

 **indeed** Job Cast

Indeed 101:

Getting started on Indeed

Agenda

- + **Set up an account**
- + **Search for jobs**
- + **Build a resume**
- + **Apply to jobs**

**We help
people
get
jobs.**

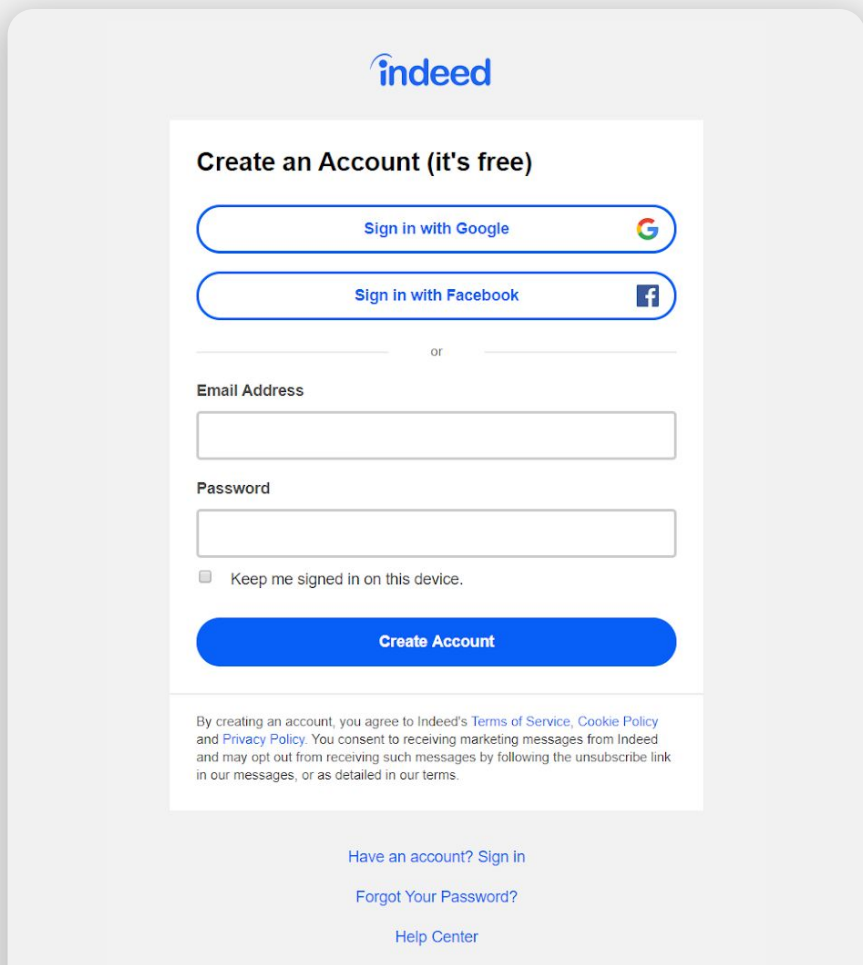


Set up an account on Indeed

Create an Indeed account

If you **don't already have an Indeed account**, type go.indeed.com/account in your browser's address bar.

Next, enter your email and a password, then click "Create Account."



The screenshot shows the 'Create an Account (it's free)' page on Indeed. At the top is the Indeed logo. Below it are two buttons for social login: 'Sign in with Google' and 'Sign in with Facebook'. A horizontal line with 'or' in the center separates these from the email and password fields. The 'Email Address' field is a white box with a light gray border. Below it is the 'Password' field, also a white box with a light gray border. Under the password field is a checkbox labeled 'Keep me signed in on this device.' At the bottom of the form is a large blue button with the text 'Create Account'. Below the form is a small block of text: 'By creating an account, you agree to Indeed's Terms of Service, Cookie Policy and Privacy Policy. You consent to receiving marketing messages from Indeed and may opt out from receiving such messages by following the unsubscribe link in our messages, or as detailed in our terms.' At the very bottom of the page are three links: 'Have an account? Sign In', 'Forgot Your Password?', and 'Help Center'.

indeed

Create an Account (it's free)

Sign in with Google

Sign in with Facebook

or

Email Address

Password

Keep me signed in on this device.

Create Account

By creating an account, you agree to Indeed's [Terms of Service](#), [Cookie Policy](#) and [Privacy Policy](#). You consent to receiving marketing messages from Indeed and may opt out from receiving such messages by following the unsubscribe link in our messages, or as detailed in our terms.

