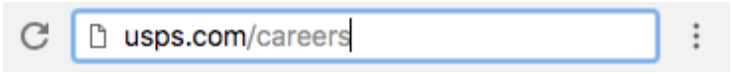
UNITED STATES POSTAL SERVICE®

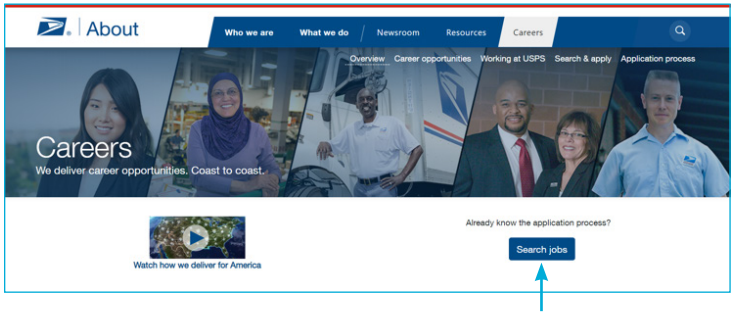
Thank you for your interest in applying for a job with the United States Postal Service.

To Apply, Please Follow the Following Steps

1. Type **usps.com/careers** in the search bar.



2. Click the **Search Jobs** button.



Click Here

3. There are **three ways to search**

1. Enter a keyword, such as a city or position
2. Select the state in which you are looking for work
3. Selection a functional area, such as "Delivery / Customer Service"

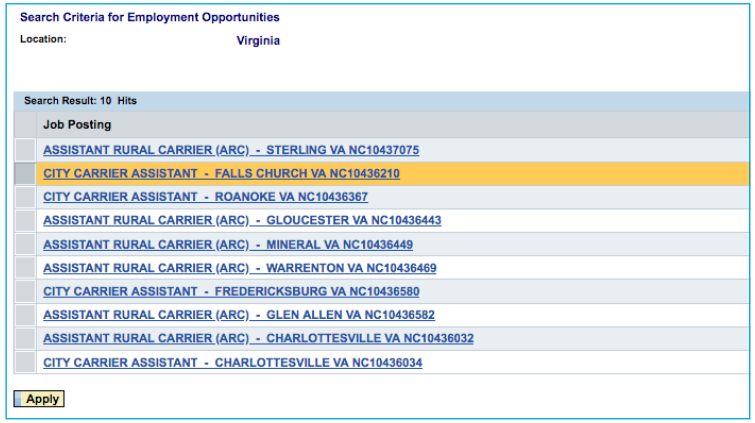


4. Once you have filled out the information, click **Start**.

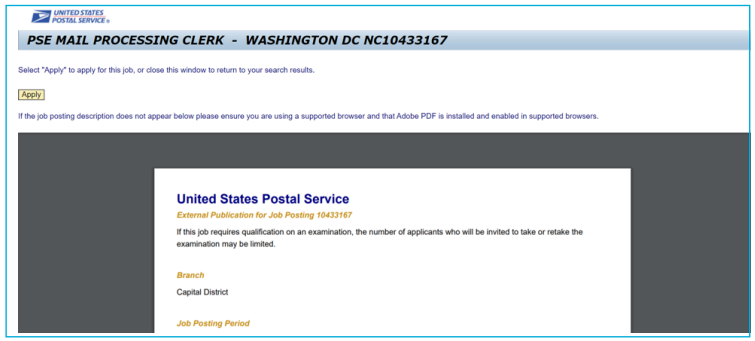


5. Review the “**Job Search Results**”, and click on the title of a job you are interested in to see the full job posting.

- If you are familiar with the position you are applying for, you can click the gray box to the left of the Job Posting, and then click the Apply button at the bottom of the screen



6. The job posting will include **responsibilities**, **benefits**, **location**, and **contact information** for the hiring manager (write down this contact information in case you have questions in the future).



7. You can click **Apply** in the upper, right-hand corner of the job posting, or at the bottom of the screen on the search results page. This will lead you to the application. If you do not already have a **USPS.com® careers account**, you will be prompted to created one.

8. To create your account, here are some things to remember:

- Your **username** must be at least **6 characters** long: each username is unique so a mix of numbers and letters may be useful
- Your **password** must be at least **15 characters** long, include **1 uppercase** letter, and **one number**
- All sections with an * must be completed
- Your phone number must show up in an **XXX-XXX-XXXX** format
- When entering “**Work Experience**” you must click the “**Transfer**” button after filling out the information for each position

9. Once your application has been accepted, the next steps will be emailed to you. Monitor your email for **time-sensitive** next steps which may include:

- Virtual Entry Assessment
- MVR screening
- Job Offer
- Drug and Background Screen
- Fingerprinting and NACI screening

For more information on our application process visit: **about.usps.com/careers/job-application/**

©2020 United States Postal Service®. All Rights Reserved. The Eagle Logo is among the many trademarks of the U.S. Postal Service®. Privacy Notice: For information regarding our privacy policies, visit usps.com/privacypolicy