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.

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. Select 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/