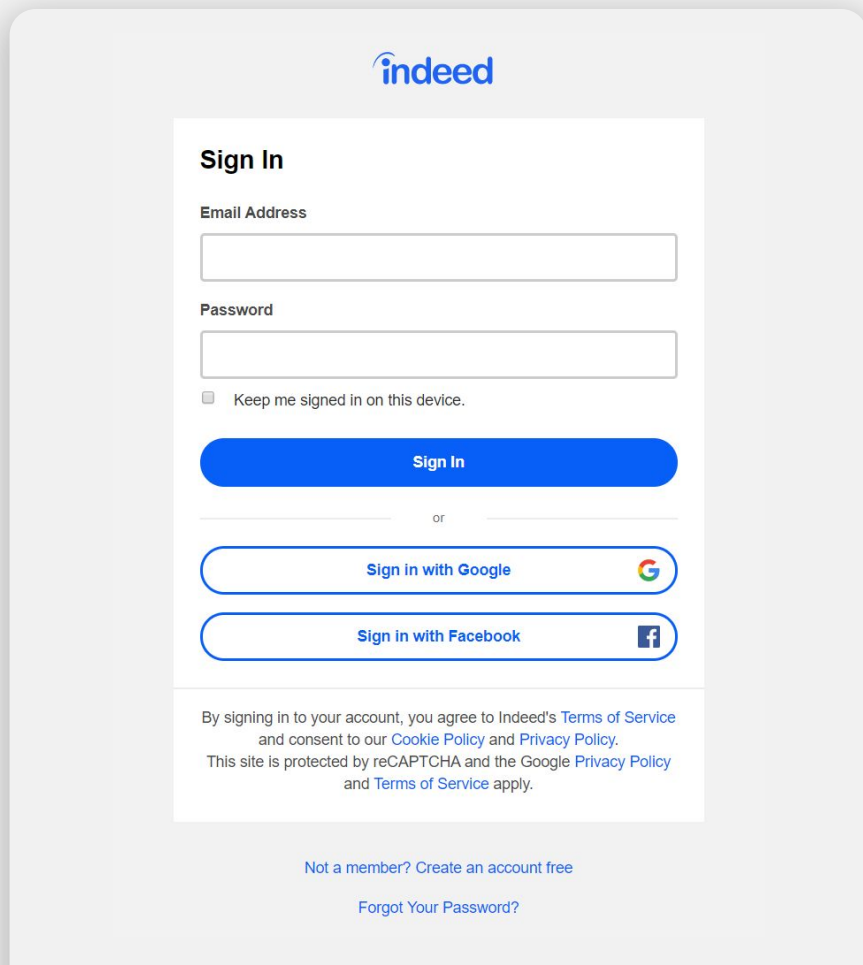
[Have an account? Sign In](#)

[Forgot Your Password?](#)

[Help Center](#)

Access your Indeed account

If you **do have an Indeed account**, click the “Sign In” button at the top right of the screen and enter your email and password to access your account.



The image shows a screenshot of the Indeed sign-in page. At the top center is the Indeed logo. Below it is the heading "Sign In". There are two input fields: "Email Address" and "Password". Below the password field is a checkbox labeled "Keep me signed in on this device." There is a blue "Sign In" button. Below the button is the word "or" and two social login buttons: "Sign in with Google" and "Sign in with Facebook". At the bottom, there is a disclaimer: "By signing in to your account, you agree to Indeed's Terms of Service and consent to our Cookie Policy and Privacy Policy. This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply." At the very bottom, there are two links: "Not a member? Create an account free" and "Forgot Your Password?"

indeed

Sign In

Email Address

Password

Keep me signed in on this device.

Sign In

or

Sign in with Google

Sign in with Facebook

By signing in to your account, you agree to Indeed's [Terms of Service](#) and consent to our [Cookie Policy](#) and [Privacy Policy](#). This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

[Not a member? Create an account free](#)

[Forgot Your Password?](#)

Confirm your Indeed account

- + Open your email inbox
- + Open the email from Indeed
- + Click the “Confirm your Indeed account” button

A new window will open saying your email address has been confirmed.



Confirm your email address on Indeed

Thanks for signing up at Indeed!
Please click on the following button to verify your email address.

Confirm your Indeed account

If you need further assistance, please [contact us](#).

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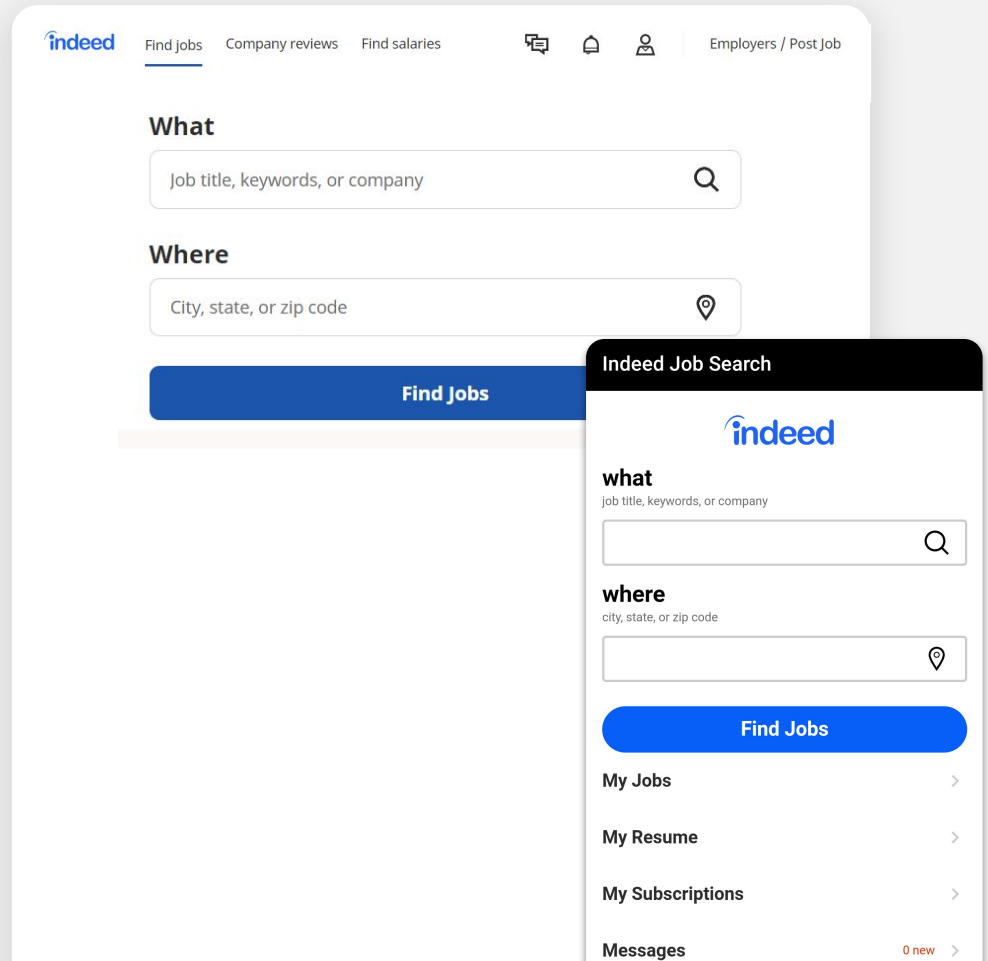
[PRIVACY POLICY](#) | [TERMS](#) | [HELP](#)

