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# You're invited to join the Workforce Recruitment Program (WRP)

College students and recent graduates with disabilities can join the Workforce Recruitment Program (WRP) and be included in a talent program that federal government managers use to hire for internships and permanent jobs. Please complete the application fields below to join the WRP Talent Program.

## 1 of 6 Update and select your resume

You must submit a resume that includes your work, internships and volunteer experiences. You can select one below or upload a new one. Be sure to select a current resume that reflects your most recent experiences.

 [Upload a resume](#)

 [Build a resume](#)

[Save and continue](#)

## Help

### What's required in a federal resume?

Check the job announcement to see if there is more required information to include in your resume.

- Contact Information — your name and the best way to contact you.
- Relevant work experience — include the employer's name, job title, start and end dates (month/year), the number of hours worked per week and describe how you meet the required qualifications of the job. Federal jobs should include series and grade.
- Education, certifications or licenses — If the job announcement requires any education, certifications or licenses, include the required information. If required, include school or institution name, completion date, degree type and GPA.

[Share your feedback](#)

[How to write a resume for a federal job.](#)**Do not include the following in resumes and documents**

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, sex, religious affiliation etc.

**File types**

Your resume must be 5 MB or less. We recommend saving and uploading your resume as a PDF to maintain formatting and number of pages. We also accept GIF, JPG, JPEG, PNG, RTF, TXT, ODT or Word (DOC or DOCX). We do not accept PDF portfolio files. Use a standard 8.5x11-inch size for your document.

We recommend using a sans-serif font size like Lato, if available. Other recommended options are Calibri, Helvetica, Arial, Verdana, Open Sans, Source Sans Pro, Roboto or Noto Sans. Make your page margins 0.5 inches. Consider using 14-point size font for titles and 10-point for the main text in your resume.

**Additional help**

- [How to make your resume searchable.](#)

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## Your responses

**Do you want to complete this form at a later time?**


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# You're invited to join the Workforce Recruitment Program (WRP)

## 2 of 6 Most recent academic information

**Add your most recent academic information. You can add a new entry or select one that is saved in your profile.**

Required fields have a red asterisk (\*).

School that I attend \*

Country \*

Postal code (optional)

City or town \*

State, territory or province \*

Major \*

If major is not in the list, select other.

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Select option ▼

Minor/second major (optional)

If minor/second major is not in the list, select other.

Select option ▼

Degree \*

Select option ▼

Grade point average (GPA) (optional)

Expected or actual graduation date (\*)

If you don't have the exact date, use the first day of the month closest to your anticipated graduation date or date the degree is conferred.

Month \*

Year \*

Select option ▼

Technical skills \*

List any computer, technology, language proficiency, or N/A if you have none.


100 characters allowed

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## Your responses

## 1. Update and select your resume

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# You're invited to join the Workforce Recruitment Program (WRP)

## 3 of 6 Work history

How much full-time work or volunteer experience do you have? Full-time work is defined as 40 hours per week. \*

To count part-time experiences, calculate months or years based on a 40-hour work schedule. For example, if you worked 20 hours per week for one year, that counts as six months of experience. If you volunteered 10 hours per week for one year, that counts as three months of experience.

Select option



Do you have a current or did you previously have a federal government security clearance? \*

Yes

No

Do you currently or have you previously worked for the federal government? \*

Yes

No

Have you previously been hired through WRP? \*

Yes

No

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Save and continue

Share your feedback

## Help


If you get a federal job, you'll need to pass a background check to make sure you are reliable, trustworthy and fit for the position. Some jobs also require a security clearance. This means a more intense background check and a longer process.

- [What are background checks and security clearances?](#)
- [Do all jobs require a security clearance?](#)

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## Your responses

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## WRP hiring information



We will send you back to your application after you save your job or internship information.



Employer name \*

Country \*

Postal code (optional)

City or town \*

State, territory or province \*

Job title \*

Start month \*

Start year \*

End month \*

End year \*

Average hours per week \*

Supervisor name \*

We may contact your supervisor to confirm you were hired.

Supervisor email \*

Supervisor phone (optional)

Is this a federal civilian position? (optional)

Federal civilian employees are paid by a federal agency. Active duty military members or private contractors working are not civilian positions.

