

DEPARTMENT OF THE NAVY'S

MY RESUME

The Department of the Navy has an On-Line Resume Builder called **My Resume** for job applicants that makes it easy to apply for positions.

USING MY RESUME IS EASY!

Just click on [Jobs, Jobs, Jobs](#) and login. Don't have an account yet? Then select **Create Account**. Once logged in, just click on **My Resume**. My Resume will then walk you through the development of your Resume and Additional Data Sheet (ADS) information.

WHAT WILL MY RESUME DO FOR YOU?

Block by block, **My Resume** will prompt you to enter all the necessary information needed to create an electronic Resume and ADS. It will even send your Resume and ADS directly to the appropriate Human Resource Service Center.

Once you have submitted a Resume and ADS using the Resume Builder, then you can quickly re-use it to apply for other positions.

RESUME BUILDER HELP

Visit the links below for more information and assistance on the Resume Builder.

[10 Top Reasons for Using the On-line Resume Builder](#)

[How to Prepare a Resume](#)

[Sample Resume](#)

[Resume Builder Step-by-Step Instructions](#)

TIPS FOR USING MY RESUME

Forgot your Password?

- Click on [Jobs, Jobs, Jobs](#).
- Click on the **Forgot Your Password** link in the upper Right Hand Corner.
- Type in your SSN and E-mail Address and click Submit.
- Your Hint will be e-mailed to you.

Creating and Saving A Resume Without Submitting!

If you wish to build and save a resume for future use, follow these simple steps:

- Login.
- Click on **My Resume**.
- Click on the Build Resume Button or click on a link.
- Create your Resume.
- Then save your Resume by clicking on the "Save & Exit" button.

Accessing and Submitting A Saved On-Line Resume Builder Resume!

If you wish to access and submit a saved resume and apply for a specific position:

- Login.
- Click on Search for Jobs.
- Search and open the job opportunity announcements listed under you wish to apply on.
- Scroll down to the bottom of the announcement and click on the "Apply Now" button.

- Preview your Resume by clicking on the "Preview Resume" button.
- Then submit your Resume using the "Submit Resume" button.

Updating A Saved Resume Under *My Resume!*

If you wish to update and not submit a saved resume under *My Resume:*

- Login.
- Click on *My Resume.*
- Click on the link in the left hand corner of the resume section you wish to update.
- Click the Save button.
- Continue updating your resume sections.
- When done, save your Resume by clicking on the "Save and Exit" button.