

Step-by-step instructions for using USAJOBS

Account Setup ▪ **Resumes** ▪ **Searches** ▪ **Job Applications**

About the USPTO

The United States Patent and Trademark Office (USPTO) is the federal agency for granting U.S. patents and registering trademarks. Under this system of intellectual property protection, American industry flourishes. New products are invented, new uses for old ones discovered, and employment opportunities created for millions of Americans.

At America's Innovation Agency, we hire skilled, patriotic Americans to protect intellectual property and make government more efficient. Consider applying, only at USAJOBS.gov. Here's an inside look into the application process:

Resume checklist

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 on USAJOBS.

- **Contact information** – Include your full name, phone number, email, and address.
- **Work experience** – List job titles, agencies/companies, start/end dates, hours worked per week, key responsibilities, GS level/salary, and accomplishments.
- **Education** – Include degrees, certifications, and relevant coursework if applicable.
- **Volunteer and community service experience** – Detail relevant unpaid work.
- **Skills summary** – Highlight technical, analytical, and soft skills relevant to the position.
- **Awards and achievements** – Showcase recognition, honors, and notable contributions.
- **Language skills** – List any additional languages spoken and proficiency levels (e.g. fluent, intermediate).

Account setup

To apply for roles at the USPTO, your first step is creating a USAJOBS account:

1. **Visit USAJOBS.gov** and click "Sign in" then "Create an account."
2. **Enter your personal information**, including current citizenship status and veteran's preference status.
3. **Build your profile** to save jobs searches, track applications, and receive updates.
4. **Upload your resume** or use the built-in resume builder for federal applications.



You only need to enter information once and it will remain available to you and agency recruiters, if you elect for it be seen.



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How to search for USPTO jobs

There are multiple ways to search in USAJOBS. You can:

- Go directly to the USPTO's USAJOBS Branded Search page at uspto.usajobs.gov.
- Search usajobs.gov for keywords like "USPTO" or specific titles (e.g., "Patent examiner").
- Use advanced filter search by location, agency, job series, or grade.
- Set up saved searches and receive email alerts about new openings.
- Save jobs you're interested in and revisit them later.

Understanding hiring pathways

USAJOBS offers specialized hiring pathways for different applicant groups. You can learn more about federal hiring pathways and your eligibility at <https://help.usajobs.gov/working-in-government/unique-hiring-paths>.

Once you determine which paths fit you, be sure to select and save them on your USAJOBS profile. Recruiters can see this and you can check the "hiring path" section in each job announcement to see if you qualify:

- **Open to the public** - available to all U.S. citizens and nationals.
- **Federal employees** - available to current and former federal employees.
- **Veterans** - available to veterans of the U.S. Armed Forces.
- **Military spouses** - available to spouses of service members on active duty, or whose spouse is 100% disabled, or a spouse of a service member killed while on active duty.
- **Individuals with disabilities (Schedule A)** - available to applicants with a qualified disability.
- **Students** - available to current students in high school, college, graduate school, or other qualifying educational institutions.
- **Recent graduates** - available to those who recently graduated from a qualifying educational institution.
- **For more info, visit:** help.usajobs.gov/how-to.



Check the "this job is open to" section to see if you meet the hiring eligibility before submitting your application.

Submitting documents

You can upload supporting documents in your application if needed, such as:

- **Veteran's documentation** - DD214, SF-15, and/or letter from the Department of Veteran Affairs.
- **SF-50** - notification of personnel action when applying with reinstatement eligibility.
- **Academic transcripts**
- **CTAP/ICTAP** - i.e., RIF separation notice (if applicable) when applying internally or externally as a surplus or displaced federal employee.
- **Cover letter**

Tracking your application status

After submitting an application, you can track its progress in your account. USAJOBS will show when your application is received, reviewed, and updated with a final status.