

# USING THE NAVY'S ONLINE RESUME BUILDER & APPLICATION EXPRESS



Human Resources Service Center, Southwest

02/2002

## WHY USE THE DEPARTMENT OF THE NAVY'S ON-LINE RESUME BUILDER?

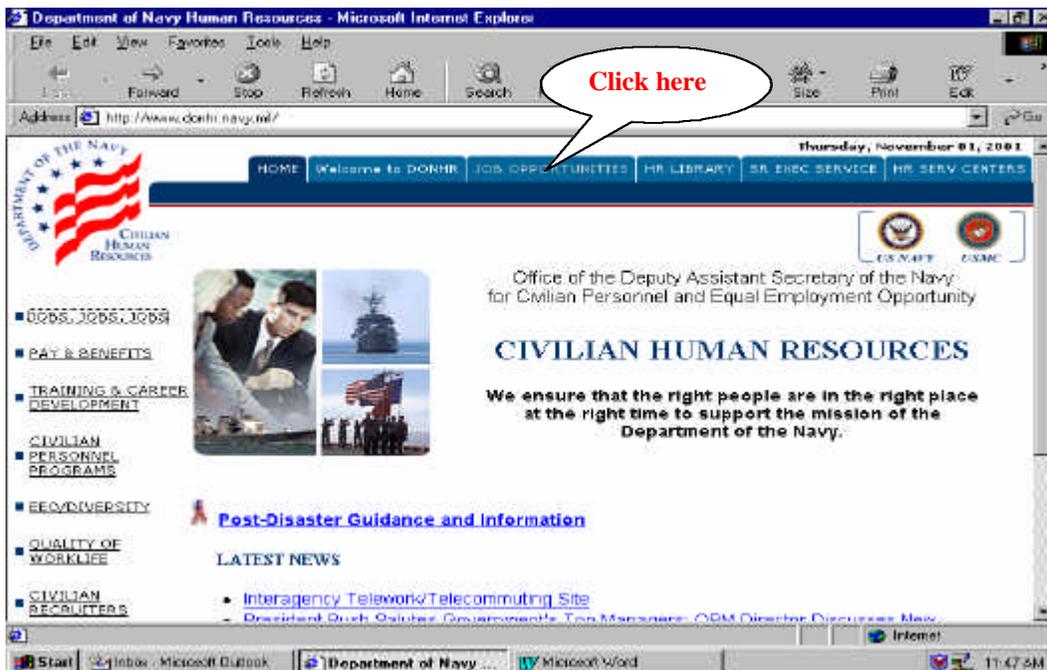
1. **Fast processing of resumes:** When you click on the "Submit" button your resume is sent to the HRSC **within minutes** and normally will be processed within **two business days**. Resumes sent via e-mail or U.S. mail may take **seven to ten business days** to process. Applicants cannot be considered until their resumes are successfully processed.
2. **Proper formatting:** The Resume Builder will properly format your resume and will save it for you for later use.
3. **Most current Additional Data Sheet:** You never have to worry about having the most current Additional Data Sheet (ADS) because the ADS questions are included in the Builder. Your resume can never be rejected for having an out-of-date ADS. In addition, your resume will never be rejected for not answering all the ADS questions because the Builder will not let you submit your resume unless all the ADS questions are answered.
4. **No data input errors:** Operator data input errors will not occur as the Builder automatically "flows" your resume and ADS answers into our electronic resume database.
5. **Courtesy Copy:** If you include your e-mail address at the appropriate prompt, the Builder will send you a copy of your resume for your files.
6. **Immediate Confirmation:** You receive an immediate confirmation of resume transmission.
7. **Security:** Your personal information is safe and secure in the Builder. It is password-protected and encrypted.
8. **Flexibility:** Once you have created your own password protected Resume Builder User Account, you may use that account to submit resumes for positions serviced by one, several, or all of the Department of the Navy's Human Resource Service Centers (HRSCs).
9. **Application Express:** At the present time, many of the Navy's HRSCs (including the HRSC-SW) allow applicants to have only one active resume on file. Application Express was created to give applicants a fast and easy way to be eligible for consideration for multiple positions at HRSCs that allow only one active resume on file at a time.

## ON-LINE RESUME BUILDER TIPS

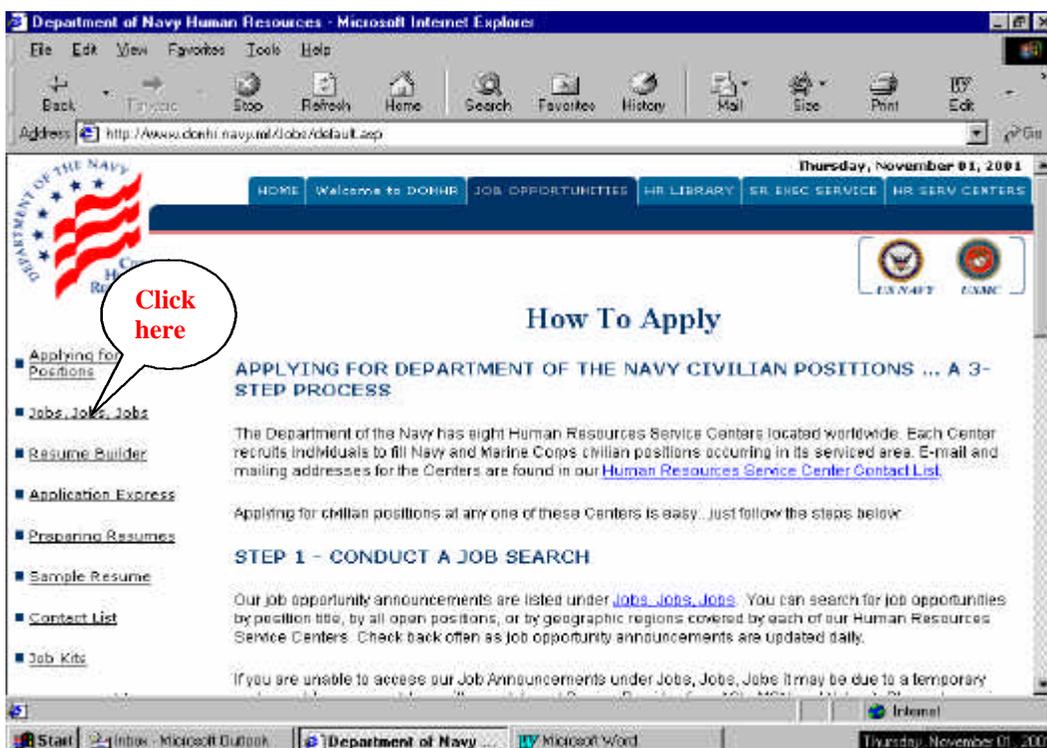
- Describe your experience with **specific** words and phrases rather than vague descriptions. For example, rather than using "communicates orally and in writing", it is better to use "writes complex technical documents and reports; prepares policy statements; develops and presents power point briefings to large groups."
- Use jargon and acronyms specific to your industry, but also spell it out at least once for readers unfamiliar with the terms.
- You can have more than one paragraph for each experience block, but keep paragraphs short by entering a carriage return (blank line) after at least every 20 lines.
- Don't use signs and symbols such as % # \* ( ) / =.
- You can "cut and paste" from word processing packages, e.g., Microsoft Word or WordPerfect, into the experience blocks on the Resume Builder.

