

Applying for a Job at the EPA

The EPA is a federal agency that focuses on issues of environmental health. The EPA has over 14,000 employees that work in areas of physical science and non-physical science positions. Below is some information and best practices that will be useful if you are seeking employment with this agency.

Employment Pathways for Students & Recent Graduates

There are three main pathways for students and recent graduates to seek employment with the EPA: the student trainee program, recent graduate qualification, and non-competitive appointments.

- 1) Student trainee appointments consist of internships that require at least half-time enrollment in a college or university, and can be converted into permanent positions. If you are eventually hired full-time, the time you spend at your internship may or may not count towards the probationary period for the full-time position. The duration of internships vary. Some have “not to exceed” dates which are fixed-term positions, and others have indefinite end dates.
- 2) Recent graduate positions are non-permanent and are open for alumni who have graduated within 2 years of the announcement posting. Although they are non-permanent, there is a potential for them to be converted into permanent positions.
- 3) Non-competitive appointments are open to students and graduates with veteran or disability status, and former PeaceCorp members. Certain other candidates may apply depending on other eligibility requirements (click [here](#) to read more). There are also some student volunteer opportunities available.

Regardless of the path you take, all options are useful for building connections within the agency and opening doors up for future employment.

UsaJobs.gov and Applying to the EPA

[USAJobs.gov](#) is the online portal where you can find job postings for all federal agencies. After creating an account, you can save up to 5 resumes and 10 extra documents to your profile that you can pick and choose from to complete individual applications. It is important to remember

that these documents are not automatically uploaded to your applications so be sure to verify that you've attached your desired documents to each application you submit for consideration. You can also save searches for specific job types to refer to periodically and keep up to date on new postings.

Always include dates and hours worked on your resume for all experiences you list, including volunteer experience. A template for how you can show this information is as follows:

Organization , Hours/Week	Location
<i>Position Title</i>	Start Month Year-End Month Year

It is also very important to make sure your bullet points are tailored to include information that meets the specialization statements and qualifications listed on the job postings. The EPA and other federal agencies cannot assume your experience so you need to explicitly lay it out in your application. It is also very helpful to present facts and figures that are relevant to your experience like “trained 100 students over the course of 10 weeks on topics of pollution and environmental health.”

For more information on job opportunities at the EPA for recent graduates and alumni, you can watch this short video [here](#), visit the page featured in our Additional Resources above, or schedule an appointment with a career advisor in our Career Services Office.

Interested in discussing applying for federal or other jobs with a Career Coach?

Schedule a 1:1 Career Coaching appointment with the Office of Career Services. [Book an appointment online now!](#)