

Searching StudentJobs.gov

How to search for federal opportunities at StudentJobs.gov

On this Web site you will find positions for high school, undergraduate, graduate level and recent graduate internships and jobs with the federal government. Agencies are not mandated to post openings, so also search on the specific agency Web site.

1. Click on the “Search Jobs” button on the StudentJobs.gov homepage, you’ll be taken to the central job search screen. Here, you can sort and search through federal opportunities by geographical location, by job category, by pay grade or salary, or by entering a key work that you think might be found in a job you are interested.
2. The **Key Word Search** can help you narrow your search to only those positions that fit your expertise and experience. If you’re looking for a job with a specific title (like, for example, “electrical engineer”), you can type that title into this box and the search will only show you jobs that match your description.
3. Using the **Location Search** is fairly simple - if you’d only like to see jobs that are open in a specific place, scroll down through the list of locations and highlight the one that you’re most interested in.
4. The **Occupational Series Search** is also a useful way to tailor the listings you see to your personal skills and interests. To use this tool, scroll through the list and select the description(s) that best match the area or field that you’re interested in.
5. You’ll see a section towards the bottom of the search page labeled **Applicant Eligibility**. Read the question it asks carefully - if you can truthfully answer “yes,” you should be sure to do so, as that can broaden the range of federal jobs available to you. If you’re not sure whether or not you can answer “yes,” or are not sure what some of the terms mean, leave the “no” option selected.
6. Once you’ve set up the search just the way you want it, click “**Search for Jobs**” at the bottom of the page. (You are able to sort the results by keyword or date as well as have the option between a brief of detailed description).
7. If you’ve set up your search broadly enough, you should now see a number of federal job descriptions displayed on your screen. You can click on any of them that you think might be interesting to read more about them. If you find a job that you’re really interested in, be sure to read the job description carefully to make sure that you’re eligible to apply and to learn how to begin the application process.
8. Consider joining [MyStudentJobs](#) (on the studentjobs.gov Web site). This helpful free tool lets you post your resume online where prospective employers can see it, apply for jobs online, and will send you automated job notice updates each week.
9. Use the “Create a resume” button on the homepage to help you build a resume you can save for future use.



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