Search for jobs on Indeed

Start your search

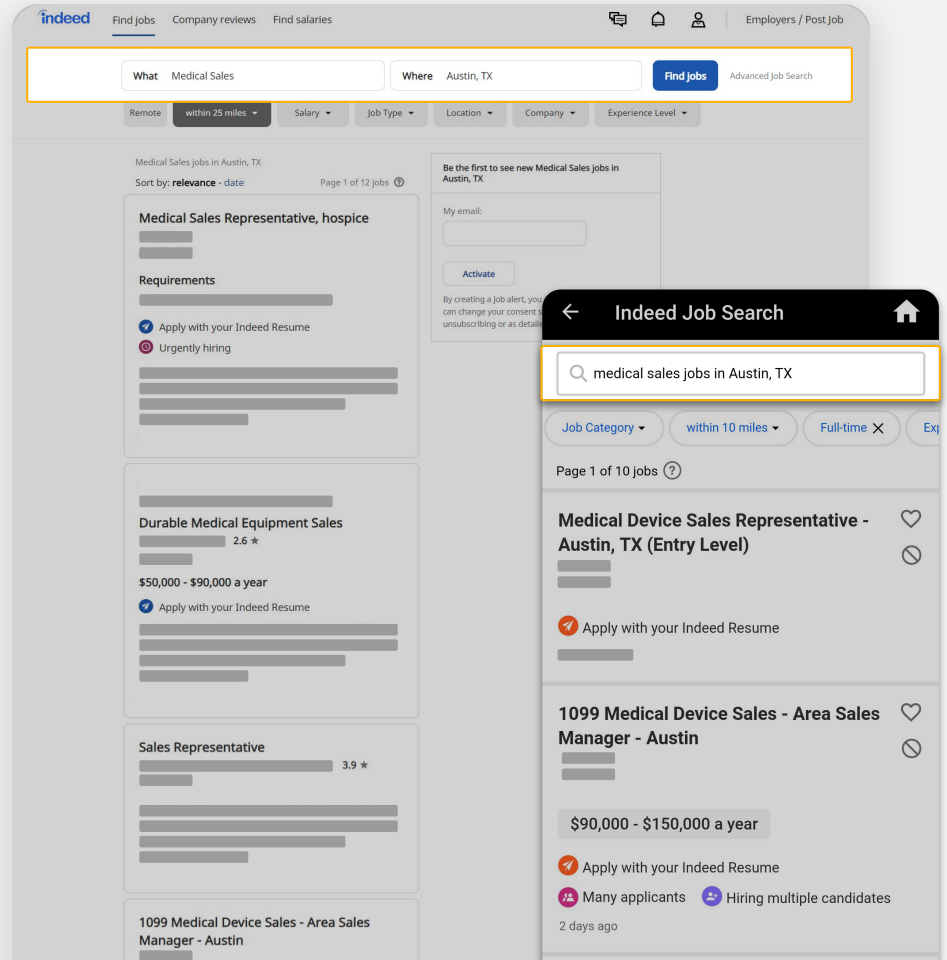
Go to www.indeed.com in your web browser

Type the words that target what you're looking for. Include job title, skill or company name. Include city, state or zip code.