## INSTRUCTIONS FOR USING THE NAVY'S ON-LINE RESUME BUILDER

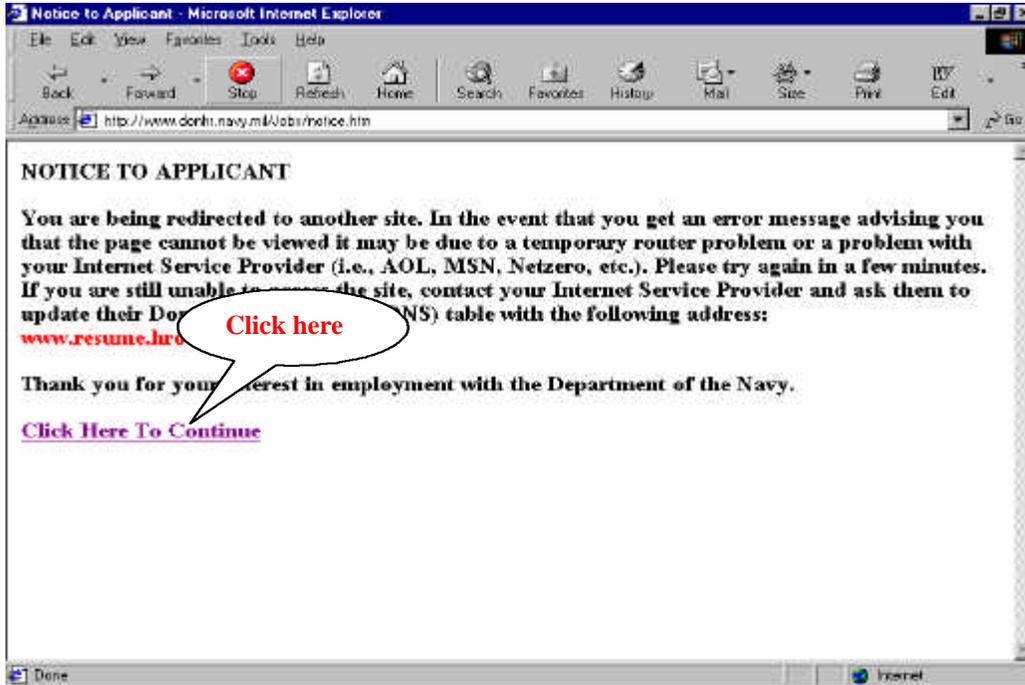
1. Go to [www.donhr.navy.mil](http://www.donhr.navy.mil). It will take you to the Department of the Navy's Human Resources (DONHR) homepage.
2. From the DONHR homepage (Civilian Human Resources), click on the blue tab marked **JOB OPPORTUNITIES**.



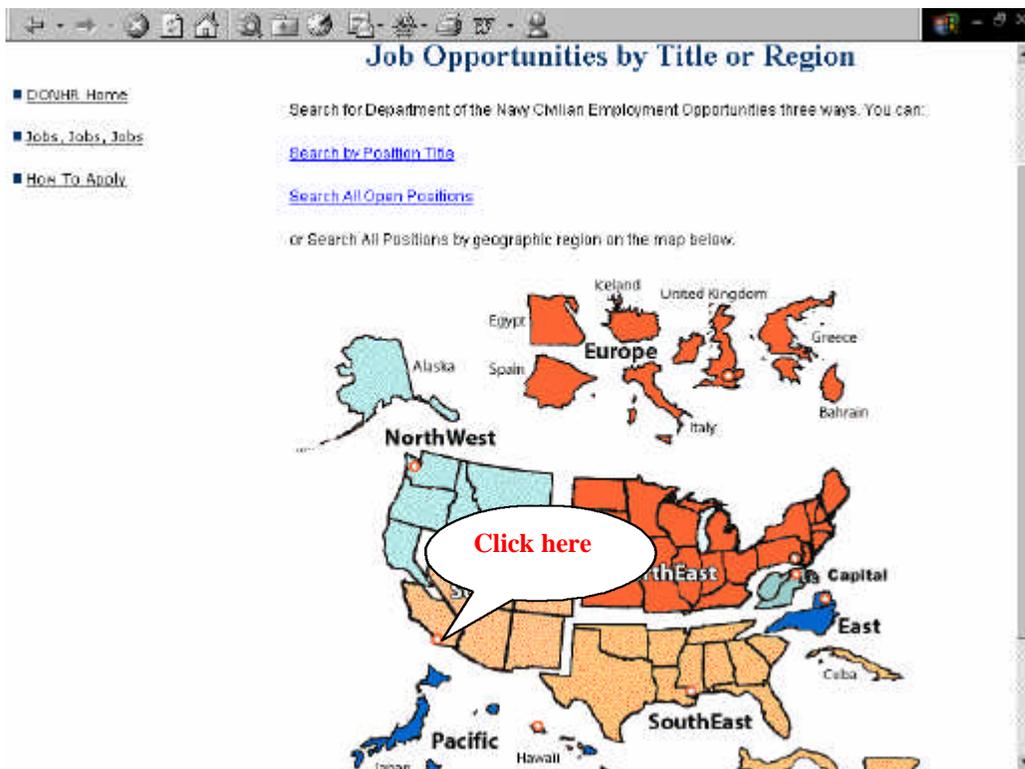
3. After reading all the "How To Apply" instructions, click on the link located on the left side of the page marked **Jobs, Jobs, Jobs**.



4. Click on **Click Here To Continue**



5. On the map, click on Southern California for Southwest Region listings. To view job listings for other geographic locations, click on the appropriate area.



- When the job listing is displayed, it can be sorted by any of the column headings (e.g., **Announcement Number**, **Position Title** or **Location**). For example, to sort by position title, click the heading marked **Position Title**.

