

Checklist for Your Application/Resume

(Courtesy of National Park Service)

MASTER COPY

- 1 _____ Application should be neatly typed/printed with no smudges. Do a spell check and read through it for accuracy! Most vacancy announcements will require you to upload your application.
- 2 _____ Leave Blocks 1-2-3 blank on the OF-612 (if using this format). These Blocks will be filled in with each job application and will include title of job, grade(s) applied for and vacancy announcement number.
- 3 _____ Every item on OF-612 must be filled in completely. This includes the full address of each employer including zip code, name of supervisor, a current telephone number, exact dates (at least month and year) of employment, salary per week and hours per week worked.
- 4 _____ Completely and concisely write job experiences. Clearly define the duties of your work experience(s), training classes, special achievements and qualifications. Work experience includes regular volunteer work. Examples: camp counselor, soccer coach, boys/girls clubs and scouting.
- 5 _____ Work experience, education, skills, and training should be sequentially organized and time chronological. Work backward from most recent experience to least recent experience.
- 6 _____ You do not need copies of certificates, awards, letters of commendation, training certificates or job descriptions unless specified in the vacancy announcement. Mention them in the application section of the OF612 under "Job Related Skills, Training courses and other Skills acquired" or, if providing a resume, use a similar section to list them.

FOR SPECIFIC JOB ANNOUNCEMENTS

- 1 _____ Complete Block 1-2-3 of the OF612 for each specific announcement. The application must include an original signature and date prior to mailing. If submitting a resume, it must include title, series and grade you are applying for and announcement number.
- 2 _____ Pay close attention to the "How to Apply" section. Most job applications are now submitted completely online. Other job applications must be received by the closing date or postmarked by the closing date and received within five calendar days.
- 3 _____ If you have experience working for the federal government, you must include a current or most recent federal employment appraisal and including (if applicable) supervisory notations.
- 4 _____ Supplemental forms must be completely filled in and attached. If Knowledge, Skills and Abilities (KSA's) are required, each KSA must be addressed separately and limited to one page each. Other requested material such as (military) DD-214 and SF-15 must be attached to receive credit. A letter indicating percentage of disability from Veteran's Benefit Administration must be dated within the last 12 months.
- 5 _____ College transcripts (all attended) must be attached to receive credit. They do not need to be original copies from the school. Originals will be required if you are selected based on your education.