


## CREATE A USAJOBS PROFILE

To apply to any job on USAJOBS, you need to create a USAJOBS profile if you don't already have one. Follow these steps to create your USAJOBS profile:

- 1 [Create a login.gov account](#) and click **Continue to USAJOBS** at the end. You'll go back to USAJOBS.
- 2 Click **Create Profile**.
- 3 Select the **Peace Corps & AmeriCorps VISTA** as your hiring path—you may belong to more than one hiring path, so select all that apply.
- 4 Follow the rest of the steps to complete your **Contact**, **Citizenship** and **Experience** information—you must complete all of the required fields.
- 5 Add your **Preferences** and fill out as many optional fields as you can—we can use this information to improve your job search results.

## SEARCH FOR JOBS

If you served with the [Peace Corps or AmeriCorps VISTA](#) as a volunteer or volunteer leader, you may qualify for non-competitive eligibility. This means that a federal agency can hire you outside of the usual competitive examining process. Job announcements will say if they're hiring people with this eligibility.

- 1 Start a search and select the [Peace Corps & AmeriCorps VISTA hiring.path](#) filter on the search results page—this will refine your results to only show jobs open to **Peace Corps & AmeriCorps VISTA**.
- 2 Click on a job you're interested in—look at **This job is open to** section and make sure you see the **Peace Corps & AmeriCorps VISTA** icon: 
- 3 Read the **Required Documents** section of the job announcement. You'll need to upload and submit documents to certify your non-competitive eligibility, such as your Certification of Volunteer Service and Non-competitive Eligibility letter from Peace Corps.
- 4 Click **Apply** and follow the steps to complete your application.

## MAKE YOUR RESUME AND PROFILE SEARCHABLE

You can also make your resume and profile searchable on USAJOBS—this adds you to the USAJOBS resume mining collection. Hiring managers and other agency partners use resume mining to search for people to fill their open jobs. If your resume and profile match with the job they're trying to fill, they may reach out to you to apply.

To [make your resume searchable](#):

- 1 Sign into USAJOBS and go to your **Profile**.
- 2 Go to **Documents**—your resumes will appear in your **Documents**.
- 3 Click the **Searchable** checkbox on the resume you want to make searchable—if your profile is complete, it will become searchable too.