**To sort by Announcement Number, click here**

**To sort by Position Title, click here**

Announcement Number	Date Posted	Location	Position Title	Pay Plan Series Grade	Closing Date
DEU-564-01-NR	12/12/01	Naval Air Station, Fallon - FALLON, NEVADA	<a href="#">VOCATIONAL NURSE</a>	GS-0620-05 \$23,633 - \$30,736 PER ANNUM	03/25/2002
DEU-513-01-AMEND-NR	01/24/01	SAN DIEGO, CALIFORNIA - Southwest Division, Naval Facilities Engineering Command	<a href="#">LAND SURVEYOR</a>	GS-1373-12 \$53,677 - 69,776 PER ANNUM	3/29/2002
DEU-441-01-NR	01/11/02	SEAL BEACH, CALIFORNIA - Commander, Naval Region Southwest	<a href="#">POLICE OFFICER</a>	GS-0883-04/05 \$23,584 - \$34,303 PER ANNUM	06/30/2002
DEU-440-01-NR	01/11/02	POINT MUESI, CALIFORNIA - Commander, Naval Region Southwest	<a href="#">POLICE OFFICER</a>	GS-0883-04/05 \$23,584 - \$34,303 PER ANNUM	6/30/2002
DEU-438-01-NR	01/11/02	EL CENTRO, CALIFORNIA - Commander, Naval Region Southwest	<a href="#">POLICE OFFICER</a>	GS-0883-04/05 \$22,903 - \$33,313 PER ANNUM	6/30/2002
DEU-129-01-(I)-AMEND#2-NR	06/11/01	SAN DIEGO, CA. (SPAWARSSVCEN)	<a href="#">INDUSTRIAL ENGINEER</a>	DP-0896-01,02	3/29/2002

- Locate the vacancy in which you are interested and click on the position title. This opens the job announcement.

**Click here to display job announcement**

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DEU-129-01-(H)-AMEND#2-NR	06/11/01	SAN DIEGO, CA. (SPAWARSSVCEN)	<a href="#">CHEMICAL ENGINEER</a>	DP-0893-01,02	3/29/2002

- Read the entire announcement carefully paying particular attention to the **Area of Consideration** and **Who May Apply** sections to make sure you are eligible to apply.

9. Scroll to the bottom of the announcement and click the button marked **Take Me to the Resume Builder**.

**Abilities:**

2. KNOWLEDGE OF LAW ENFORCEMENT PRACTICES AND PROCEDURES.
3. ABILITY TO COMMUNICATE ORALLY AND IN WRITING.

**Pre-employment Requirements:**

Selectees may be required to obtain a security clearance, and meet all certification requirements (depending on the position to be filled) prior to appointment. Some positions may require successful completion of a physical examination, agility test, pre-employment drug test, and/or participation in the Anthrax vaccine immunization program if applying for an emergency essential position. Selectees required to meet one or more of these employment conditions before appointment will receive a tentative offer of employment.

An offer of employment may be rescinded if the selectee fails to report to any of the scheduled appointments, fails the medical/agility/drug test, lacks the certification requirements, or is unable to obtain a security clearance. Incumbents of drug testing designated positions will be subject to random testing. Drug test results will be provided to the employing activity/Command.

**Notes:**

- Current and former permanent Federal employees, veterans and other applicants eligible under other various appointing authorities may also apply through our automated resume inventory database process to be considered under Navy procedures. Application instructions can be viewed at [www.donhr.navy.mil](http://www.donhr.navy.mil).
- Applicants selected from this DEU announcement will serve a one-year probationary period, regardless of current or former Federal service status.
- Further certification from this announcement may take place up to 90 days before the start of the probationary period.

**ADDITIONAL INFORMATION:**

Merit promotion job opportunities, and job announcements open to the public are available on the public announcement system at [www.opm.gov/oca/berrides/index.htm](http://www.opm.gov/oca/berrides/index.htm) to obtain current salary information for the announcements, salary information, and various documents can be obtained by dialing (811) 615-5500, or DSN 245-5500.

Use of government paid postage is not permitted for the submission of applications. All correspondence should be addressed to the address listed in the announcement. Visit the web site at [www.donhr.navy.mil](http://www.donhr.navy.mil). If you are interested in working, also, copies of job announcements can be obtained by dialing (811) 615-5500, or DSN 245-5500.

Take Me to the Resume Builder

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the Equal Employment Opportunity staff at HRSC Southwest (619) 615-5559, DSN: 245-5559 to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

10. The Resume Builder will open; use the scroll bar to move down the page.

Resume Builder - Password Required - Microsoft Internet Explorer

Address: <https://www.resume.hrc.navy.mil/elogin/elogin.asp>

**DEPARTMENT OF THE NAVY**  
**ON-LINE RESUME BUILDER**

WELCOME TO THE DEPARTMENT OF THE NAVY ON-LINE RESUME BUILDER

Welcome to the Department of the Navy On-line Resume Builder. You may use this builder to create a resume to apply for the Job Announcement Number **2805.ELECTRICIAN.FWS-2805-MULTIPLE GRADES** serviced by SOUTHWEST Human Resources Service Center.

**New** The Department of the Navy On-line Resume Builder was updated on 1-6-01 and has several new sections. If you are a returning applicant, please review your resume closely and complete any of the new sections that apply to you.

Our Resume Builder is password protected. Once you create a resume, it will be saved in our database. You may retrieve and edit your saved resume by accessing your password-protected Builder account.

11. If you have never used the Resume Builder before, you will need to establish an account. Click on the button marked **Click here to create new account**.

**NEW USERS - CREATE A NEW ACCOUNT**

If you do not have a password-protected user account, please click on the button below to create a new account:

[Click here to create a new account](#)

**LOGIN HERE (New users must create account first)**

If you already have a password-protected user account, please fill in the blocks below to retrieve your resume:

Your Social Security Number:  
(no dashes - e.g., 123456789)

Input your builder account password :  
**NOTE: passwords are case sensitive**

[Enter SSN/Password and Click here to login](#)

**RETRIEVE PASSWORD HERE**

Did you forget your password?

[Click here to retrieve password](#)

**DELETE YOUR ACCOUNT HERE**

Do you wish to be removed from this database?

12. The "create new account" page will open. Fill in the blanks and click on the **Register** button. Be certain that Social Security Number is correct before registering.

