

# One Resume Policy

**Note:** The **One Resume** policy only applies to those announcements that are **Open Continuous**. It does not apply for announcements with open and closing dates (Announcements with numbers ending in DE, DH, IN or NR).

**Policy: An applicant can only have “One Resume” on file at each of the Human Resource Service Centers (HRSC) for “Open Continuous” announcements.**

Every time an applicant submits a new/updated resume for an **Open Continuous** Announcement and there is already a resume on file at the HRSC for an Open Continuous Announcement, it will replace that previously submitted resume.

Applicants will continue to receive consideration on any previously applied to Open Continuous Announcements; however, the resume that will be used for that consideration will be the new resume. As such, an applicant should develop their resume so that it can be used for all the “Open Continuous” positions they wish to apply on. It should contain experience for all positions that meet their career goals.