

How to Apply

Search for current FHWA vacancies on usajobs.gov click on link below and type the keywords “FHWA Internship”



Each vacancy has complete instructions for submitting your application package, just click

How to Apply

Start the application process by clicking on Login or create your USAJOBS account.



Follow the directions to register, submit all required documents and complete the assessment questionnaire.

You will receive an email confirming your submission.

PLAN AHEAD

- Take time to develop a strong resume
- Clearly describe duties and level of experience
- Check grammar and spelling
- Include beginning and ending dates for each job and hours worked per week on average
- Tailor resume content if you have different types of experience and skills

REQUIRED DOCUMENTS

- Current resume – Required from all applicants.
- College Transcripts: Copies of your transcripts which includes courses currently in progress. “Unofficial” transcripts are acceptable. (Prior to appointment, an official transcript will be required.)
- Acceptance Letter of Enrollment: A letter from the educational institution that confirms you will be enrolled on at least a half-time basis (if applicable).
- Department of Defense Form DD-214 official document verifying creditable military service (if applicable).
- Standard Form 15 – Application for 10-Point Veteran Preference, to adjudicate individuals' claims for veterans' preference (if applicable).
- Veterans Administration Letter – Official document verifying total compensable disability based on military service (if applicable).

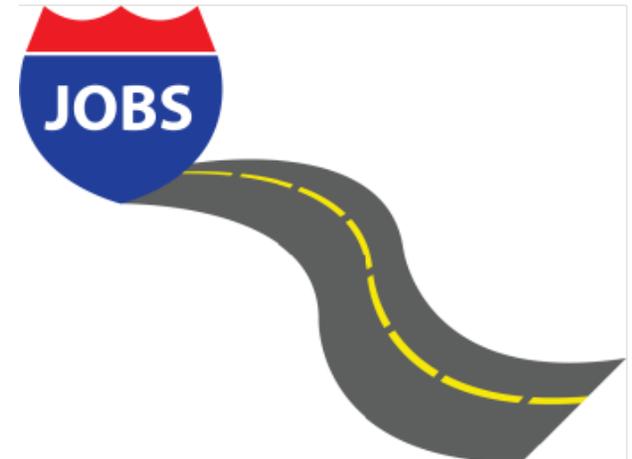
OPTIONAL DOCUMENTS

- Schedule A Certificate/Letter – Official document authenticating special hiring authority due to a disability (if applicable).



U.S. Department of Transportation
Federal Highway Administration

Road Map for Federal Jobs Tips for Applicants Applying to the Pathways Internship Program



Real solutions to meet genuine challenges.

Innovative ideas to take on growing realities.

FHWA - Paving the Way on the Road to Success

**Federal Highway Administration
Office of Human Resources,
Corporate Recruitment and
Career Programs Division**

Pathways Internship Program

This Program is designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work in agencies and explore Federal careers while still in school and getting paid for the work performed. Students who successfully complete the program may be eligible for conversion to a permanent job in the civil service.

Applicant Tips for Applying via USAJOBS

1. Create your USAJOBS and Application Manager Accounts in Advance:

- To apply for a position using USAJobs, first register by going to USAJobs.gov and clicking "My Account". To open an account you will need your first name, last name, a telephone number, and an email address.

2. Upload or create a resume: From "My Account," select "Resumes" to:

- Upload a resume into your USAJOBS account from a word processing application on your computer, or build a resume right in your account.
- Your resume's content should reflect the experience, education, and qualifications outlined in the vacancy announcement.
- You can create and store up to five different resumes in your USAJOBS account.
- Don't forget to check your grammar punctuation, and spelling. Consider

developing a resume tailored to the job you are applying for. In your resume, use language as close as possible to the language in the "Duties" and "Qualifications Required" sections of the job announcement.

- You can make one or more of your resumes searchable, either when you create it or anytime thereafter. If you make your resume searchable, your profile information and all resume information (including your social security number and any personal or sensitive information, if you have included it on your resume) will be visible to recruiters searching the resume bank.
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- If you need to edit or review your USAJOBS resume while you are applying for a job, you will need to log into your USAJOBS account to make any changes, and then return to your job application.

3. Print out the Vacancy Announcement

Highlight important items, such as, submission of supporting documents, deadlines, closing date (note most vacancies have a cut-off of "50-100" applicants"). Check off each item as you get it done. If you start your application and do not complete the process chances are you will not make the cut-off. **Apply early.**

Storing your resume(s) allows you to pick the resume that you want to include with a specific vacancy.

4. Keep Your Account Updated

Make sure your account always has your current contact information, especially your e-mail address. Applicant notifications are sent to the e-mail address on record so it is important that any changes in your e-mail address are reflected in your USAJOBS account.

5. Helpful Links

What you need to know about the Pathways Program

<https://www.usajobs.gov/StudentJobs>

Finding and Applying for Jobs in the Federal Government

<http://www.youtube.com/watch?v=ahg1fseIvMg&feature=related>