

REQUIREMENTS FOR ALL NAVFAC SOUTHWEST POSITIONS

- Must be a US Citizen aged 18 or older at time of hire
- Male applicants must be registered or exempt from U.S. Selective Service www.sss.gov
- Must be determined suitable for federal employment (process includes a background check and fingerprinting)
- Must participate in the direct deposit pay program
- May be required to successfully complete a probationary/trial period
- New employees to the Department of the Navy will be required to successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities visit www.dhs.gov/E-Verify/
- Within the Department of Defense (DoD), the appointment of retired military members within 180 days immediately following retirement date to a civilian position is subject to the provisions of 5 United States Code 3326

FEDERAL RESUME EXAMPLE

<https://bit.ly/fedtemplate>

TIPS FOR SUCCESS

- Read the job listing on our board for the position's requirements
- Use words and terms from your career field/trade to show someone who DOES NOT know you, how you meet/exceed the requirements
- The more detail the better
- Experience does NOT have to be paid

DON'T FORGET

- Use plain language and avoid using acronyms, so your résumé is easily understood
- Customizing your résumé helps show how you meet the requirements of the job
- List your most recent experience first
- Include your experience and/or education related to the qualification's requirement
- Writing an effective résumé helps show the hiring agency you are the person they need!



For more information visit <https://www.navfac.navy.mil/swcareers>