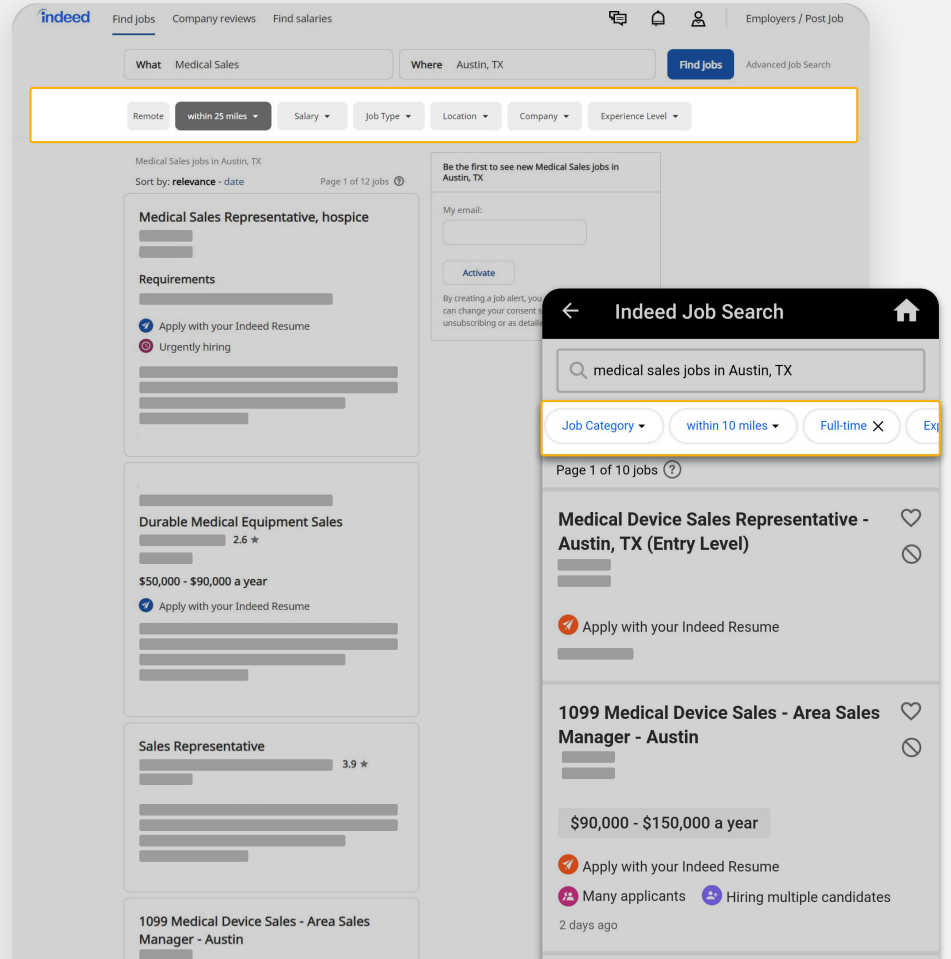
Start your search

The more specific you are, the more refined your search results will be.



Filter your search

Filters can narrow down the number of job postings by salary, job type, company, location and more.



Master advanced search techniques

Narrow or broaden your search based on inputs like company, salary and age of job post.

Find Jobs Company reviews Find salaries 🗨️ 🔔 👤 Employers / Post Job

What marketing Where Austin, TX [Find Jobs](#) [Advanced Job Search](#)

Advanced Job Search

Find Jobs

With all of these words

marketing

With the exact phrase

With at least one of these words

coordinator, analyst, associate, manager, specialist

With none of these words

sales

With these words in the title

Automate your search

Set up job alerts to be the first to find out about new opportunities.

subscriptions.indeed.com

The image displays the Indeed website interface for setting up a job alert. The desktop view shows search filters for 'Medical Sales' in 'Austin, TX'. A pop-up window prompts the user to 'Be the first to see new Medical Sales jobs in Austin, TX' and provides an email input field and an 'Activate' button. The mobile view shows a similar pop-up with the text 'I want to receive the latest job alert for medical sales in Austin, TX' and an 'Activate' button.

indeed Find Jobs Company reviews Find salaries Employers / Post Job

What Medical Sales Where Austin, TX Find Jobs Advanced Job Search

Remote within 25 miles Salary Job Type Location Company Experience Level

Medical Sales jobs in Austin, TX Page 1 of 12 jobs

Sort by: **relevance** - date

Medical Sales Representative, hospice

Requirements

Apply with your Indeed Resume

Urgently hiring

Durable Medical Equipment Sales 2.6 ★

\$50,000 - \$90,000 a year

Apply with your Indeed Resume

Sales Representative 3.9 ★

1099 Medical Device Sales - Area Sales Manager - Austin

Be the first to see new Medical Sales jobs in Austin, TX

My email:

Activate

By creating a job alert, you agree to our [Terms](#). You can change your consent settings at any time by unsubscribing or as detailed in our terms.

← Indeed Job Search

I want to receive the latest job alert for **medical sales in Austin, TX**

My email:

Activate

By creating a job alert, you agree to our [Terms](#). You can change your consent settings at any time by unsubscribing or as detailed in our terms.

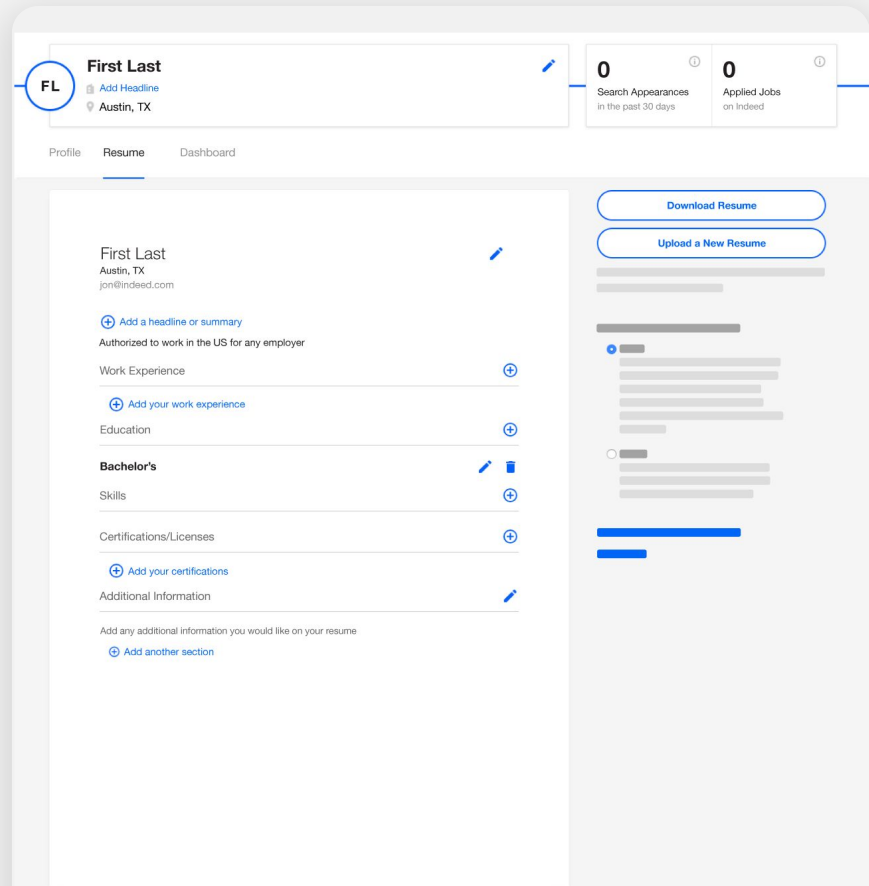
People also searched:

Build a resume on Indeed

**Job seekers with an Indeed Resume
hear from employers 4x more often.**

Benefits of an Indeed Resume

- + Simple formatting
- + Easily apply
- + Employer resume search



Build an Indeed Resume

my.indeed.com

- + Upload your resume
- + Build a new resume



Create an Indeed Resume

There are two ways to create an editable online resume. When you upload a resume to start, your file will also be saved and available when you apply.

