

## Two-page Resume Limit

August 2025



To learn more about the two-page resume requirement and its impact on Applicants in USAJOBS: [Review USAJOBS Communications Forum Content Here](#)

# Two Page Resume: USA Staffing Applicant Experience

The screenshot displays the USAJOBS application interface. At the top, there are navigation tabs for 'Application', 'Documents', and 'Review & Submit'. The OPM logo and 'U.S. Office of Personnel Management' are visible on the left. The main content area shows 'Application Progress' and details for the position: Laundry Folder, Office of Personnel Management, Announcement Number 12342-CH-25-10070814, and Open Period from Tuesday, April 22, 2025 to Saturday, February 28, 2026. The application package status is 'Application Ready to Submit'. Below this, a 'Documents' section provides instructions on assigning supporting documents. A table lists 'Accepted Documents' and 'Available Documents' for each category. An 'Upload Document' dialog box is open in the foreground, prompting the user to select and name a document to upload, with a note that resumes can only be uploaded from USAJOBS. The dialog includes fields for 'Document Name', 'Document Type', and 'Selected File', along with 'Choose File' and 'No file chosen' options. At the bottom of the dialog are 'Close' and 'Upload' buttons.

Accepted Documents	Available Documents
Resume (required) <small>Resumes can only be modified on USAJOBS</small>	Professional Resume - View
Supporting Documents	Available Documents
Cover Letter	Cover Letter - View X
DD-214/ Statement of Service	DD-214 - View X
Disability Letter (Schedule A)	
Disability Letter (VA)	

- Resumes brought from USAJOBS are assigned to the Resume document type and cannot be changed. They will already be required to meet the two-page limit.
- Applicants are instructed to make any needed changes at USAJOBS.
- Applicants may not upload a Resume in USA Staffing.

# Accepting resumes outside of USAJOBS

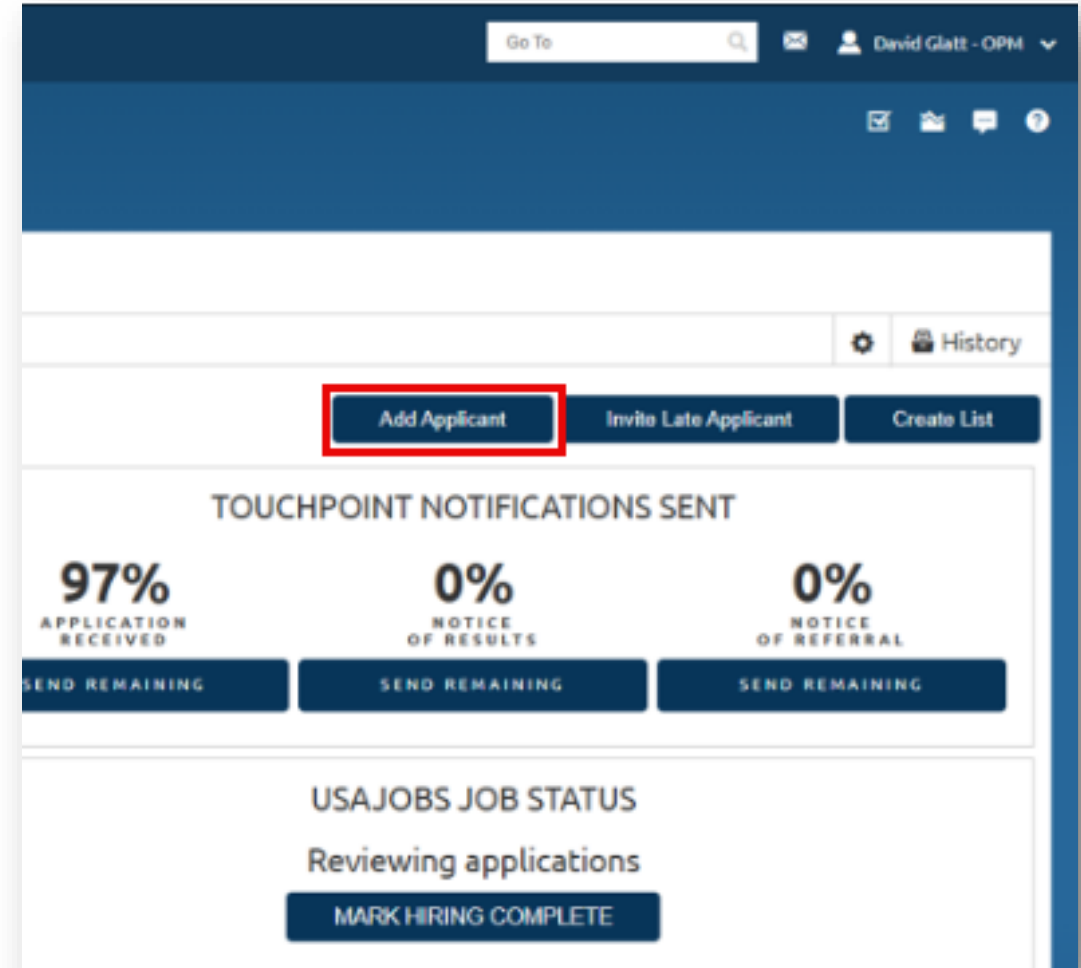
USA Staffing can accept resumes in two ways that bypass USAJOBS:

1. Key-Entered Application: HR creates an application record manually in cases where an individual cannot apply online.
2. Late Filers (Invite Late Applicant): HR allows an applicant to apply online after the announcement close date.