**Navy Online Resume Builder Log In - Account Registration**

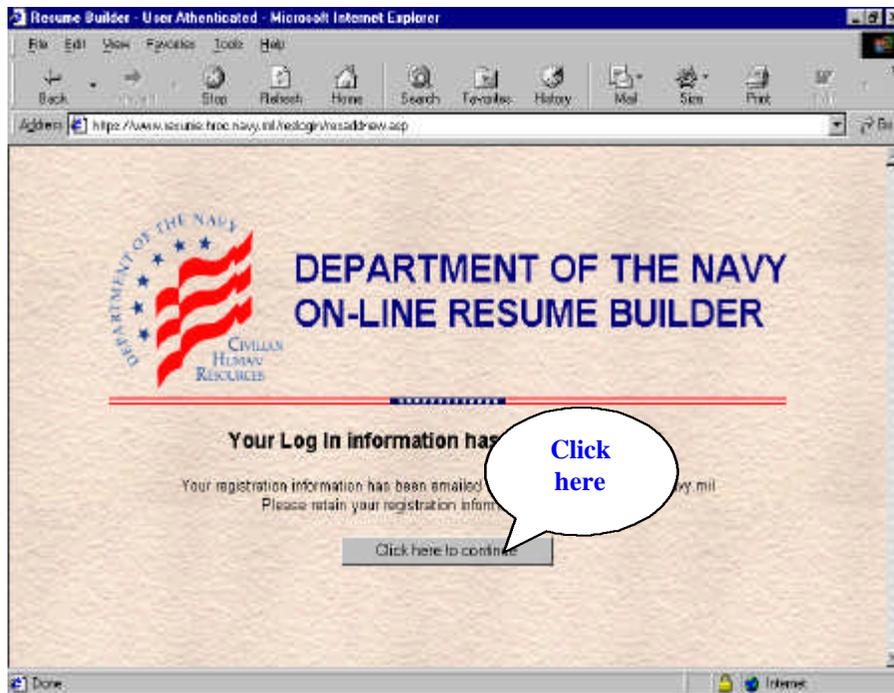
Please fill in the form below and click on the REGISTER button when finished:

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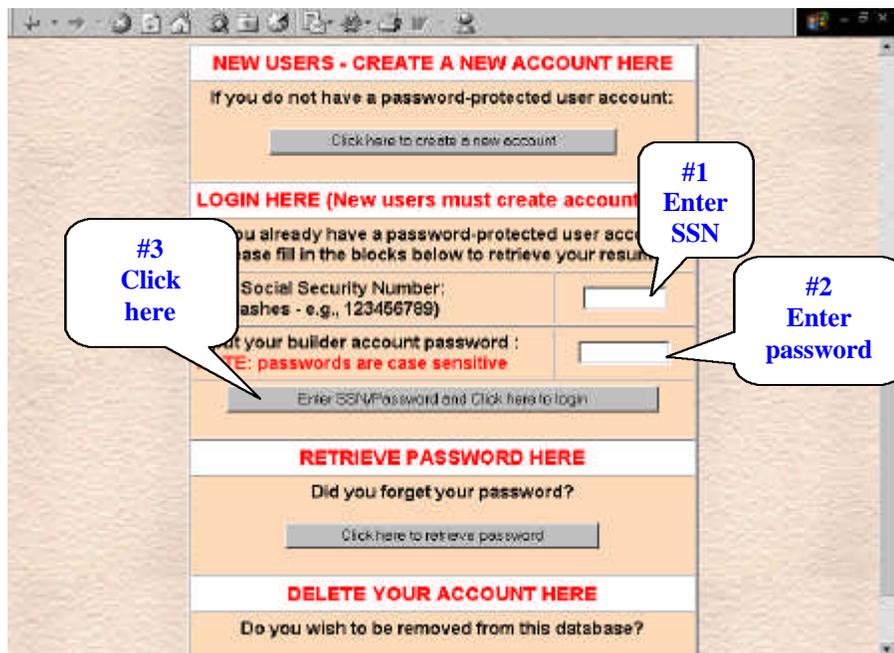
Your Social Security Number: (no dashes - e.g., 12345678)	<input type="text"/>
Identify a builder account password: (10 characters maximum length)	<input type="password"/>
Verify your password by re-typing it exactly as entered above:	<input type="password"/>
Identify a password hint: <b>If you forget your password, your hint should serve to remind you. Keep your hint in a safe place. If you forget your password, we can not provide it to you without you providing us your hint.</b>	<input type="text"/>
Enter one valid email address: <b>Email is not mandatory. If you provide a valid email address, your password and hint will be emailed to you for safekeeping.</b>	<input type="text"/>

[Register](#)

13. When your account has been registered, click the button marked **Click here to continue**.



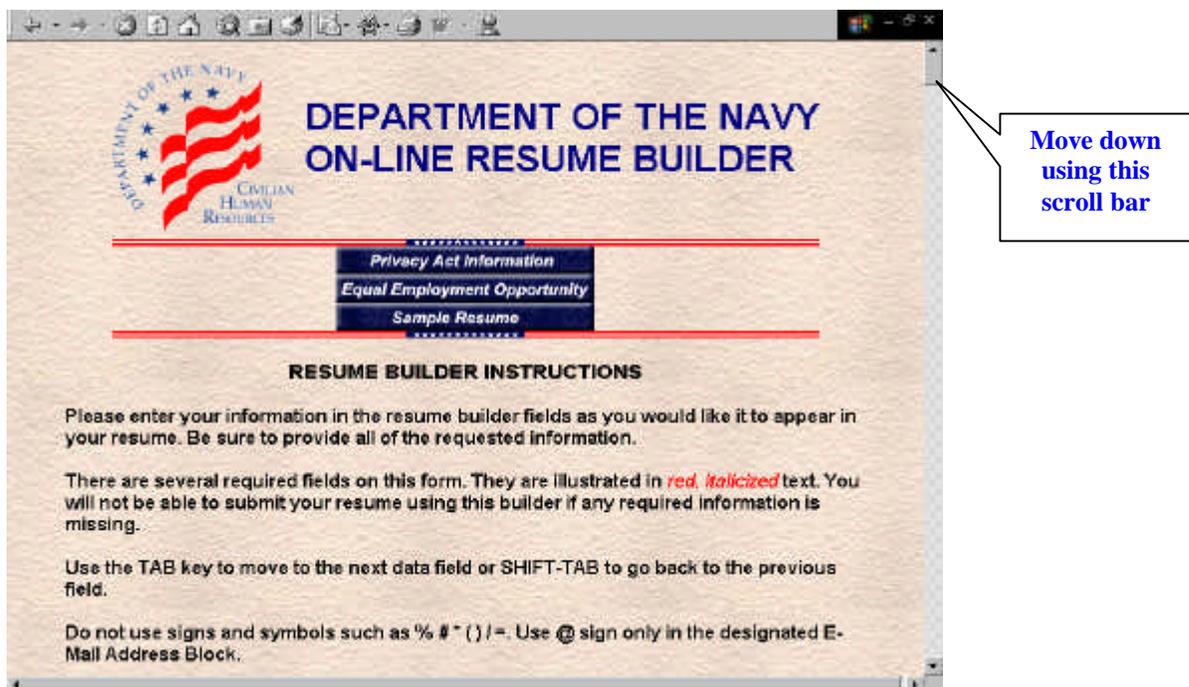
14. The Login page will open. Enter your SSN and password under **LOGIN HERE** and click on the button marked **Enter SSN/Password and Click here to login**.



15. A screen acknowledging authentication of your SSN and password will be displayed. Click on the button marked **Click here to continue**.



16. The Online Resume Builder will open. Read all instructions carefully and scroll down the page.



17. Complete the form making sure to fill out all required fields (those in red). Do not use signs and symbols such as % # ( ) / =. Be sure your spelling is correct - **there is no spell checker**. As each section is completed, click on the button marked **Before proceeding, click here to SAVE**, **click here to SAVE**.

