may or may not be authorized. If you are applying for a geographic location other than your current one, it is suggested that you contact HRSC-SW to determine if your resume whether or not you are willing to relocate at your own expense.

Below the table, there are two buttons: "Take Me to the Resume Builder" and "Application Express". A red speech bubble with the text "Click here" points to the "Application Express" button.

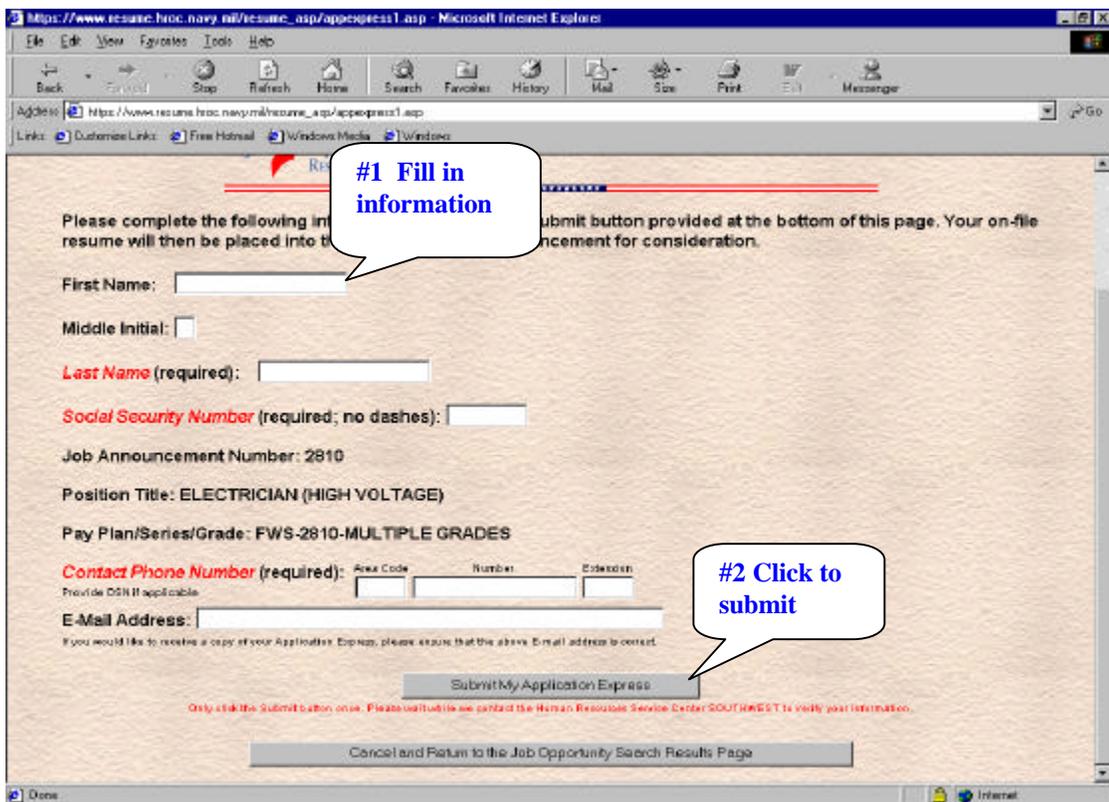
The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the Equal Employment Opportunity staff at HRSC Southwest (619) 615-5559, DSN: 245-5559 to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