# Key Entered Application

HR creates an application record manually in cases where an individual cannot apply online.

- USA Staffing does not enforce the two-page resume limit.
- HR must inform the applicant of the two-page resume limit.
- HR must ensure the application is submitted correctly.

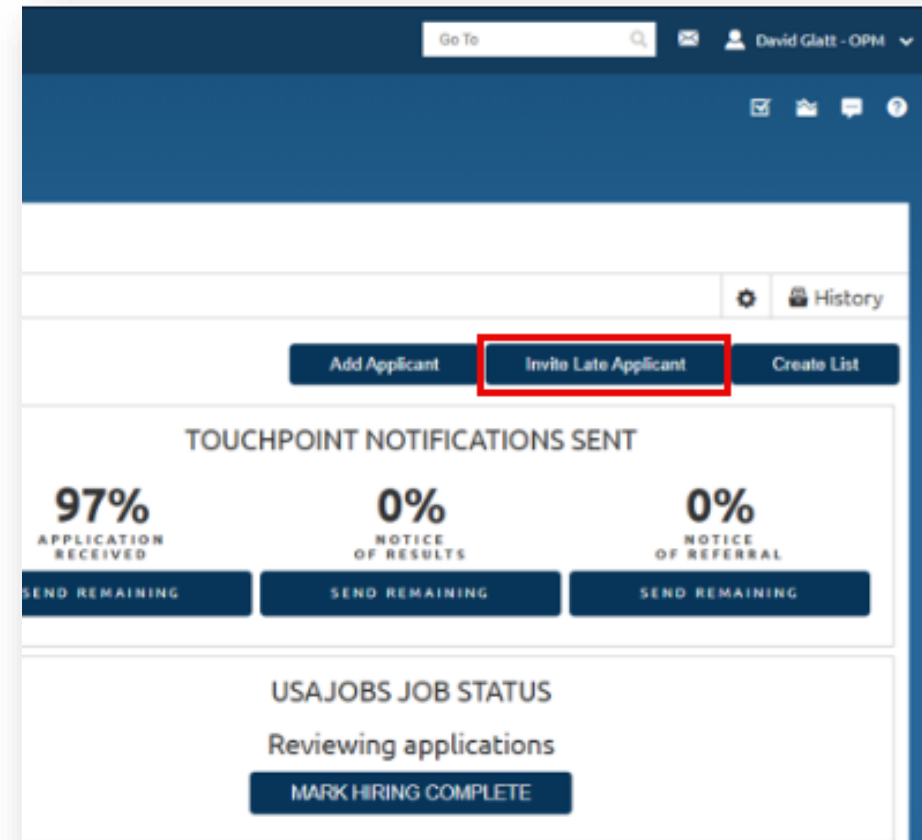


The screenshot displays the USA Staffing application management interface. At the top, there is a search bar labeled "Go To" and a user profile for "David Glatt - OPM". Below the search bar, there are three buttons: "Add Applicant" (highlighted with a red box), "Invite Late Applicant", and "Create List". The main content area is titled "TOUCHPOINT NOTIFICATIONS SENT" and shows three metrics: "97% APPLICATION RECEIVED", "0% NOTICE OF RESULTS", and "0% NOTICE OF REFERRAL". Each metric has a "SEND REMAINING" button below it. At the bottom, there is a section for "USAJOBS JOB STATUS" with the text "Reviewing applications" and a "MARK HIRING COMPLETE" button.

# Invite Late Applicant

HR allows an applicant to apply online after the announcement close date.

- Applicant cannot upload a Resume directly to USA Staffing.
- HR must inform the applicant of the two-page resume limit.
- HR must provide a method for the applicant to provide a resume.



# Prepare to accept resumes outside of the USAJOBS process when appropriate

## Agency next steps:

- Decide how to communicate the two-page resume limit to key-entered and late filer applicants.
- Create a standard process for Late Filer applicants to provide a resume to HR.
- Establish a policy and procedure for HR to follow for when a late filer or key-entered applicant provides a long resume.
  - For example, allow the applicant to send a new resume that is two pages or less.

# NEW Notice of Results (NOR) code

USA Staffing has added a new ineligible code for agencies to use in the event a long resume is received in the case of a late filer or key entered applicant:

**IOTP** - You were found ineligible for this position because qualifying information is not present in your resume within the page limit as specified in the job announcement.