Veterans:

- [Veterans' Readjustment Appointment and/or 30% or More Disabled Veteran](#)
- [Veterans' Employment Opportunity Act Eligible](#)

Others:

- [Person with Disability](#)
- [Outstanding Scholar](#)
- [Current Student](#)

Overseas Applicants Only:

- [Overseas Military Spouse Preference Eligible](#)
- [Overseas Family Member Preference Eligible](#)
- [Overseas Limited Appointment Eligible](#)

None of the Above:

If none of the above categories apply to you, you must review the "Who is Eligible for the Job" section of the job announcement to determine whether or not you are eligible to apply. Please review the "Who is Eligible for the Job" section of the job announcement to determine whether or not you are eligible to apply. Please review the "Who is Eligible for the Job" section of the job announcement to determine whether or not you are eligible to apply. Please review the "Who is Eligible for the Job" section of the job announcement to determine whether or not you are eligible to apply.

Before proceeding, click here to SAVE

**Click here to save**

**III - PERSONAL INFORMATION**

18. Upon completing the resume, it can be saved, previewed and printed by clicking on the button marked **Preview**. If submitting the resume, be sure to click the button marked **Submit**. If you wish to save the resume but not submit it, click on **Exit**.

I am applying for an announcement in a geographic area other than the ones listed above

**BACKGROUND SURVEY - (Answers to the following questions are strictly voluntary.)**

A. Race/Ethnic Status:

B. Sex:

To SAVE, PREVIEW, and/or PRINT your resume, click here:

To SUBMIT your resume, click here:

To SAVE your resume and EXIT without submitting, click here:

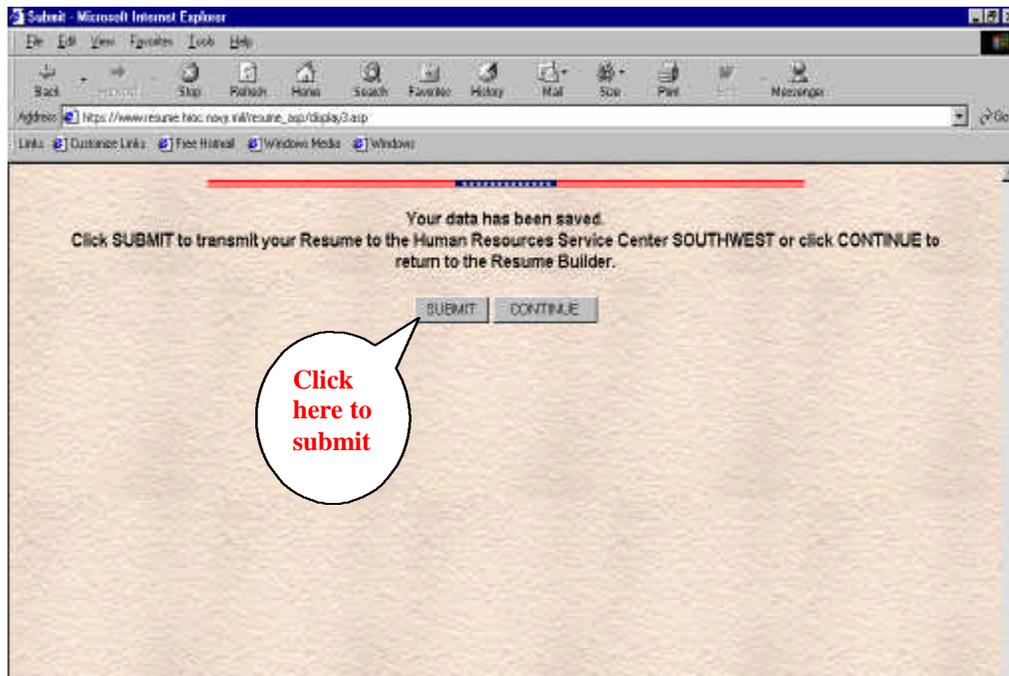
To EXIT without saving or submitting your resume, click here:

**Click to Preview and Print**

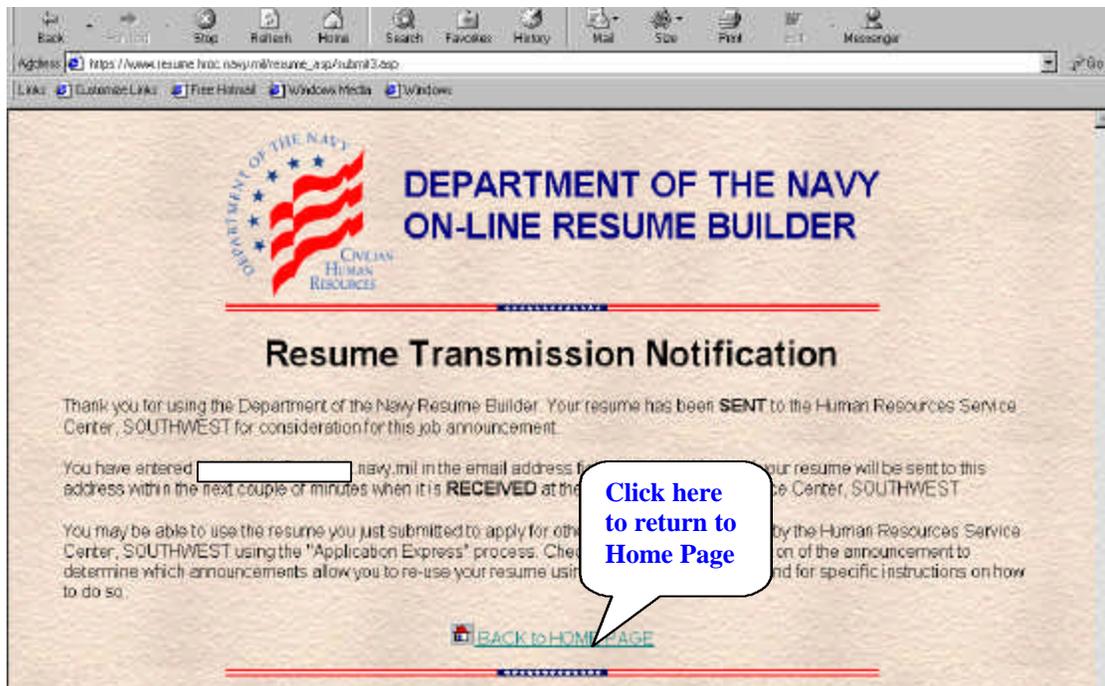
**Click to Submit**

**Click to save but not submit**

19. When the **SUBMIT** button is clicked, the following is displayed:



20. A notification of transmission will be displayed and an email confirmation will be sent to the email address entered in the Resume Builder. Complete the process by clicking on **BACK to HOME PAGE**. Allow **2 business days** for the resume to become active in the Southwest Region's inventory database.