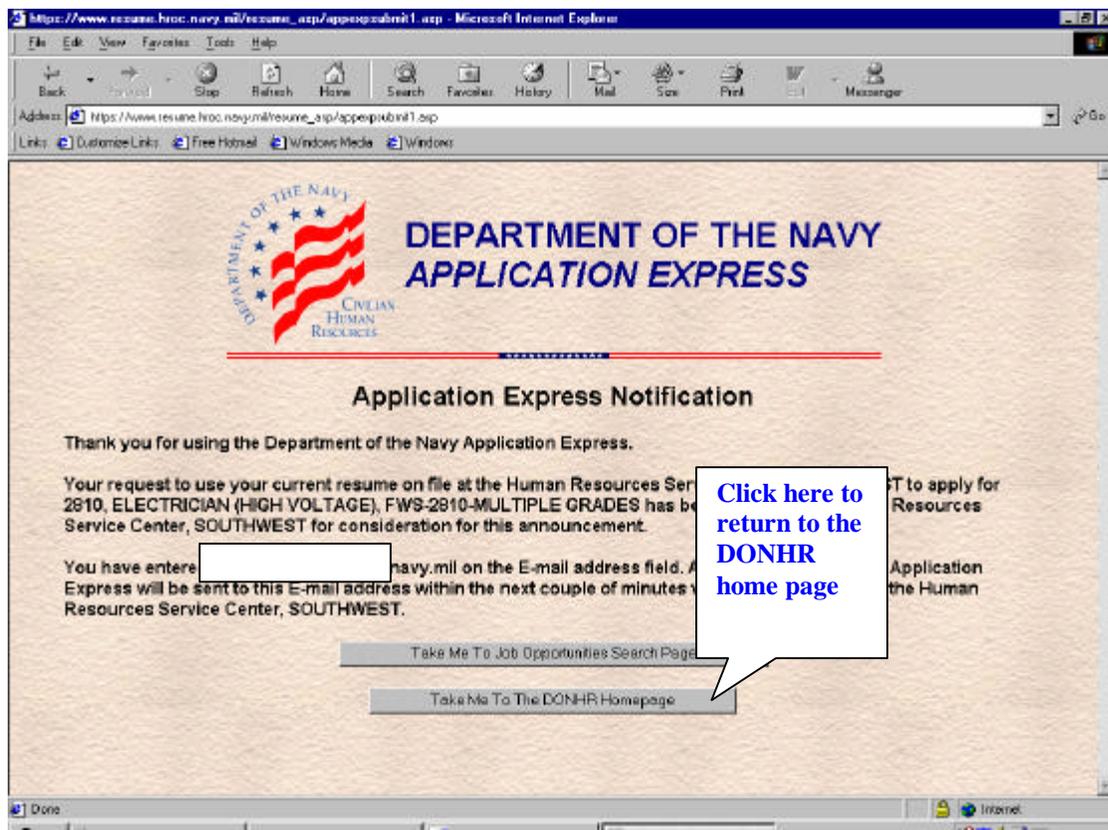
- Once the Application Express page is displayed, click on the down arrow on the box next to the question: "I have a current up-to-date resume on file with the Human Resources Service Center, SOUTHWEST and wish to use that to apply for this announcement?" Select "Yes". Click on the button marked **Submit**.



- When the Application Express page opens, complete all requested information making sure the ones in red are complete. Be certain your Social Security Number is entered correctly – this is very important. When finished, click on the button marked **Submit My Application Express**.



5. The Application Express Notification will display.



6. A copy of your Application Express information will be emailed to the address you provided.
7. Either close the browser or return to the DONHR homepage by clicking on the button marked **Take Me To The DOHR Homepage**.

PRINTING A HARD COPY OF YOUR RESUME

1. To print a hard copy of your resume, from the last page of the Resume Builder click on the button marked **Preview**.

I am applying for an announcement in a geographic area other than the ones listed above

BACKGROUND SURVEY - (Answers to the following questions are strictly voluntary.)

A. Race/Ethnic Status:

B. Sex:

To SAVE, PREVIEW, and/or PRINT your resume, click here:	<input type="button" value="PREVIEW"/>
To SUBMIT your resume, click here:	<input type="button" value="SUBMIT"/>
To SAVE your resume and EXIT without submitting, click here:	<input type="button" value="EXIT"/>
To EXIT <u>without</u> saving or submitting your resume, click here:	<input type="button" value="CANCEL"/>

