



## FAQ – HOW DO I APPLY FOR A JOB?

### Q: How do I submit my resume online?

A: If you don't have one already, create a [CHART](#) account and log on. Go to My Resume and build a resume. When it's completed, select Search for Jobs. Search and open the job opportunity announcement you want to apply on. Carefully read the Who May Apply section and the rest of the announcement to ensure you meet the requirements.

When ready to apply, scroll to the top or the bottom and click the Apply Now button. Select the Go to My Resume link and click the submit button. This will take you to Preview, where you will see another submit button. Click this and you've just applied. If there is no submit button, look for red error messages indicating missing information. Fix this information and submit again. Once you have submitted your resume to an announcement you may [Re-use your Resume](#) to apply for other job opportunity announcements.

**Note:** The CHART resume builder, My Resume is not the same as the Department of the Navy resume database. My Resume is just an online tool that allows you to create, store and easily submit a resume to a Department of the Navy job announcement. You must submit your resume to receive consideration.

### Q: What if I want to submit a hard-copy resume?

A: While we recommend submitting electronically for a variety of reasons (see [Top 10 Reasons to use My Resume](#) in Applicant Information), you may submit by hard copy resume. Information can be found in the Applicant Information under [Hardcopy Job Kit](#). Please remember that hard copy submissions take time to be received and processed manually at the DON Resume Intake & Employment Information Center. In addition, carefully read and follow the tips contained in the kit to ensure that your hardcopy resume is processed correctly. Failure to follow these tips may result in your resume being rejected and/or the loss of job consideration.

### Q: I've searched for a job, but don't see an Apply Now Button.

A: You will not see an Apply Now button if you are not logged into CHART or if the job opportunity announcement does not accept online application. Upon logging into CHART and searching for a job opportunity announcement, you will see the Apply Now button located at the top and bottom of the announcement. Job opportunity announcements ending in -FL and -SES will not have an Apply Now button as they do not allow direct online submission. Read the "How to Apply" section under the applicable job announcement for specific application instruction.

**Q: Why won't my resume submit when I click submit? It keeps taking me to the Preview page.**

A: There is a second submit button on the Preview window. You will need to click this to complete your submission. You will receive an immediate online and email confirmation upon completion of this action. If there is no submit button on the Preview window, look for red error messages indicating missing information. Fix this information, return to My Resume Home and click submit again. Your submission should go through.

**Q: I have tried to apply to a job but each time, when I get to the page where I am asked to "select pay grade", the page will not let me continue – it does not recognize that I have selected a pay grade box. Please advise me how to continue?**

A: We recommend that you upgrade your browser to a newer version or try using another browser to complete this page. This page works best with Internet Explorer.

**Q: If I submit a resume to a job opportunity announcement using the Apply Now process, do I need to send another one via U.S. Mail?**

A: No. Please do not send duplicate resumes for the same announcement. Be assured that if you used the Apply Now process that it was received the first time it was submitted. There is no reason to send us a hardcopy duplicate via U.S. mail or hit the submit button again. Submitting duplicate resumes will only lengthen the time it takes to process your resume.

**Q: I submitted a hardcopy resume via U.S. Mail. Will that resume be in the resume builder?**

A: No. Hardcopy resumes are not placed in CHART My Resume. If you wish to save your resume and then access it, you should create and submit your resume using My Resume.

**Q: Do I have to turn in other forms or documents along with my resume?**

A: In addition to a resume, applicants are required to submit responses to the Additional Data Sheet (ADS). If using a resume submitted through the Apply Now process, the ADS is included at the end of your resume. If applying via hardcopy, responses to the Additional Data Sheet should be listed at the end of your resume.

Note: Applicants do not need to attach or send DD 214s, SF 50s, transcripts, Veterans' Administration letters, etc., unless it specifically states so in the announcement.

**Q: How do I apply for multiple vacancy announcements?**

A: One at a time. If you wish to apply for more than one vacancy announcement, you must search, open and use the Apply Now process individually for each of the announcements you wish to apply on. You don't, however, have to submit a separate resume for each announcement. Once you submit a resume, then you may [Re-use your Resume](#) to apply for other announcements.

**Q. I submitted a hardcopy resume via U.S. Mail. Can I re-use it to apply for other announcements?**

A: Yes. However, you must log in using an account password and apply through the announcement using the Apply Now process.

**Q. How do I self-nominate?**

A: The Department of the Navy does allow self-nomination, however we call it [Re-use your Resume](#). With Re-use your Resume, you use a current resume already on file with the Department of the Navy to apply for other Department of the Navy job announcements. To self nominate or re-use your resume, go to [CHART](#) and log on. Then select Search for Jobs. Locate and open the job opportunity announcement you're interested in applying. Read the announcement and, when you are ready to apply, click the Apply Now button. Follow the simple directions provided and click Apply Now. It's that easy!

**Q: When should I submit an updated resume?**

A: Submit a new updated resume for Open Continuous Announcements (i.e., announcements with a closing date of "open continuous") when you need to update your work history (e.g., due to a promotion or reassignment) or when your contact information and/or education has changed. In addition, submit a new resume when the resume you have on file with the Department of the Navy has expired. You may check your resume status by logging into CHART and clicking on My Job Interests.