

[www.donhr.navy.mil](http://www.donhr.navy.mil)



*No Limits No Bounds*

*Discover a career that is filled with possibilities and  
be a part of something that makes a difference for you,  
the country and the world.*



**DEPARTMENT OF THE NAVY  
OFFICE OF CIVILIAN HUMAN RESOURCES**

*Supporting the mission by ensuring  
that the right people are in the right place at the right time.*



**DEPARTMENT OF THE NAVY**



*No Limits No Bounds*



*Civilian jobs that make a  
difference to our country and  
the world*



## DEPARTMENT OF THE NAVY

# *No Limits No Bounds*

*There are no limits or bounds to your civilian career opportunities in the Department of the Navy.*

*Hundreds of career and job options are available for your consideration. You are just clicks away from discovering the possibilities and taking the first steps that will expand your career horizons.*

All the tools you need to search for a job, build a resume, apply online and keep informed of your status are at your fingertips. Best of all, information is easily accessible and available 24 hours a day, 7 days a week. Internet access and the desire to build a successful career are all you need .

## *Easy Access to All Job Information – All of the Time –*

*Log on to [www.donhr.navy.mil](http://www.donhr.navy.mil) and*

- Search for a job
- Build a resume
- Submit your resume
- Track your progress

Getting the information you need is easy, fast and convenient. Just follow the instructions on the next page and begin to manage your future today.



### **Search for Jobs**

Access all Department of the Navy civilian jobs worldwide, 24 hours a day, 7 days a week with [Search for Jobs](#). Engineer, Welder, Nurse, Photographer, Naval Investigator, Shipbuilder, and Recreation Specialist are just some of the many career options available to you. Search the database to explore all the possibilities. You can search by city, state, salary, grade level and position title. Only those jobs that meet the criteria you select will be listed for your review.

### **Create Your Account**

Once you find a job for which you would like to apply, the next step is to [Create Your Account](#). Enter your job search and personal information just once and create an easily accessible account. All the recruitment information you need is available by using a single password.

### **My Resume**

Creating and updating your resume is easy with [My Resume](#). This online resume builder allows you to create, edit, update, save and submit your resume data. If you already have a resume developed, you can cut and paste your resume into the system.

### **Apply Now**

Now that your resume and job search are completed, simply click [Apply Now](#). Your resume is processed and stays active for twelve months. During that time, you can use your resume to apply for different positions by simply clicking [Apply Now](#) on the displayed announcement. You can choose to submit the resume you already have on file or update it to reflect new experience, skills, education, training or awards.

### **My Status**

[My Status](#) gives you a snapshot of your resume activity and lets you know when you've been considered or selected for a position. Status information is available for the previous 60 days and updated as new activity occurs. You can extend your resume using [My Status](#) within 30 days of your twelve-month expiration date.

### **My Job Interests**

With [My Job Interests](#), you can obtain information on the positions for which you applied, including the date you applied, and delete positions in which you are no longer interested.

### **My Notices**

Using [My Notices](#) you have quick access to notices you routinely receive during the job search and hiring process. Notices are posted for a 60-day period.

### **My Searches**

[My Searches](#) provides an opportunity to create a job search agent that includes your individualized job search criteria. When a specific vacancy announcement is posted that meets your criteria, you are electronically notified via your e-mail address with the job announcement information.