



Thank you for considering USPS® as an Employer of Choice, we hope to hear from you soon!

STEP 1:  
CREATE AN ACCOUNT

STEP 2:  
SEARCH OPEN JOBS

STEP 3:  
APPLY ONLINE

# Applying for a Job at the U.S. Postal Service®

## BEFORE YOU START

- ◆ Make sure you have time to complete the entire process; it may take up to two hours.
- ◆ Use a **Windows-based** computer and an **Internet Explorer** or **Firefox** browser.

NOTE: Our system is not MAC compatible or compatible with other internet browsers—if you use either you may not be able to complete the application process.

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## INSTRUCTIONS FOR APPLYING

1. Go to [usps.com/careers](https://usps.com/careers)
2. Under “USPS Account” select either **Create an account** or **Log In To Your Account** if you have registered or applied with USPS before. Sign in with your User Name and Password.
3. The system will walk you through your Profile Roadmap. Please enter/update your profile with the most recent information.  
NOTE: Your employment history must be complete with **no time gaps**. If you leave time gaps, you will not be able to save and/or submit.
4. Apply for open positions by clicking on **Search Now**. You can search by keyword, location, and/or functional area.

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## HELPFUL APPLICATION TIPS

- ◆ Items marked with an asterisk (\*) are mandatory and must be completed to move on to the next page.
- ◆ Review the requirements listed on the job posting. To ensure that your application is complete, address how your skill set, education and training matches each of the requirements.
- ◆ When completing the **Summary of Accomplishments** section, we suggest that you write about how your skill set, education and training matches the posting in a supplemental document and attach it to your application.
- ◆ We suggest that you upload a current resume, if you have one.

It is the policy of the United States Postal Service (USPS) to provide equal employment opportunities and prevent employment discrimination. The USPS seeks to attract and retain a diverse workforce in which employees respect and value each other's differences and work to promote collaboration, flexibility and fairness so that all employees are able to participate and contribute to their full potential.

The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process. If you desire an accommodation, please make your request to the examiner, selecting official, or local manager of Human Resources. Your request can also be made by someone on your behalf. Explain how the process presents difficulty and the accommodation you desire. Decisions to grant accommodations are made on a case-by-case basis.