



## HOW TO APPLY TO AN ARMY POSITION

### Basic Steps:

- Go to: <http://www.cpol.army.mil/>
- Create a resume in the Army Resume Database
- Self-Nominate for the vacancy announcement
- Check ANSWER for resume, self-nomination, and vacancy announcement status

### Creating a Resume in the Army Database

- Go to: <http://www.cpol.army.mil/>
- Click on the word 'Employment' in the Employment section
- Under the left-hand side column, click on 'Build a Resume / View Status'
- Once here, you have to register as a New User. Click on the orange 'Register' button. You will then need to fill out some information and create a password. Once done click the 'Register' button at the bottom of the screen.
- Once registered, you can create your resume. You may copy and paste your information from an existing resume (i.e. Word document, etc) into the blocks provided.
- Once your resume has been completed, click the 'Preview My Resume' button.
- Once reviewed, select either 'Edit My Resume' to make any necessary changes or 'Save Resume' Draft if your resume is complete.
- Once your resume has been saved, you must complete the supplemental questions before you can actually submit your resume to the database. Begin answering the questions and click in the Continue button to go to the next page. Be sure to go into each section of the supplemental data (Personal Data, Employment Preferences, Federal Employee) and answer the questions.
- Once this has been completed you must click 'Save Supplemental Data'.
- You will then be prompted to Submit your Resume to the Database. You may also enter in an additional email address of where you'd like a copy of your resume sent. Once you have submitted, you are then able to apply to any Army position by Self-Nominating for that vacancy announcement. Return to the Main Menu

### ANSWER

- ANSWER is an avenue for you to view the resume that you submitted to the Army Resume Database, view the positions that you have self-nominated (applied) to, and track the position you applied for and view the status of the vacancy.

- ANSWER is found under the 'Employment', 'Build a Resume / View Status' section of <http://www.cpol.army.mil/>. You must have registered and created a password to enter ANSWER.

### **Self Nominate to a Vacancy Announcement**

- Go to: <http://www.cpol.army.mil/>
- Click on the word 'Employment' in the Employment section
- Under the left-hand side column, click on 'Search for Jobs'
- Scroll down to the 'Search-Multiple Criteria' section. In this section you may search for a particular type of occupation, grade/pay band, and location. Once this has been selected answer 'Yes' or 'No' to the Applicant Eligibility questions and click on 'Get Results'.
- You will then get a list of open vacancy announcements for the criteria you selected.
- If you know your announcement number, scroll down to the 'Search – Announcement' section and in the box next to Announcement # type in your announcement number and click on 'Get Announcement'.
- Once you have your announcement, scroll down to the bottom of the screen and find the Self Nominate section. Click on the blue highlighted Self Nominate section.
- You will then be in the Self Nomination screen. Note that it states that you MUST have an ACTIVE resume on file in the Resume database. If you are unsure if your resume is active, go into ANSWER and view your resume. It will state whether your resume is active or not.
- Proceed to the middle of the screen and fill in the information in the Self-Nominate Form. Once completed click in the 'Submit' button. You are Done!
- To check the status of your self-nomination, go into ANSWER and view the positions you have self nominated. Verify that the vacancy announcement number that you applied to is there.

### **Resume Tips**

- Please be sure to be as specific and detailed as possible when describing your experience.
- You are given 12,000 characters in the Resume Builder to describe your jobs/experience. Don't be afraid to use all of this space – the more detail the better.
- Pay close attention to the Duties section, as well as, the Specialized Experience section of the vacancy announcement. The specialized experience is what your resume will be rated against to determine if you are qualified for the position. If you perform or have performed these duties, it is suggested that you include them in your resume.