State Jobs: create your profile and apply

Government Jobs – link: https://www.governmentjobs.com/ OR http://careers.wa.gov/
TIP: Use Chrome as your web browser – more features are available than with Internet Explorer

- Click on "Create an account" *(OR Log-in if you already have an account)*
  - Email
  - Username
  - Password
  - Verify Password
  - Create

- Upper right-hand corner, click on your avatar/login, then "Profile":
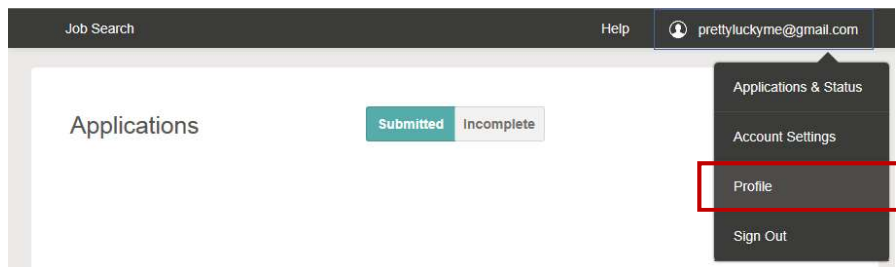
  - If possible, import your resume or connect to LinkedIn.
    - This will make the next step go so much faster.
      - *NOTE: I didn't do this, but I noticed this feature when I was creating the 'how-to' create profile and apply.*

  - Build your profile
    - Put your entire resume in without editing – as you do when submitting a 'paper' resume that is targeted to the job

- Follow each section and make edits as necessary.
  - Sections are:
    - Info
    - Work
    - Education
    - Additional
    - References

- Creating a base profile will make applying for multiple jobs much easier.
  - Once your base profile is created, you can now select a job to apply for.

- Select a job to apply for.
  - Your profile will be included.
    - Review to see if there are updates that need to be made, so that your application is job specific.

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- *(Continued) Select a job to apply for.*

  - Read the instructions.
    - This is important, not all job applications are the same.

  - Fill out all the information.
    - This includes the supplemental questionnaire or test that can be located at the end of the application.

  - Attach whatever you need to attach.
    - Include everything that is asked for.
      - *TIP: Make sure whatever you attach is in a PDF format.*
        - *This allows the recipient to view your materials in the way you created them.*

    - Resume, Cover Letter, References, etc.
      - Resume – if it's specifically asked for, don't rely on the careers.wa.gov profile resume to meet the need – ATTACH A COPY

      - Cover letter / Letter of Interest – "tell us how you meet the qualifications for the job" -- Make sure that you outline your 'how you meet qualifications,' it'll get noticed if you don't