

Did you know the Department of Defense employs more than 700,000 civilians worldwide? The Marine Corps alone employs more than 30,000 civilians in non-military jobs. Here are some tips for making one of these jobs yours.

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



Other career opportunities include, but are not limited to:

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



MORE QUESTIONS?

For questions regarding employment opportunities at MCAGCC, call the Human Resources Office at 760-830-7704/4533

For questions regarding MCCS positions, call the Marine Corps Community Services personnel office at 760-830-4606

For personal career advice, contact the Recruitment Assistance Division 1-888-DOD-4USA or daao@cpms.osd.mil



This brochure was printed on 100% recycled paper using soy ink.



**MARINE CORPS AIR GROUND COMBAT CENTER
EMPLOYMENT OPPORTUNITIES**



Start your Civil Service job search at www.usajobs.gov.



Click on "Create an Account" to input your information and get started.

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 apps for many Apple and Android devices.

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 that 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 also is the ability to store up to 25 different job interests. You can receive e-mail notifications of job postings and once you find a job you want, you can apply right from the website.

QUESTIONS?

Do you have Department of Navy employment questions? Call the Employment Information Center at 1-800-378-4559.

WEBSITE TOOLS

To find more opportunities at MCAGCC, use online job boards such as Indeed.com, 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.



Indeed.com



Monster.com



CareerBuilder.com

CONDUCTING YOUR MCCS JOB SEARCH

Finding a Marine Corps Community Services (MCCS) civilian career begins at <http://usmc-mccs.org/careers>



Simply follow instructions to conduct your job search and submit an application.



DO'S AND DON'TS OF FEDERAL RESUME WRITING

Writing a federal resume is a little different than writing a civilian resume, so use these tips to guide you. For more information on federal resume writing, visit the websites listed to the right.

DO...

- ...Describe job duties and activities in paragraph form
- ...Begin each previous employment description with a summary of your overall duties
- ...Describe your experience and education in a simple, straightforward way
- ...Identify job announcement key words and address them in your resume
- ...Emphasize your accomplishments
- ...Use action words, modifiers and plain English
- ...Proofread and use spellcheck before submitting

<http://www.dhs.gov/tips-writing-federal-resume>

https://help.usajobs.gov/index.php/How_to_create_your_resume



DHS Resume



USAJOBS Resume

DON'T...

- ...Write in the passive voice. Instead of saying, "Responsibilities included managing 15 people in the engineering department," write, "Led a diverse team of 15 engineers."
- ...Use bold font, horizontal lines or bullets
- ...Use unnecessarily flowery language
- ...Be repetitive
- ...Use fancy fonts, treatments or graphics
- ...Be vague
- ...Exaggerate