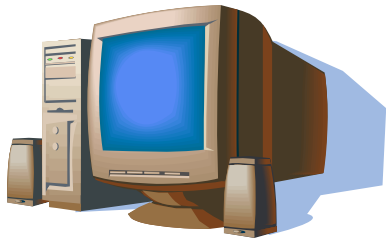


# ***How to Apply for a Specific Job on USAJobs***



**For the Purposes of this demonstration the following job was selected:**

**CLINICAL COUNSELOR** (Job announcement number: NE9-0101-02-GTL0215-DE)

- SALARY RANGE: 40,093.00 - 91,801.00 USD per year
- OPEN PERIOD: Tuesday, February 24, 2009 to Tuesday, March 03, 2009
- DUTY LOCATIONS: 1 vacancy - Great Lakes, IL
- WHO MAY BE CONSIDERED: Applications will be accepted from United States citizens and nationals.

Click on the tab **Qualifications and Evaluation**

- Make sure you possess most of the required qualifications

Click on the tab **Duties**

- PAY Special Attention to the following Duties: Provides comprehensive clinical and case management service within the Counseling, Advocacy, and Prevention Program (CAP). Utilizes solution-focused, brief treatment modality in the delivery of individual, couples and family counseling. Develop and facilitate psycho-dynamic and/or psycho educational groups. Provide intake services and crisis intervention counseling. Conduct assessments of referrals to the Family Advocacy Program (FAP)

Click on **How to Apply**

- You are going to hit **APPLY NOW**. This will take you to the Department of Navy Login site; you are going to create an account and Login to your account.

Click on **Search for Jobs**

- Put in the Announcement number and click **search**, then click on the **red announcement number**, then click on **apply now** and begin building your resume.
- Take your time, you will use this resume over and over again, you can add to it, and edit it repeatedly.
- You can apply to many, many jobs using this same resume.

**Go to the handout How to write those all-important KSAs**