## USING APPLICATION EXPRESS

1. Once your resume has been submitted and is active in the Southwest Region's database, additional job announcement numbers may be added by using Application Express. **Note:** Do not use Application Express unless you have an active resume on file with our office. Allow 48 hours for processing after the resume has been submitted. Also, Application Express cannot be used for announcements beginning with the letters DEU.
2. Go to [www.donhr.navy.mil](http://www.donhr.navy.mil) to access the DONHR homepage. Navigate to the **Job Opportunities** tab and click. Click on **Jobs, Jobs, Jobs**, then on **Click Here to Continue**. Select Southwest Region from the map and wait for the job listing to open. Navigate to the job announcement you wish to add to your resume and scroll to the bottom just as was done for the Resume Builder. Click on the button marked **Application Express**.

Department of the Navy Civilian Human Resources Vacancy Listing - Microsoft Internet Explorer

Address: [http://www.resume.hrc.navy.mil/Vacancy/Vac\\_preview3\\_N1.cfm?vac\\_id=1028](http://www.resume.hrc.navy.mil/Vacancy/Vac_preview3_N1.cfm?vac_id=1028)

<b>Forms Required:</b>	Resume and Additional Data Sheet.
<b>Knowledge, Skills, and Abilities:</b>	Application of electrical and electronic principles and formulas, procedures, materials, electrical circuitry, practical application of safety standards, and general mechanical skills and knowledge.
<b>Special Requirements:</b>	Security/Physical/Drug Testing Requirements. Positions in the 2800 group require basic color vision. Some positions require a security clearance, successful completion of a physical examination, and/or a pre-employment drug test. Selection is tentative pending satisfactory completion of these requirements.
<b>Pre-employment Requirements:</b>	Selectees may be required to obtain a security clearance and meet all certification requirements (depending on the position to be filled) prior to appointment. Some positions may require successful completion of a physical examination, agility test, pre-employment drug test, and/or participation in the Anthrax vaccine immunization program if applying for an emergency essential position. Selectees required to meet one or more of these employment conditions before appointment will receive a tentative offer of employment.  An offer of employment may be rescinded if the selectee fails to report to any of the scheduled appointments, fails the medical/agility/drug test, lacks the certification requirements, or is unable to obtain a security clearance. Incumbents of drug testing designated positions will be subject to random testing. Drug test results will be provided to the employing activity/command.
<b>Notes:</b>	Starting Salaries: visit web site <a href="http://www.opm.gov/oca/payrates/index.htm">www.opm.gov/oca/payrates/index.htm</a> to obtain current salary information for the area(s) where you are interested in working. You may also call HRSC-SW Feedback at 1-800-831-0622 to request a copy of a pay table (press option 2 at the main menu, then option 3, and then option 2 to receive a catalog of documents from which you can select the appropriate pay table). Demonstration Project pay tables are not available on the web site; however, they are available by Feedback. Relocation pay or may not be authorized. If you are applying for a geographic location other than your current one, it is suggested that you indicate on your resume whether or not you are willing to relocate at your own expense.

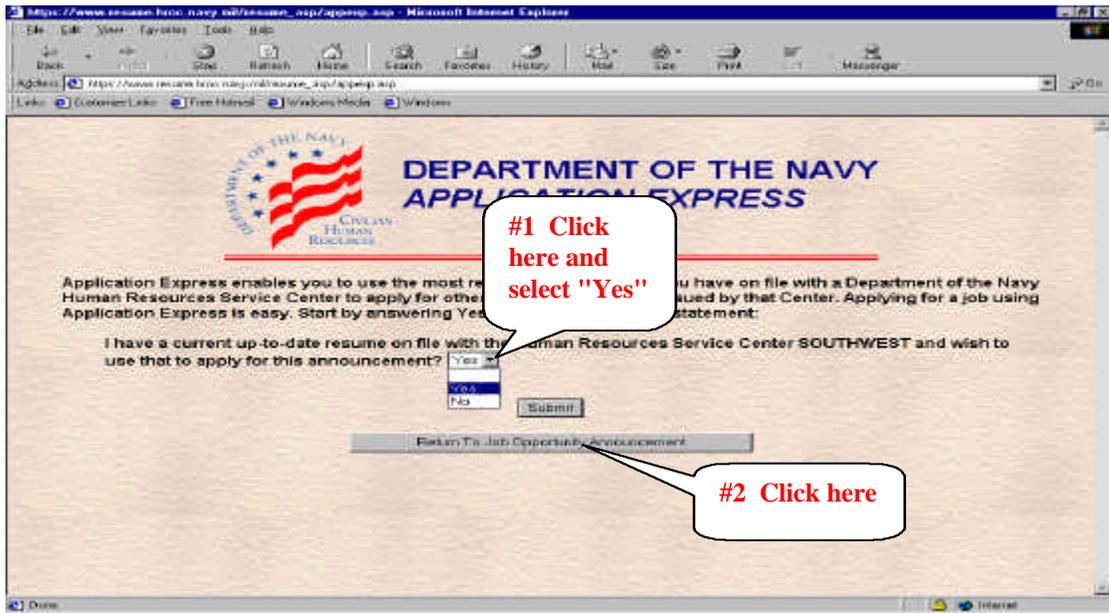
Take Me to the Resume Builder

**Application Express**

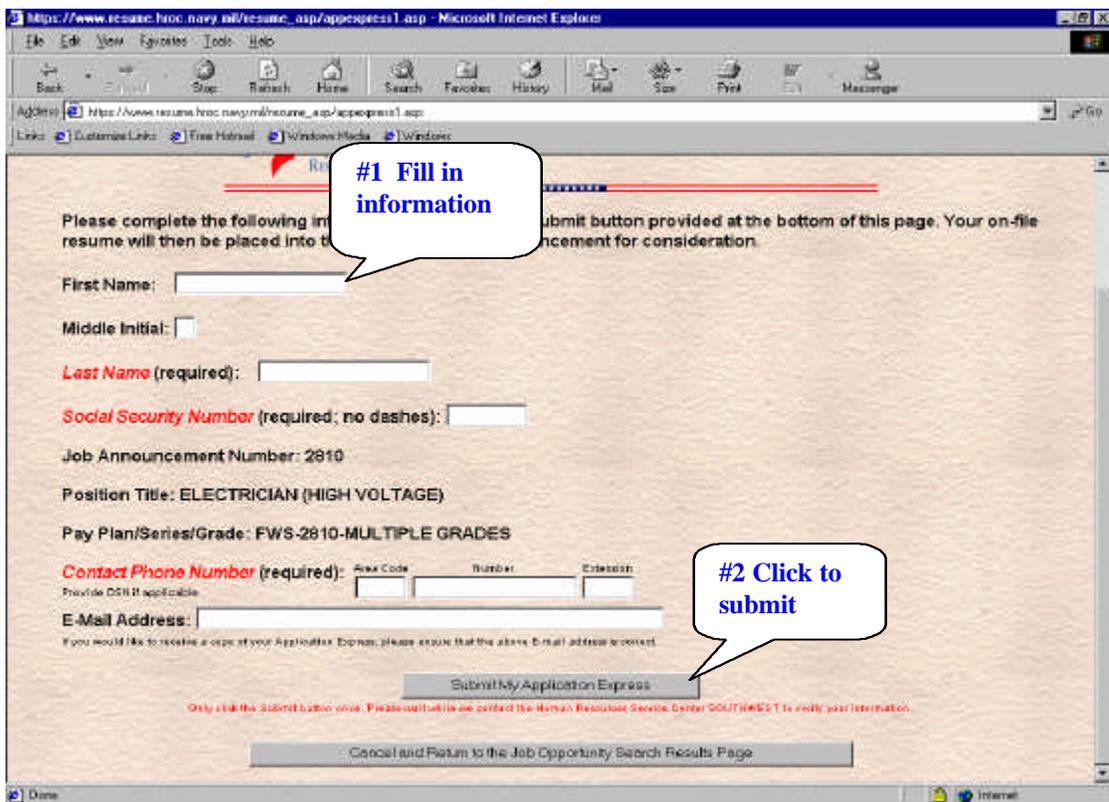
The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the Equal Employment Opportunity staff at HRSC Southwest (619) 615-5559, DSN: 245-5559 to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

