

## What You Should Know about the AVUE Digital Resume Processing Service

The AVUE Digital Resume Processing Service is one of the four Federal Resume Builders/Online Applications. Although the process seems like it should be simple and quick because your application is submitted online, you need to take your time to familiarize yourself with the AVUE service to properly apply for the Federal job you want according to specifications.

There are fifteen federal agencies that use the AVUE digital services. To apply for jobs at these government agencies, you need to submit your resume to the Resume Builder at [www.avuecentral.com](http://www.avuecentral.com) according to the specific instructions provided. Each agency has a different Resume Builder with their own required character lengths and resume field restrictions, so if you apply for various Federal jobs you can wind up with multiple resumes.

Your resume should be a Word document with proper spelling and grammar, following the content writing style shown in the electronic samples provided. Your information is typed into each block just as you want it to appear on your resume. Other information can be imported with the "copy" and "paste" commands. You should periodically save your resume as you are working on it so you don't lose your work if your session gets timed out. Once you have followed all the directions closely on the AVUE digital service, you click the SUBMIT button and hope you are one of the candidates considered for the desirable Federal position you applied for.

If these requirements seem overwhelming, consider enlisting the assistance of a professional resume writer who is familiar with Federal specifications. Using a professional resume writer can mean the difference between landing a coveted Federal job or continuing to peruse the announcements.