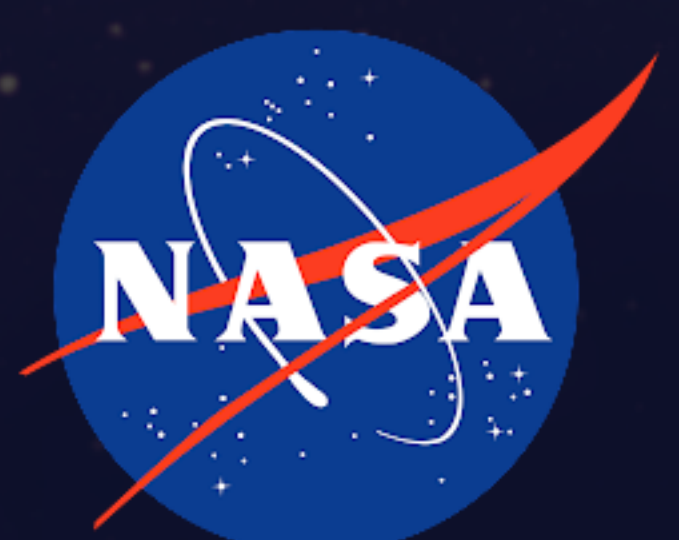# LAUNCH YOUR NASA CAREER

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

NASA.GOV/CAREERS

Helpful tips for building your NASA resume:

Items to include:

- 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 resume 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.

Key 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 resume for another perspective.

- Use active verbs to describe responsibilities and work accomplished.

- Make sure the resume follows one tense (e.g., past tense).

Find out more at nasa.gov/careers

View open vacancies & apply: nasai.usajobs.gov.

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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."** You will be prompted to create a login.gov account. Click **"Continue to USAJOBS"** at the end.

2. Before you can apply for jobs, you will need to complete your profile on USAJOBS. Click **"Complete Profile."** Complete your required information and click **"Create My Profile".**

3. After you complete your profile, you will need to build your resume. Go to your **"Documents."** Make sure you're in the Resumes section and select the **"Upload or build resume"** button. Click **Build resume** and fill out the mandatory fields. (Note: We encourage you to use the USAJOBS resume format so you can be sure you have included all of the important information.)

4. Now you are ready to search and apply for NASA opportunities. Visit **https://go.nasa.gov/2n8b0xk** to view all the job opportunities open to the general public. Or perform a basic **"Search"** on USAJOBS by entering **"NASA"** in the **"Keywords"** search box to view current vacancies.

5. 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.

6. Click the **"Apply"** button and attach your USAJOBS resume (which you created in step 3).

7. You will then be taken to NASA's application system to complete the application process. Please carefully read and follow the provided instructions.

8. Once you have completed the application process, you will be re-directed back to USAJOBs.

Congratulations! You have now submitted your application. You may return at any time before the announcement closes to update or make changes to your application.

NOTE: Some of NASA's positions in which you may apply will require you to complete a **USA Hire Assessment(s). If you apply to an announcement that requires this assessment you will be notified via email with a link inviting you to take the assessment(s). Once complete, the assessment will become part of your application package!**

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.

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