Click here

2. A copy of your resume will be displayed. In the browser's top menu bar, click on **File**.

Click here

Wylie Coyote
SSN: 666556666

3787 Cavern Place NW
WastelandWA 98370

Contact Phone: (360)555-5923

EXPERIENCE 1:
09-1997 to present; 40 hours per week; Budget Assistant; GS-561-07; Temporary Employee No.; Temporary Promotion No.; Financial Resource Mgmt Dept; Naval Submarine Base Bangor; Timber Wolf; 555-2222

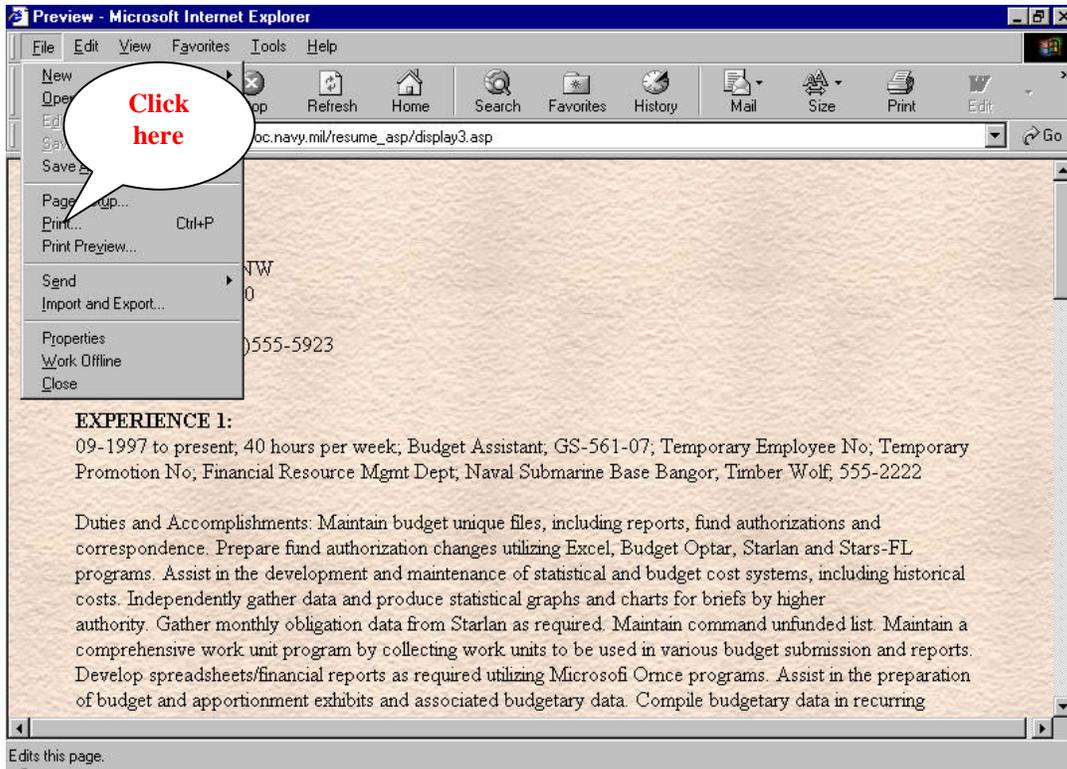
Duties and Accomplishments: Maintain budget unique files, including reports, fund authorizations and correspondence. Prepare fund authorization changes utilizing Excel, Budget Optar, Starlan and Stars-FL programs. Assist in the development and maintenance of statistical and budget cost systems, including historical costs. Independently gather data and produce statistical graphs and charts for briefs by higher authority. Gather monthly obligation data from Starlan as required; Maintain command unfunded list; Maintain a comprehensive work unit program by collecting work units to be used in various budget submission and reports. Develop spreadsheets/financial reports as required utilizing Microsoft Office programs. Assist in the preparation of budget and apportionment exhibits and associated budgetary data. Compile budgetary data in recurring

File Edit View Favorites Tools Help

Address: <http://www.resume.hrc.navy.mil/resume.asp/display.asp>

Days Internet

3. Click on **Print** to produce a hard copy of the resume.



4. Printer information will be displayed – click on **OK** and resume will print.

