USAJobs and Interviewing Tips for Veterans

1. Upload a cover letter for every job you apply to. Include this statement “I wish to be considered under VEOA and am claiming a (fill in the blank)-point Veterans' Preference, since I was in the military from (list your years of service) and separated under honorable conditions. Thank you for your consideration. (Include the Veterans’ Preference sentence whether or not the USAJobs posting lists that there is Veterans’ Preference! Upload your DD 214 to USAJobs also.)
2. Have a header on your resume, so every page notes your veteran’s preference



1. Include details in your resume. Put a chart near the top that summarizes your work experience, for example:

**Relevant Work Experience**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Summary of My Contracts Written for Farm Bill 2008** |  |  |  |  |  |  |
| **FiscalYear** | **CBWI ContractQuantity** | **CBWI ContractObligationAmount** | **EQIP ContractQuantity** | **EQIP ContractObligationAmount** | **RCPP ContractQuantity** | **RCPP ContractObligationAmount** | **CSP ContractQuantity** | **CSP ContractObligationAmount** | **ALE ContractQuantity** | **ALE ContractObligationAmount** | **Fiscal Year Contract Quantity Total** | **Fiscal Year Contract Obligation Amount Total** |
| **2012** | 7 | $470,080 | 5 | $95,488 |   |   |   |   |   |   | 12 | **$565,568** |
| **2013** | 4 | $210,968 | 4 | $284,369 |   |   |   |   |   |   | 8 | **$495,337** |
| **Total** | **11** | **$681,048** | **9** | **$379,857** |  |  |  |  |  |  | **20** | **$1,060,905** |

1. Have your resume in front of you during the interview. Read it if necessary. Don’t assume that they have your resume in front of them and have all the answers already. They are asking YOU questions and want YOU to give the answers.
2. Answer every interview question with three answers, including details. When they ask for an example of when you \_\_\_\_\_, answer with all of the following:
	1. One example regarding the subject of outreach that you have done, give details of where and when, and
	2. One example regarding the subject of programs that you have worked in, give details, summarize and read the chart above to them, and
	3. One example regarding technical work that you have done, like designed \_\_ grassed waterways or inspected \_\_ manure storages during construction, give details of where, when, etc.
3. Have one or two questions ready to ask the interviewer when they ask if you have any questions. Ask what is the typical workload or workday for the specific county you are applying for. Don’t ask about benefits, you can read all about government benefits on-line.
4. If you didn’t get a job, call the interviewer and ask how you could improve. Ask them what you were lacking in your interview. Think of every interview as a learning experience. Keep applying for jobs, don’t give up!