Resume Tips to Launch your NASA Career!

NASA is on a mission to push boundaries on Earth and beyond, and we need fresh ideas to help us succeed. Our employees make a lasting impact. Join us to develop skills that can take you further than you ever imagined. Use these tips to build your NASA resume!

ITEMS TO INCLUDE

- Previous employer names, addresses, and phone numbers
- Dates of employment
- Your job titles, including internships
- Detailed lists of your responsibilities
- Career accomplishments
- Awards received
- Education, training, and certifications

USE THE CAR METHOD (CHALLENGE, ACTION, RESULT)

When applying for a job at NASA, use the CAR Method (Challenge, Action, Result) to effectively highlight your accomplishments:

1. **Challenge**: Identify the challenge, task, project, or situation you faced.
2. **Action**: Describe the actions you took. Did you develop, identify, or recommend something? Mention the skills and knowledge you applied to address the challenge.
3. **Result**: Explain the outcomes—provide specific examples and quantify results where possible.

Focus your application: The CAR method helps you tailor your experience to the specific role, aligning your skills and achievements with NASA's needs to make your application more compelling to hiring managers.

Tell a compelling story: Craft a clear and engaging narrative of how you've tackled challenges, especially in areas relevant to the specific role you're applying for.

Balance your resume: Ensure all CAR elements are presented to provide context and demonstrate the impact of your work. Highlight not just the challenges, but also the actions you took and the results you achieved.

Use metrics: Quantify your results with numbers and percentages when possible to show the tangible impact of your work.

The average length of a resume on USAJOBS is four to five pages, so be thorough yet concise in describing your achievements.

KEY WORDS TO CONSIDER

ACTION WORDS: analyze, conduct, design, evaluate, manage, negotiate, support, etc.

SPECIFIC NOUNS: accounts, document, guidance, implementation, performance, policies, projects, reports, etc.

DESCRIPTORS: collaborative, customers, federal, qualitative, quantitative, statistical, strategic, etc.

RESULTS: additional, enhanced, expanded, improved, reduced, etc.

HELPFUL TIPS

Proofread for misspellings and other errors and have a second set of eyes review the resume for another perspective.

Use active verbs to describe responsibilities and work accomplished.

Make sure the resume follows one tense (e.g., past tense).

Learn more about a career at NASA:

nasa.gov/careers

View open vacancies and apply:

nasa.usajobs.gov

Connect with us!

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Creating a USAJOBS Account and Building Your Profile

It's not rocket science, but in case it feels that way, here's a step-by-step guide on how to create a USAJOBS account, build your profile, and apply for a job at NASA.

CREATING YOUR PROFILE & APPLYING

1. Visit www.usajobs.gov and click on "Create Profile." You will be prompted to create a login.gov account. Click "Continue to USAJOBS" at the end.

2. Before you can apply for jobs, you will need to complete your profile on USAJOBS. Click "Complete Profile." Complete your required information and click "Create My Profile".

3. After you complete your profile, you will need to build your resume. Go to your "Documents." Make sure you're in the Resumes section and select the "Upload or build resume" button. Click Build resume and fill out the mandatory fields. (Note: We encourage you to use the USAJOBS resume format so you can be sure you have included all of the important information.)

4. Now you are ready to search and apply for NASA opportunities. Visit nasa.usajobs.gov to view all the job opportunities open to the general public. Or perform a basic "Search" on USAJOBS by entering "NASA" in the "Keywords" search box to view current vacancies.

5. Click on the opportunity that interests you. Be sure to read the vacancy announcement carefully to make sure you meet the eligibility and qualifications required for the position.

6. Click the "Apply" button and attach your USAJOBS resume (which you created in step 3).

7. You will then be taken to NASA's application system to complete the application process. Please carefully read and follow the provided instructions.

8. Once you have completed the application process, you will be re-directed back to USAJOBs.

Congratulations! You have now submitted your application. You may return at any time before the announcement closes to update or make changes to your application.

SAVING A SEARCH

You can search for jobs when you're not online by using the "Saved search" function in USAJOBS. Saved searches will automatically search for jobs based on your search criteria and email you when there are new jobs available. You can manage your saved search from your account, and you can maintain up to 10 searches at a time.

AFTER APPLYING

Once you've submitted your application, the following will occur:

Application Review: Once the job announcement closes, NASA will review your application to make sure you meet the eligibility and qualifications required for the position.

Interview: If your resume is forwarded to the hiring manager, you may be contacted for an interview. The interview may be a panel, in-person, by phone or virtually.

Candidate Selection: If you are selected, we will contact you to start the job offer process!

Fore more information on NASA careers, benefits, life at NASA, or our application process visit:

nasa.gov/careers