



## Tips for Applicants

### Learn About GAO

- Visit GAO's website, [www.gao.gov](http://www.gao.gov), and click on "About GAO," and then "Careers."
- Familiarize yourself with GAO's work and organizational structure.
- Review GAO reports and testimonies on our website so that you can better understand what we do.

### APPLY for Jobs

- You can find our job vacancies at [www.USAJobs.gov](http://www.USAJobs.gov) (U.S. citizenship required).
  - Click "Apply" in a vacancy announcement and create a USAJobs account if you don't already have one.
  - Click "Build Resume" and follow the directions to develop a resume. A "built" resume is required – your application will be discarded as incomplete if you upload a resume.
- Carefully read the application before beginning
- Allow sufficient time to consider the questions and your answers.
- Accurately portray your skills and accomplishments, answer narrative questions completely and succinctly.
- Use results-oriented examples to show how your work and/or educational experience address the competencies described in the job announcement.
- Draft and save your responses in a separate file, and then copy and paste your responses into the application boxes.
- **Remember to spell-check your responses and update your resume.**
- **Upload and submit any required documents, such as transcripts.**
- E-mail or call GAO points of contact listed on the application if you have questions about the application process.

### INTERVIEW Effectively

- Be ready to elaborate on the educational and professional achievements you noted in the application.
- Be ready to discuss how your skills and experiences (both educational and work-related) are relevant to the competencies and work described in the job announcement.
- Expect to participate in several interviews, each of which may involve two to four people.
- Read news articles about the agency to better respond to questions.
- Express yourself clearly, and practice how you might respond to specific questions.
- Prepare a list of questions for your interviewers.
- Request a contact for follow-up questions or information.

### CONNECT with us



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