



How do I apply for a job at AMNH? How often do you post new positions on your website?

An updated listing of vacancies is continuously available on the Human Resources career website, viewable by clicking on Search Jobs: This listing provides the title and a brief summary of the jobs currently available, as well as the minimum position requirements. Positions will remain on the site until they are filled.

If interested in employment opportunities, individuals must complete an electronic application and submit all the required documentation.

Do you accept general resumes?

To be considered for employment opportunities you must apply for a specific vacancy using the online system. Applications not submitted through the online portal will not be considered. We are unable to keep paper resumes on file.

How many different positions can I apply for?

If you believe that you are qualified, you may apply for as many different positions as you wish. You will need to submit a separate resume/application for each position that you wish to apply for. However, once you are only required to complete the AMNH application once. You may update your application as frequently as you like.

To whom should I address my cover letter?

Information about hiring managers is not provided unless stated in the vacancy notice. Unless it is specified, you may address your cover letter to the "Hiring Manager."

What happens after I submit my resume? Can I follow up on my application status?

Once you successfully submit your application materials, you will receive an email acknowledgement and be able to track the status of your application on your applicant dashboard. Your qualifications and those of all other applicants will be compared against the skills and qualifications needed for the position. A recruitment specialist or department hiring manager will contact you if you have been selected for an interview. Please do not call the Human Resources department to follow up on your application. Regrettably, due to the high volume of resumes we receive daily, it is not possible to respond to individual inquiries about the status of a resume or search.