Yes

No


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# You're invited to join the Workforce Recruitment Program (WRP)

4 of 6 Job preferences

Employment type \*

Select all the types of employment you are open to:

- Spring internship
- Summer internship
- Fall internship
- Long-term or permanent employment

What date are you available to begin an internship or job? (optional)

Month

Day

Year

Job preference 1 \*

Please indicate your first preference for types of employment. This should be based on your academic background and career interests. To learn information about these categories, [see the job preferences description list](#).

Share your feedback

Select option ▼

Job preference 2 (optional)

Please indicate your second preference for types of employment. This should be based on your academic background and career interests. To learn information about these categories, [see the job preferences description list](#).

Select option ▼

Career interests \*

Describe your career interests and what types of jobs or internship opportunities you are interested in.

300 characters allowed

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Save and continue

 **Help**

**Explore careers in the federal government**

Find your perfect job with the [Career Explorer](#).

## Review some career interests examples

You must complete a career interest text field of no more than 300 characters as part of the WRP application. Below are career interest statement examples. The goal of your career interest statement is to inform potential employers about your current and future job interests and goals in 300 characters or less.

### Example 1 (Undergraduate)

As a college freshman pursuing an accounting degree, I am eager to explore how my skills match with government opportunities through a summer internship. I hope to contribute to the financial success of an agency and gain experience in bookkeeping, financial reporting, auditing or budget creation.

### Example 2 (Recent Graduate)

I have a degree in civil engineering and want to work in engineering design, construction management, transportation, urban planning, or public policy at a federal agency. I like working with project teams to design solutions to complex problems using math, research, and community input.


### Example 3 (Master's Degree)

With an M.B.A. in operations, I am seeking a government position in supply chain management, or human resources. I have experience in supply chain and logistics management and strong communication, customer service and presentation skills.

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## Your responses

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### 3. Work history

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# You're invited to join the Workforce Recruitment Program (WRP)

## 5 of 6 Location preferences

Based on where you are willing to move for an internship or job, you can choose up to 10 states, territories or overseas locations, or you can choose anywhere. To create a list, select an option and click **Add location**. Repeat as needed.

Be realistic about where you are willing to live, but thorough in your selections. For example, if you select District of Columbia, you may want to include Virginia and Maryland, which are in commuting distance. If you are open to working overseas as a civilian, choose one or more of the Armed Forces overseas locations or bases.

Do you have a location preference? \*

- Yes
- No, I can work from anywhere

Location preference description (optional)

Tell us more details, like an area of the state where you are interested in working.

Are you interested in and willing to work abroad in other countries? \*

- Yes
- No

Select the work sites you are interested in. \*

If you select remote work only, you may hear from fewer employers.

- On-site (working at an office/work site)

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Hybrid (some days teleworking and some days at the office/work site)

Remote


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## Your responses

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### 4. Job preferences

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# You're invited to join the Workforce Recruitment Program (WRP)

## 6 of 6 Submit your application

Once you submit your application, it will appear in the WRP Talent Program and WRP employers can search and view your application for one year. You are responsible for updating your application information, particularly your contact information and resume throughout the year.

Your application, except for your **Demographic** information, is visible to WRP employers who view your profile or documents.

If you would like to withdraw your application for any reason, email [wrp@dol.gov](mailto:wrp@dol.gov).

After you submit your application, you will receive an email confirmation. If you do not, please email [wrp@dol.gov](mailto:wrp@dol.gov).

By submitting your application, you acknowledge and realize:


- Participation in the WRP is not a guarantee of employment.
- Your information will be stored in computer systems and available to people in selected federal agencies and private sector companies involved in the WRP.
- You can still apply directly to any federal agency or private sector company on your own. The WRP is another avenue for finding employment.
- Your information will be retained for a limited time.

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[Submit application](#)


## Your responses

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## 2. Most recent academic information

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# Thank you for joining the Workforce Recruitment Program (WRP)

Your resume, education and contact information are now available to federal agencies participating in this program. Interested agencies may contact you for an interview and possible job.

You are responsible for updating your application information throughout the year. If you would like to withdraw your application, email [wrp@dol.gov](mailto:wrp@dol.gov).


## Let us know if you were hired through WRP

Share your success! WRP staff rely on you to let us know if you've been hired through the program. If you have previously received a job opportunity through WRP, please answer a few questions about your job or internship.

[Add hiring details](#)


## Edit your application

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[Edit Information](#)


### 2. Most recent academic information

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[Edit Information](#)


### 3. Work history

[Share your feedback](#)

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#### 4. Job preferences

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#### 5. Location preferences

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