**Items to consider when applying to the State of Nevada**

*Job Announcements:*

* Each job announcements specifies if there is an education requirement, an experience requirement, or if an equivalent combination of the two is allowed.
* Requirements listed on job announcements are the minimum requirements that applicants must demonstrate they possess to qualify for the position.
* Many job announcements will also have pre-screening questions that must be answered when applying. Please read these questions carefully as applications may be automatically denied if a question is answered incorrectly.

*Profile Information:*

* Provide email and contact information
* Select “Yes” if you have served in the U.S. Armed Forces and upload the appropriate documents to be eligible for additional preferences
* List locations desired and willingness to relocate under “Geographic Mobility”.
* Provide information on licenses, certification, or other job-related training as necessary or required based on the job announcement

*Resumes:*

Employment History

* + Provide history of all professional experience in reverse-chronological order. Do not be concerned about the length of the resume or the number of years listed.
  + Be specific about major duties and provide detailed information about the job tasks performed. Avoid acronyms as much as possible.
  + Provide the average number of hours worked each week for every position listed
  + Volunteer work can be listed in employment history; experience credit may be awarded for volunteer work that is related to the position being applied for.

Education

* + Provide information on the area of study/major and if the degree is complete.
  + Attaching unofficial transcripts is preferred for all positions and required for some positions as specified in the announcement