**Application Tips**

1. Check out [USAJOBS Help Center - Get started with USAJOBS](https://help.usajobs.gov/get-started).

2. Make sure your USAJOBS account is active. Log in regularly.

3. Consider setting a search alert for all jobs posted by the Institute of Education Sciences to ensure you are aware of new openings as quickly as possible.

4. Prepare your resume.

1. Tailor your resume to address the “minimum qualifications.” The minimum qualifications are usually listed under “qualifications” in the announcement, and are also in the statement at the beginning of the assessment questions that starts with “I qualify for this position at the GS-XX level because I have 1 year of specialized experience equivalent to at least the GS-XX level in the Federal service obtained in either the private or public sector, performing the following types of tasks: [long list of sample experience].” Your resume will be checked against this sample experience. If you do not show relevant experience, you will be disqualified. Jobs requiring a degree will also list the degree requirements. Both the educational and experience qualifications must be met when both are included.
2. Resumes should contain lots of detail, both to explain the duties you have performed and highlight the experience you have. For example, if you are applying for a position that asks for ‘Experience independently leading, managing, conducting, and reporting rigorous education research or evaluation on various issues’, please ensure your resume includes this qualifying experience (e.g., conducting scientific review and verbiage referring to work supporting grant applications). This is very important; we often come across names of people we know are qualified for the position – but their resume doesn’t show the duties in any detail. Without the resume details, they can’t be considered qualified under HR rules.
3. Resumes must have dates of employment associated with the position title and duties (month/day/year to month/day/year). If this information is not included, HR has no way to determine if you have performed qualifying duties for at least a year.
4. For scientific positions, remember to list publications in your resume.
5. Update your resume regularly. Announcements are only open for 10 days (or less if the maximum number of applications is received before the closing date), so it’s important to have most of the information already in your resume.

4. Review the assessment and qualifications questions and required documents carefully. You will be disqualified if you answer a question about your employment status incorrectly or fail to include a required document. (If you are a federal employee, make sure that you say you are). Note, government job series 0201, 0301, 0340, and 0360 are subject to a mandatory job competency assessment.

7. Include a cover letter that summarizes the strengths you’d bring to the job.

8. Since there may be a cap on the number of applications USA Jobs will accept, apply as soon as your materials are ready, ideally on the day the job posting opens. The day after you submit, call the HR Specialist listed in the announcement to make sure that all your documents were successfully uploaded.