[Upload your resume](#)

or

[Build a new resume](#)

By continuing, you agree to create a [public resume](#) and agree to receiving job opportunities from employers.

©2020 [Indeed](#) - [Cookies](#), [Privacy and Terms](#) - [Do Not Sell My Personal Information](#)

Resume Elements

- 1. Contact information**
- 2. Educational degrees or certifications**
- 3. Work and volunteer experience**
- 4. Skills**
- 5. Optional components**

01 Contact Information

Give employers the basic information they need including your full name, city, email address and phone number.

Basics

* Required fields

First Name *

Last Name *

City – United States ([change](#)) *

Employment Eligibility

- Authorized to work in the US for any employer
- Sponsorship required to work in the US
- Not specified

Contact Information

Email Address  only provided to employers you apply or respond to.

02 Education

The importance of your educational background will vary based on the job or industry you're interested in.

Education

* Required fields

Level of Education *

Bachelor's ▾

School

Field of Study

e.g. Biology, Computer Science, Intellectual Property, Nursing, Psychology.

City – United States ([change](#))

e.g. Seattle, WA.

Time Period

I currently go here

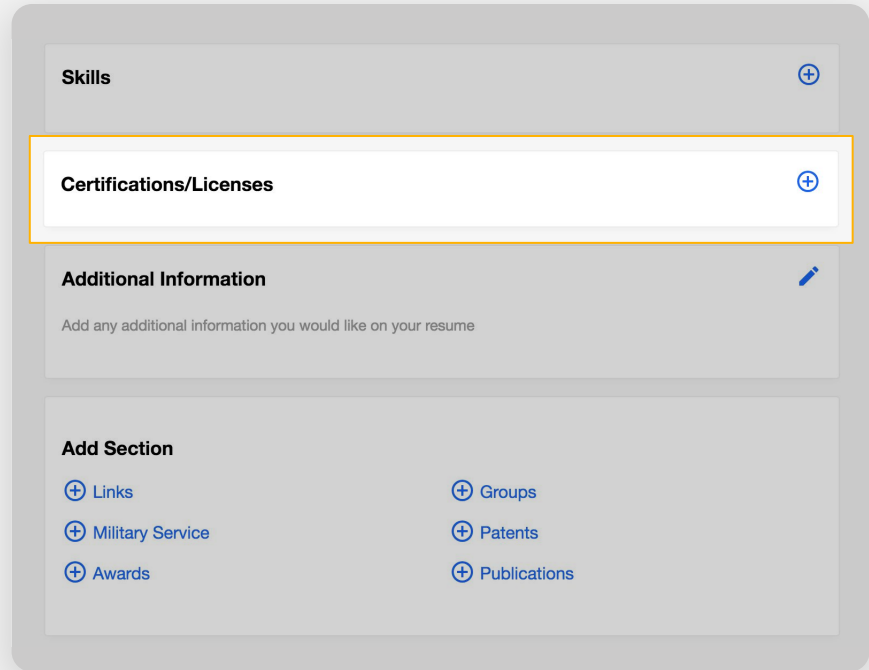
Month: ▾ Year: ▾ to Month: ▾ Year: ▾

02

Education

Use the designated section to enter any certifications or licenses.

Click on the “+” button to expand this section and enter your information.



03

Work Experience

It's not necessary to include everything you did in your past jobs. Instead, focus on achievements and career highlights over responsibilities.

Work Experience

Job Title *

Company

City – United States ([change](#))

e.g. Seattle, WA.

Time Period

I currently work here

Month:

Year:

to

Month:

Year:

Description

Describe your position and any significant accomplishments.

03

Work Experience

- + Avoid overused phrases or words
- + Show your soft-skills
- + Take the time to proofread
- + Include prior role levels to show growth
- + Use action verbs and quantify your accomplishments

Work Experience

Job Title *

Company

City – United States ([change](#))

e.g. Seattle, WA.

Time Period

I currently work here

Month:

Year:

to

Month:

Year:

Description

Describe your position and any significant accomplishments.


Action verbs

+ Achieved	+ Expanded	+ Handled
+ Accelerated	+ Constructed	+ Simplified
+ Assembled	+ Exceeded	+ Implemented
+ Drove	+ Improved	+ Produced
+ Developed	+ Guided	+ Performed
+ Built	+ Sharpened	+ Trained
+ Enacted	+ Increased	+ Volunteered

04 Skills

Use the designated section to enter professional or translatable skills. To help you, the text box will auto-populate known skills as you type.

Skills

 Do you have any of these top skills employers are looking for?

+ Inventory Control	+ Payroll
+ Retail Sales	+ Restaurant Mana...
+ Retail Management	+ Recruiting
+ Management	+ Sales

* Required fields

Add a new skill *
e.g. Microsoft Office

Highlight your qualifications



Use our skills assessments to show employers why you're the best person for the job.

