

# How to Find a Federal Government Job or Internship

*Locating opportunities with the federal government can be daunting! This guide will help you cut through the bureaucracy.*

## 1. Search for open positions

- Visit [Usajobs.gov](https://usajobs.gov) to find a listing of opportunities with the Federal Government.
- The [Pathways Program](#) includes three paid internship programs located in Washington, D.C. It assists recent college graduates identify internship opportunities in a career in the Federal Government.
- To help narrow your federal job search, view [federal occupations by college majors](#).

## 2. Create your federal résumé

- Navigate to the tab, [Resource Center](#) at the top of usajobs.gov to learn how to create a federal résumé.

## 3. Apply for federal opportunities

- Click on [FAQs](#) under the *Resource Center tab* on the usajobs.gov website.
- Click on [“How do I apply for Federal Jobs?”](#) find a detailed list of step-by-step instructions.
- For additional information on applying for federal opportunities, visit the U.S. Office of Personnel Management website and review the [FAQs](#).

## 4. Submit the complete application package by the stated deadline

- Submit all of your application materials on time.
- Be aware that due dates stated in vacancy announcements for submitting applications are set in stone. Exceptions are not allowed and late or incomplete applications will not be considered.

## Here are some suggestions to follow while applying

- **Plan ahead.** Allow plenty of time to thoroughly complete your applications.
- **Select carefully and follow instructions.** Read the vacancy announcements thoroughly to make sure you understand the qualifications and experience that they are seeking. Apply for the jobs you are qualified for, taking time to tailor your application for each vacancy and follow the application instructions carefully.
- **Sell yourself.** Promote yourself during each step of the application process. It will be worth your time and effort.
- **Prepare for a wait.** Don't assume you have been rejected if you do not hear back within weeks of submitting your application. Hiring can be a two-month process after the application closing date.
- **Follow up with the agency.** Contact the identified representative to learn the status of an application or to find out more about a job.