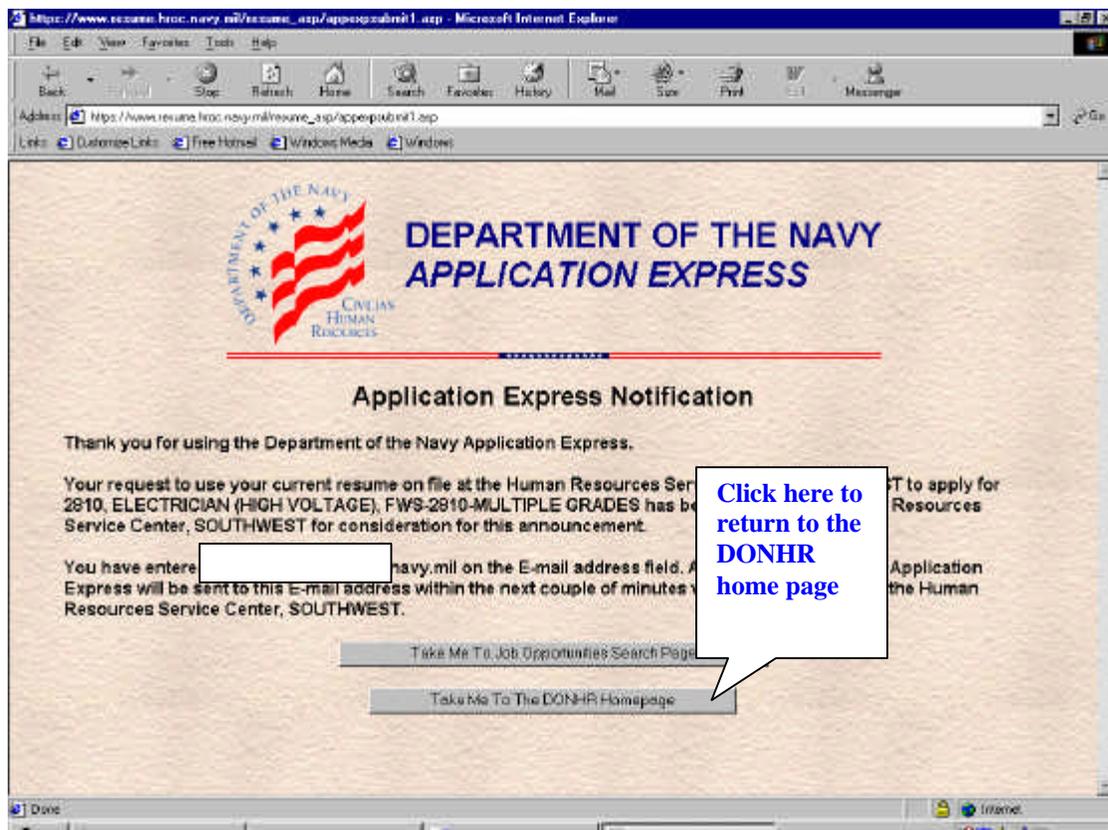
- Once the Application Express page is displayed, click on the down arrow on the box next to the question: "I have a current up-to-date resume on file with the Human Resources Service Center, SOUTHWEST and wish to use that to apply for this announcement?" Select "Yes". Click on the button marked **Submit**.



- When the Application Express page opens, complete all requested information making sure the ones in red are complete. Be certain your Social Security Number is entered correctly – this is very important. When finished, click on the button marked **Submit My Application Express**.



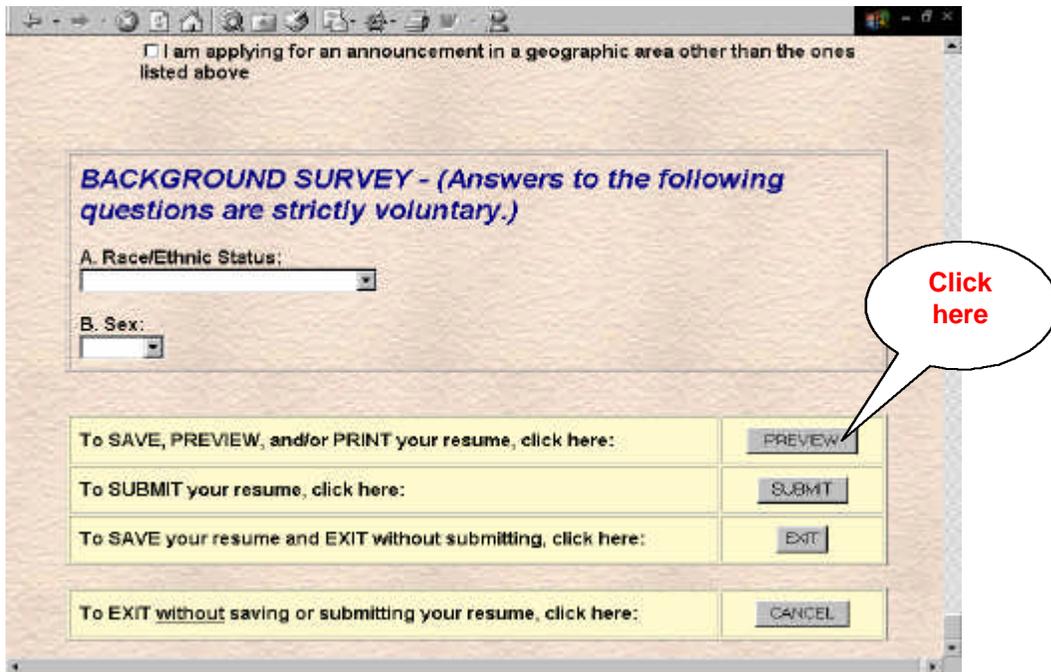
5. The Application Express Notification will display.