75% of job seekers agree that Indeed Assessments is a good way to show employers their skills.

Assessments [View All Assessments](#)

Complete an Indeed Assessment to prove your top skills to employers and make your Indeed Resume stand out.

Top recommended assessments to take based on your job interests:

 Marketing	 Social Media
10 min – Marketing Understanding a target audience and how to best communicate with them.	7 min – Business Skills Creating content, communicating online, and building a brand's reputation.
Take Assessment	Take Assessment

05 Optional components

Continue to complete your profile with recommended details like job preferences, recognition, and a summary statement.

Additional Information

Step 5 of 5

These questions are optional but increase the chances that you will match an employer's search on Indeed Resume.

Job preferences

Desired Job Title

Desired Job Types

- | | |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Full-time | <input type="checkbox"/> Part-time |
| <input type="checkbox"/> Contract | <input type="checkbox"/> Temporary |
| <input type="checkbox"/> Internship | <input type="checkbox"/> Commission |

Desired Salary

\$ per year

Relocation

- I am willing to relocate

Tell Us About Yourself

Go public

Choose whether your resume will be visible to employers by selecting public or private. If you want **employers to be able to search for you**, set your resume to **public**.

Resume Privacy Settings

- Public**
Your resume will be visible to anyone, in accordance with our terms.
Your phone number and email address are only provided to employers you apply or respond to. Your street address is visible only to you.
- Private**
Your resume is not visible. Employers cannot find your resume, but you can attach it when you apply to a job.



Indeed insider tip

Update your resume at least **once a month** if you are actively looking for a new job.

Updated resumes get pushed to the **top of employers' resume search results**.

You're up to **3X more likely** to get contacted by employers if you updated your Indeed Resume in the last week.

Source: Indeed data (US)

Review your resume

Creating your best resume takes time, but it's time well-invested.



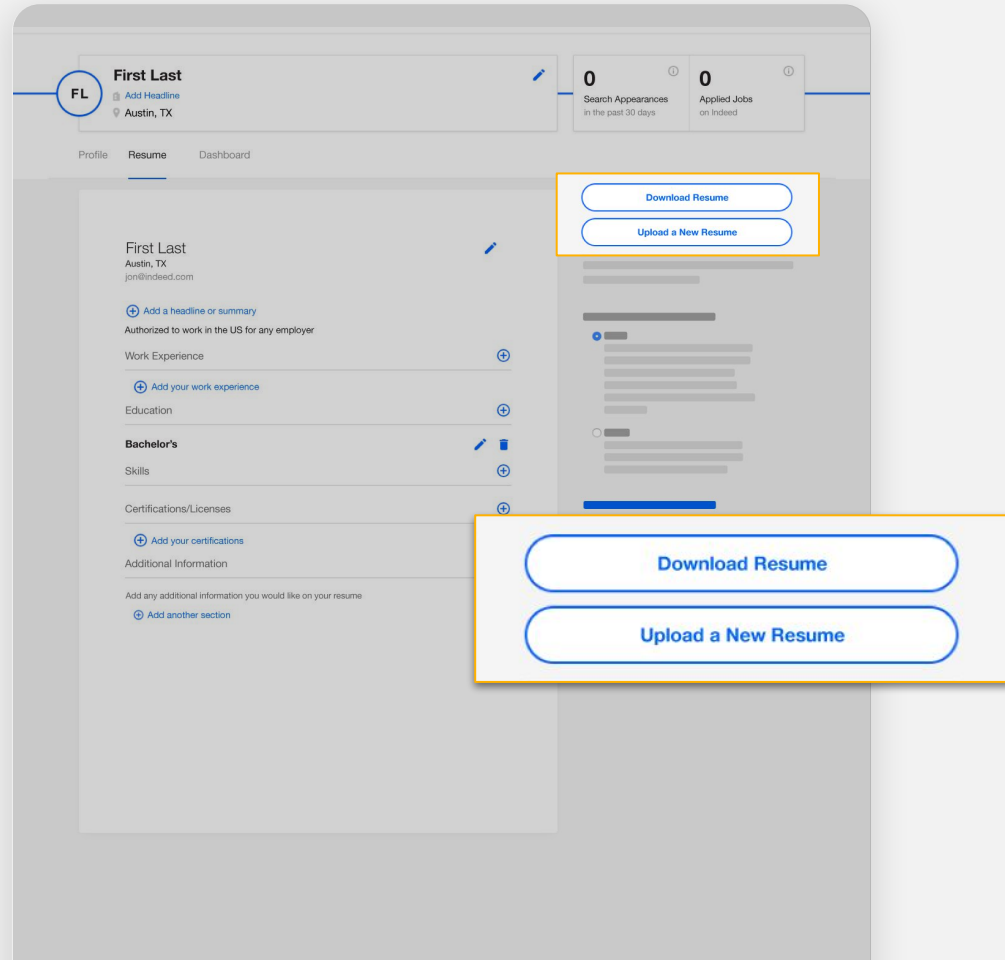
Welcome to your online resume

Your resume has been converted to an employer-friendly format. Please take time to review all sections to make sure we didn't make any mistakes when categorizing your information.

[Review your resume](#)

Download your resume

Click **Download Resume** on your Indeed profile page to get a file that you can open on your computer and share.

