

Many different types of civilian jobs are available...

**Examples of *Civil Service opportunities include (but are not limited to):***

- Engineers
- Welders, carpenters and other crafts
- Police and security officers
- Information technology specialists
- Maintenance workers
- Mechanics

**Examples of *Non-Appropriated Funds (NAF) opportunities include (but are not limited to):***

- Hospitality
- Sports and recreation
- Child development
- Youth programs
- Food and beverage services
- Retail

### ***Non-Appropriated Funds (NAF)***

Finding a NAF job begins at  
[http://mccs29palms.com/  
pages/mccsEmployees/  
naf.html#](http://mccs29palms.com/pages/mccsEmployees/naf.html#)

Simply follow instructions to submit an application.

### ***Questions?***

For questions regarding employment opportunities at MCAGCC contact the Human Resources Office at 760-830-7704/7696

For questions regarding NAF positions, contact the Marine Corps Community Service personnel office at 760-830-6163 x422

For personal career advice, contact the Defense Applicant Assistance Office

1-888-DOD-4USA or  
[daao@cpms.osd.mil](mailto:daao@cpms.osd.mil)



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## **Employment Opportunities at MCAGCC**

Did you know the Department of Defense employs more than 700,000 civilians worldwide? The Marine Corps alone employs 33,000 civilians in non-military jobs. Here are some tips for making one of these jobs yours.

# Conducting your civil service job search

## *Getting started*

Start your Civil Service job search at [www.usajobs.gov](http://www.usajobs.gov).

Click on 'First Time Visitors' and create an account.

Once an account is created, you will be able to upload and store your resume and search and apply for jobs in all Federal sectors (USMC, Navy, National Park Service, etc.).

For job searching on the go, USAJOBS has created applications for some smart phones and tablets.

To find more opportunities at MCAGCC, use online job boards, such as Monster.com and CareerBuilder.com. Use search terms such as "Marine Corps Air Ground Combat Center" and verify the job location as Twentynine Palms, CA.

## *USAJOBS Website Tools*

On USAJOBS, you will be able to access several tools to help you enhance your job search. The website offers both interactive and written tutorials to ease the learning process. A special section also teaches the user how to use the correct key words when looking for jobs of interest.

An account holder can upload up to five distinct resumes which will remain in the system for 18 months. The user can upload supporting documents in addition to their resume, for example, a DD-214 (Discharge Record for Veteran's status). There is also the ability to store up to 25 different job interests. You can also receive e-mail notifications of job postings and once you find a job you want, you can apply right from the website.

## Do's and Don'ts of Resume Writing

### Do

- Describe your experience and education in a simple, straightforward way
- Emphasize your accomplishments
- Use action words, modifiers and plain English
- Proofread and use spell-check before submitting for a job opportunity

### Don't

- Use unnecessarily flowery language
- Be repetitive
- Use fancy fonts, treatments or graphics
- Be vague
- Exaggerate