6. A copy of your Application Express information will be emailed to the address you provided.
7. Either close the browser or return to the DONHR homepage by clicking on the button marked **Take Me To The DOHR Homepage**.

## PRINTING A HARD COPY OF YOUR RESUME

1. To print a hard copy of your resume, from the last page of the Resume Builder click on the button marked **Preview**.



I am applying for an announcement in a geographic area other than the ones listed above

**BACKGROUND SURVEY - (Answers to the following questions are strictly voluntary.)**

A. Race/Ethnic Status:  
[Dropdown menu]

B. Sex:  
[Dropdown menu]

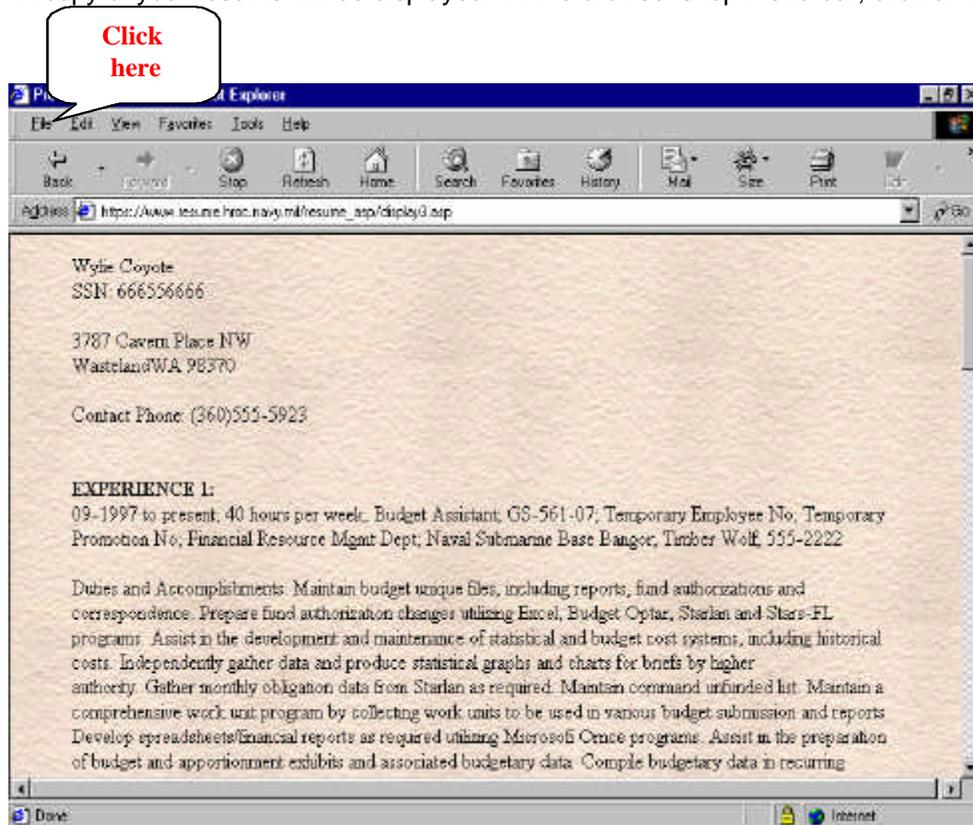
To SAVE, PREVIEW, and/or PRINT your resume, click here: [PREVIEW]

To SUBMIT your resume, click here: [SUBMIT]

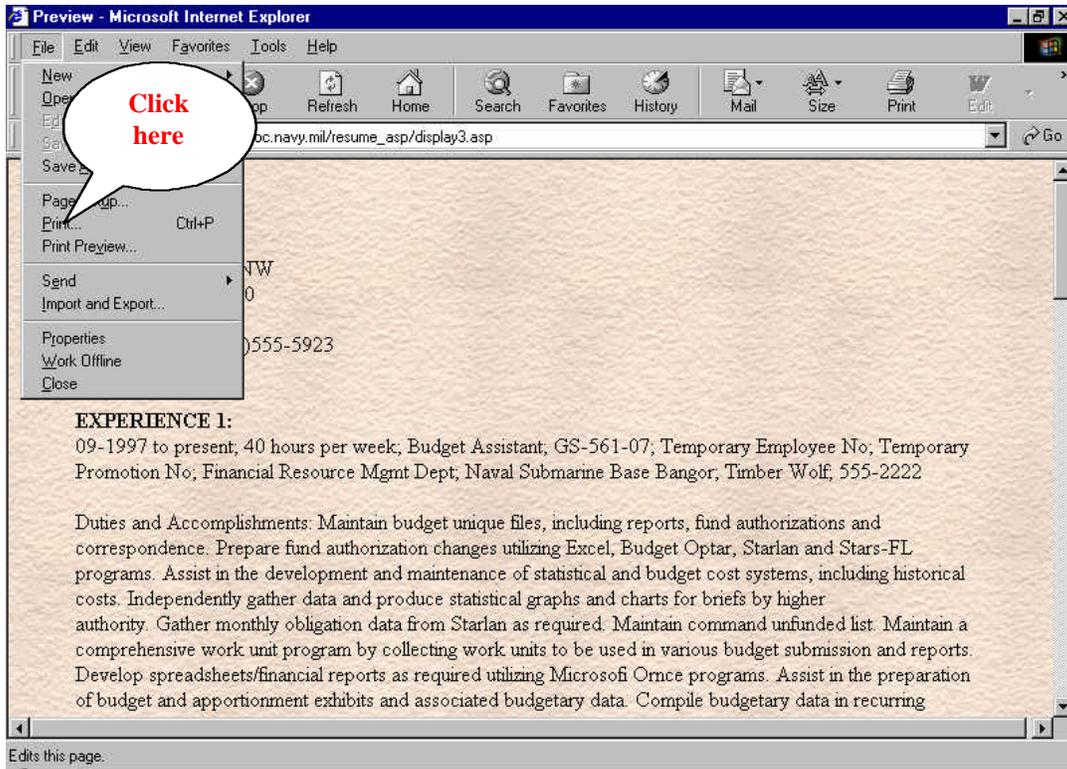
To SAVE your resume and EXIT without submitting, click here: [EXIT]

To EXIT without saving or submitting your resume, click here: [CANCEL]

2. A copy of your resume will be displayed. In the browser's top menu bar, click on **File**.



3. Click on **Print** to produce a hard copy of the resume.



4. Printer information will be displayed – click on **OK** and resume will print.

