

10 Steps to Applying for Jobs at Yosemite NP

01

Create your account on www.USAJobs.gov

Use an email address that you check regularly!

02

Search for keyword: "Yosemite National Park".

Once the open jobs load, use the filters on the side of the screen to narrow your search.

03

Save Your Search.

We recommend receiving daily emails so you don't miss out on new openings!

04

Create your Federal Resume!

- Use the [USAJobs resume builder](#) so you capture all required information. (You can download & reformat it later if you don't like the way it looks!)
- Federal resumes are 5-10+ pages long, & must be VERY detailed.
- Volunteering counts too - if you gained the skill, it should go on your resume!

05

Find your dream job.

Read the announcement carefully & verify that you're:
1) [Eligible to apply for it](#), and
2) [Qualified](#)

06

Tailor your resume to the specific job.

Use keywords from the announcement & occupational questionnaire in your resume to make your experience obvious. Every announcement has a link to preview the questionnaire in the "How to Apply" section.

08

Answer the questionnaire.

Once your resume packet is submitted, the system will take you to the actual occupational questionnaire. Read the questions carefully and be honest (but not humble!)

Some positions will require a secondary assessment through USAHire. The link will be emailed to you separately. Once the link is sent to you you have 48 hours to complete it.

07

Apply!

The system will prompt you to choose which resume you want to attach. It will also ask you to upload supporting documents such as school transcripts, required certifications, etc. Don't forget these attachments if the announcement says they're required!!

09

Sit tight.

Depending on the position, HR may have to review hundreds of applications, and it can take a while.

10

Questions?

Each job announcement has the contact info for the HR Specialist near the bottom. You can also reach out to tegan_plock@nps.gov.