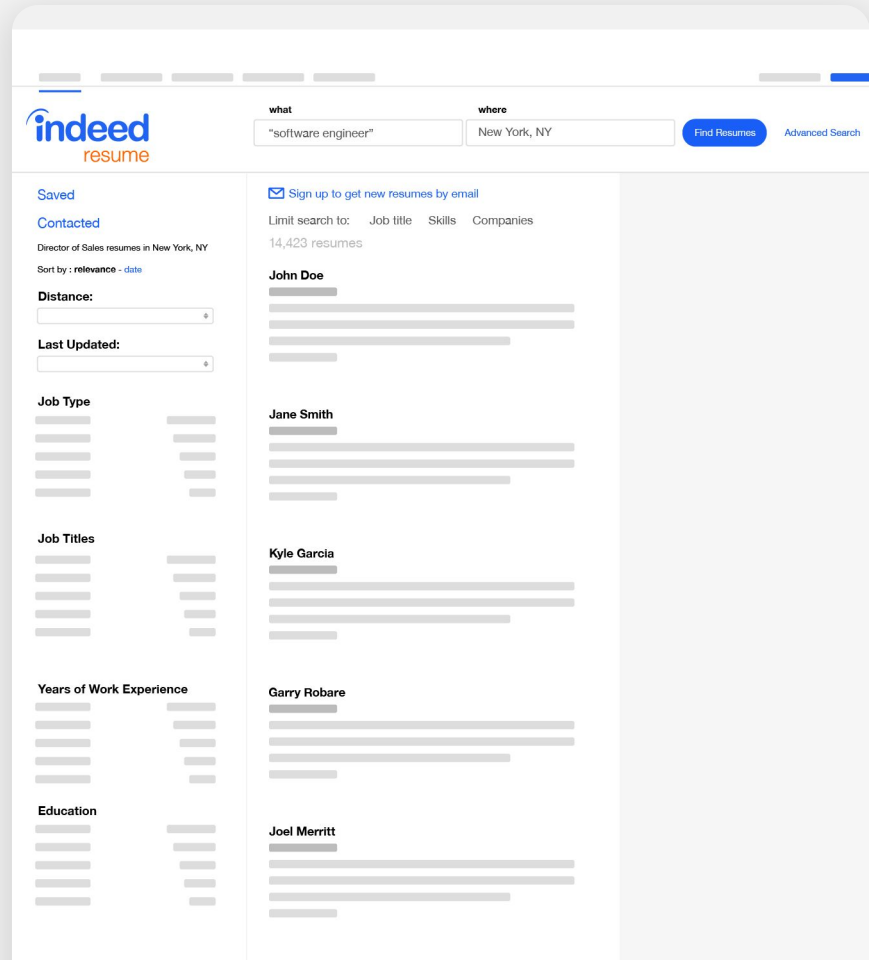


Think like an employer

Employers search for resumes by role and location, using filters and advanced search techniques to refine their results.

Go to resumes.indeed.com to navigate the Indeed Resume database like an employer.


Source: Ladders, "Eye-tracking Study" (2018)



Show employers you're available

Indicate that you are available to start working immediately and are open to any job by adding **#readytowork** to your Indeed Profile at my.indeed.com.

Resume About me Dashboard

×
Are you available immediately for any job due to COVID-19?
Add **#readytowork** to the summary of your Indeed Resume.

Add #readytowork

Apply to jobs on Indeed

Quality > Quantity



Establish healthy application habits

- + Read the job description from start to finish
- + Decide why you want the role
- + Make sure that your work samples and experience show that you're a good fit
- + Keep an eye out for any instructions on how to apply
- + Read and answer all the application questions carefully
- + Double check your responses before you submit



Applicant Tracking Systems (ATS)

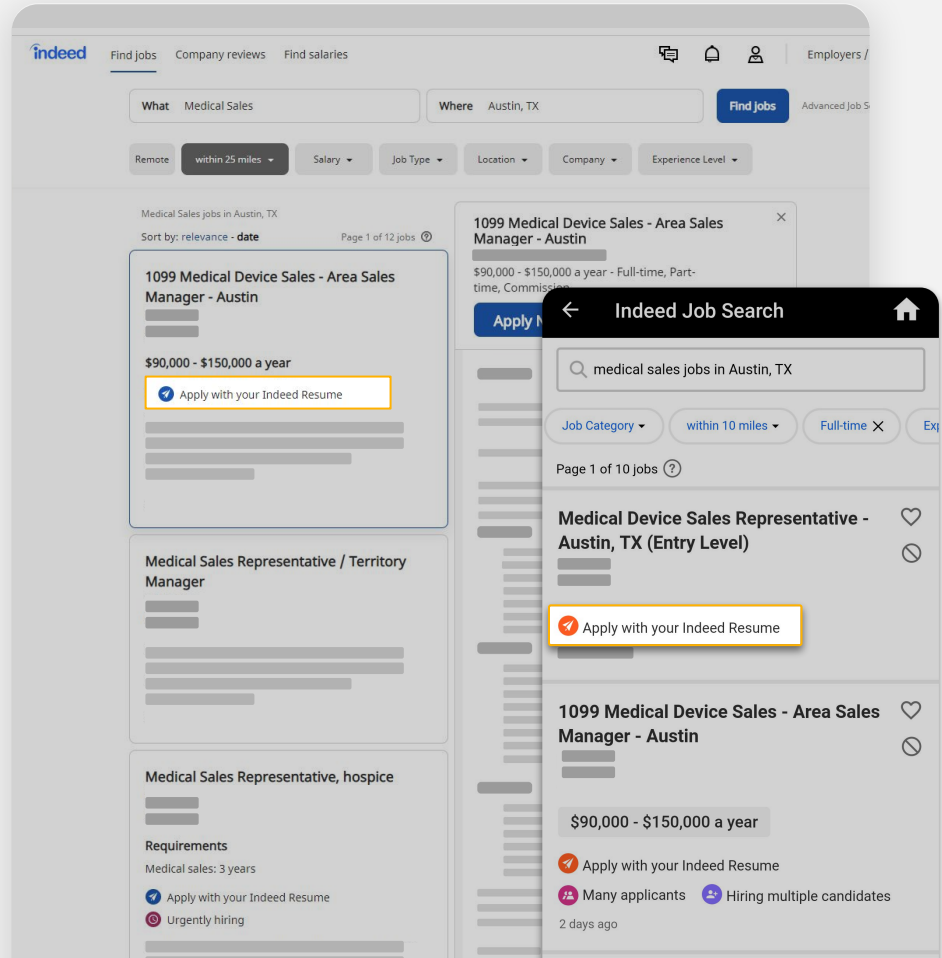
- + Software that parses resume to speed up the screening and selection process
- + Jobs that are not marked “easily apply” likely use an external ATS, which may struggle to read complicated resume formats
- + To ensure your resume is not overlooked, keep format simple and content tailored for the job

