

DEPARTMENT OF THE NAVY

Civilian Jobs that make a difference to our country and the world

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. 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.

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

Log on to www.donhr.navy.mil and

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



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.

