

Step-by-step instructions for using

# USAJOBS<sup>®</sup>

**Account Setup ■ Resumes ■ Searches ■ Job Applications**

UNITED STATES  
PATENT AND TRADEMARK OFFICE



**The USPTO is looking for talented professionals to support our mission. The best way for you to join one of the Best Places to Work in the Federal Government® is to visit USAJobs.gov (keyword: USPTO) and apply online. Here's an inside look into the application process:**

## Account Setup

Creating an account in USAJobs is your first step to the application process.

Go to USAJobs.gov. Click on the “Create an Account” button at the top right corner and begin filling out your personal information.



USAJobs account setup page



USAJobs resume page

## TIPS AND FEATURES:

1. You can log in using your email address and password instead of your username and password.
2. If you forget your username or password, your account is searchable using an email address but you will have to answer security questions in order for your username/password to be emailed to you.
3. A USAJobs account will also allow you to:
  - Access your resume and supporting documentation at any time
  - View your application status

## My Account PROFILE

Once you've set up your account, the next step is to build your profile which includes your personal information, current citizenship status and Veteran's preference status.

**USPTO uses an automated hiring system interface with USAJobs, so you only have to enter your profile information once during the initial registration process.**

Some frequently used features to the system include: automatic email notifications/reminders, password updates, and application edits.

## RESUME

You can either “build a new resume” or “upload a new resume.” Both methods are accepted by the USPTO.

## DID YOU KNOW?

- **Tailoring your resume is especially beneficial if you're searching for jobs in a field that requires specialized skills.** You can save up to five different versions of your resume.
- Information you input is not automatically saved, so be sure to use the "Save" feature frequently.
- Uploaded resumes have a **3MB** size restriction.

## Job Search & Saved Searches

There are multiple ways to search in USAJobs including: browsing, advanced or international search, Jobs in Demand and Most Popular Jobs. You can also search by job series or position title.

**You can save up to ten customized job searches to find jobs matching your criteria such as: title, series, grade, location, agencies, etc.**

Once you've created your customized searches, USAJobs will email results of job announcements that match your search criteria on a daily, weekly, bi-weekly, or monthly basis as desired. Just click "Create a New Saved Search" to get started.

## Saved Jobs and Documents

Once you find jobs you are interested in applying for, you can save up to 25 announcements in your profile by simply clicking the "Save Job" button.

**You can upload up to five supporting documents in your application profile that are requested either at the time of application or once qualification determinations are made.**

Examples of supporting documents include:

- Veteran's documentation — DD214, SF-15, and/or letter from the Department of Veteran Affairs
- Notification of Personnel Action (SF-50) when applying with reinstatement eligibility
- Disability documentation
- Cover letter
- Transcripts from educational institutions
- CTAP/ICTAP when applying internally or externally as a surtplus or displaced federal employee.

## Application Status

Once you have applied for a position, you can monitor the status of your application in USAJobs. Anytime there is a change in your position status, it immediately becomes visible in your profile.

For more information on using USAJobs, visit:

<https://help.usajobs.gov/index.php/tutorials>

## About the USPTO

*The U.S. Patent and Trademark Office has been serving America's economic interests for over 200 years. We are responsible for granting U.S. intellectual property rights through patents and trademarks. Our efforts have provided millions of inventors exclusive rights to their discoveries.*

Based on employee feedback through the annual Federal Employee Viewpoint Survey, the USPTO was ranked as one of the Best Places to Work in the Federal Government® in 2015 by the Partnership for Public Service, an independent nonprofit organization.



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