Easily apply to jobs

Look for jobs with labels like:

- + Easily Apply
- + Apply with your Indeed Resume
- + Apply from your phone
- + Express Apply

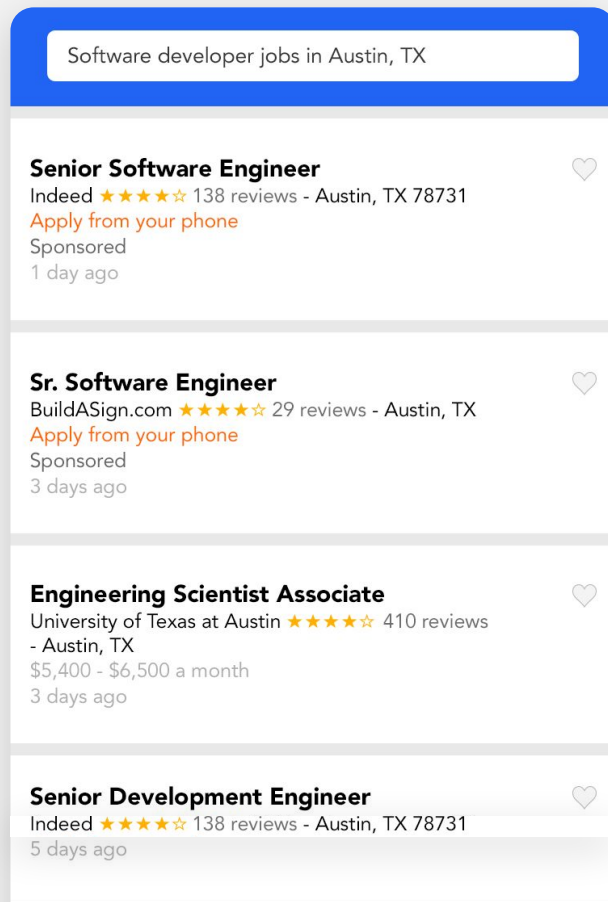
These job posts enable you to submit your application in just a few clicks.



Apply to jobs from anywhere

With your Indeed Resume, applying is fast and you can easily apply on your phone.

75% of all job search on Indeed takes place **on mobile devices**.



Summary

- 01. Set up an account**
- 02. Search for jobs**
- 03. Build a resume**
- 04. Apply to jobs**

We're here to help!

Explore resources addressing impacts of COVID-19, like articles on how to work from home if you can, find work quickly when you need it, and navigate remote job search.

[indeed.com/heretohelp](https://www.indeed.com/heretohelp)

The screenshot shows the top portion of the Indeed Career Guide website. The header is blue with the 'Indeed' logo and 'Career Guide' text. A navigation bar below the header lists categories: COVID-19 Resources, Finding a Job, Resumes & Cover Letters, Interviewing, Starting a New Job, and More. The main content area has a white background with the heading 'Here to help' and a large title 'What to do if your job is affected by COVID-19'. Below the title is a paragraph explaining the mission and the types of resources available. At the bottom, there are three featured resource cards with icons and brief descriptions.

Indeed
Career Guide

COVID-19 Resources | Finding a Job | Resumes & Cover Letters | Interviewing | Starting a New Job | More ▾


Here to help

What to do if your job is affected by COVID-19

At Indeed, our mission is to help people get jobs. That means continuously updating jobs and working directly with employers around the world. Here you'll find advice, resources and community conversations to address the impact of COVID-19 on your job.

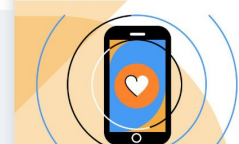
How to Use Indeed to Job Search During COVID-19

Read our tips on taking action if your job has been affected by COVID-19.




Unemployment and Job Loss Support

Tips and resources for taking action after job loss.



Indeed Community

Get advice from career coaches and peers to guide your job search and work.



We're here to help!

indeed.com/career-advice

Discover information and inspiration to help you achieve your career goals.

Indeed

Career Guide

What do you want to read about?

[COVID-19 Resources](#) | [Finding a Job](#) | [Resumes & Cover Letters](#) | [Interviewing](#) | [Starting a New Job](#) | [More](#)

Editor's Picks

Everything You Should Know About Working From Home

Working remote can be a challenging transition. Here are tips for staying healthy and productive while working from home.

COVID-19 and Your Job: Tips and Actions to Consider

Here are some steps to consider taking whether you're searching for a job, need gig work quickly or have been asked to...

How to Get a Gig Job

Here are several tips for finding work in the gig economy.

[View More](#) →

Finding a Job

The Essential Job Search Guide

The New Graduate's Guide to Job Search

How to Find the Best Jobs for You

Thank you!