



PATHWAYS INTERNSHIPS | USAJOBS

SEARCH AND APPLY ACTIVITY

What is USAJOBS? USAJOBS is the primary portal for federal government job and internship listings. Government internships offer valuable experience, networking opportunities and potential career pathways.

DATE:

STUDENT NAME:

Today's objective

By the end of this lesson, you will be able to:

- Create a USAJOBS account.
- Search and filter internship listings.
- Understand the application process for government internships.

Getting Started: Creating a USAJOBS account

1. Go to the USAJOBS website: www.usajobs.gov
2. Click on the "Sign In" or "Create Account" button.
3. Follow the on-screen instructions to create your account.
4. Remember your username and password; you'll need them to log in later.

Search and filter internship listings

1. Log in to your USAJOBS account.
2. Use the search bar to enter keywords related to your interests (e.g., "marketing internship" or "forestry laborer").
3. To refine your search results, use filters like:
 - a. Location: Specify the city, state, or region.
 - b. Agency: Choose a specific government agency.
 - c. Job Type: Select "Internship" or "Student Program" under "Work Schedule."
 - d. Click the "Search" button to view internship listings.

Review Listings

1. Click on an internship listing that interests you to view its details.
2. Read the job announcement carefully for application instructions and requirements.
3. Prepare the necessary documents, such as a tailored résumé and cover letter.
4. Submit your application following the specified process, which may include an online application or mailing documents.
5. If you are not ready to apply, save the listing using the "Save" feature indicated by the star icon.

