indeed Job Cast

Indeed 101:
Getting started on Indeed

Agenda

+ **Set up an account**

+ **Search for jobs**

+ **Build a resume**

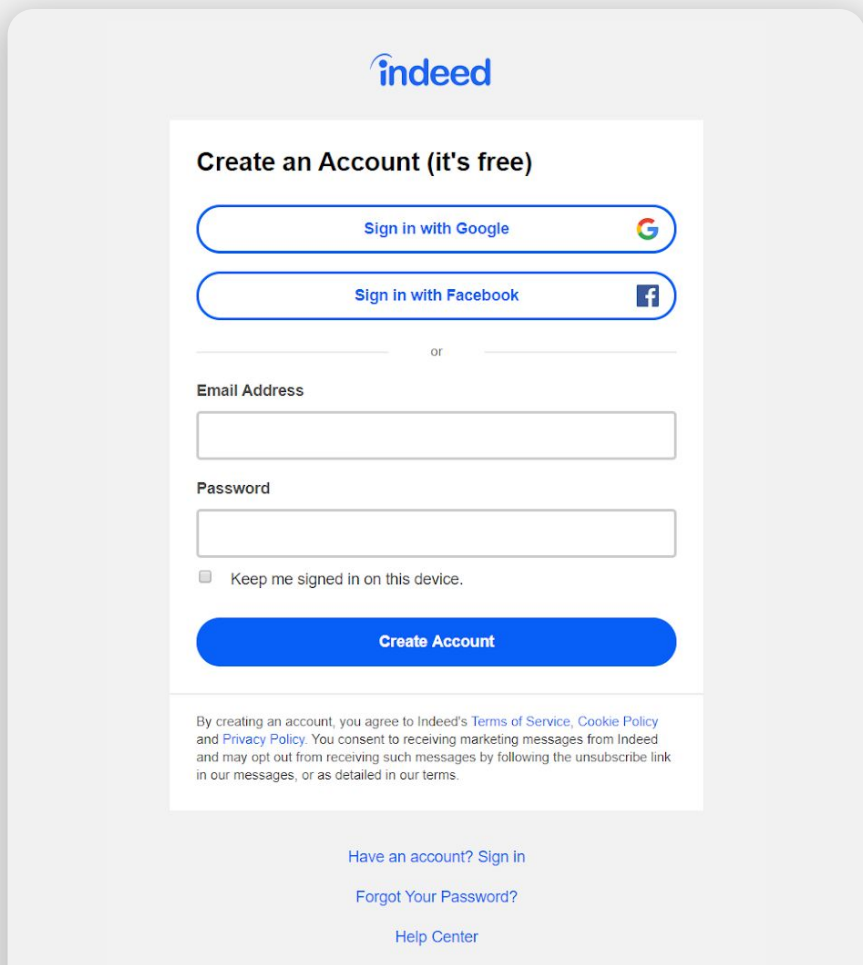+ **Apply to jobs**

We help people get jobs.

indeed

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."

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.

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.

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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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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.
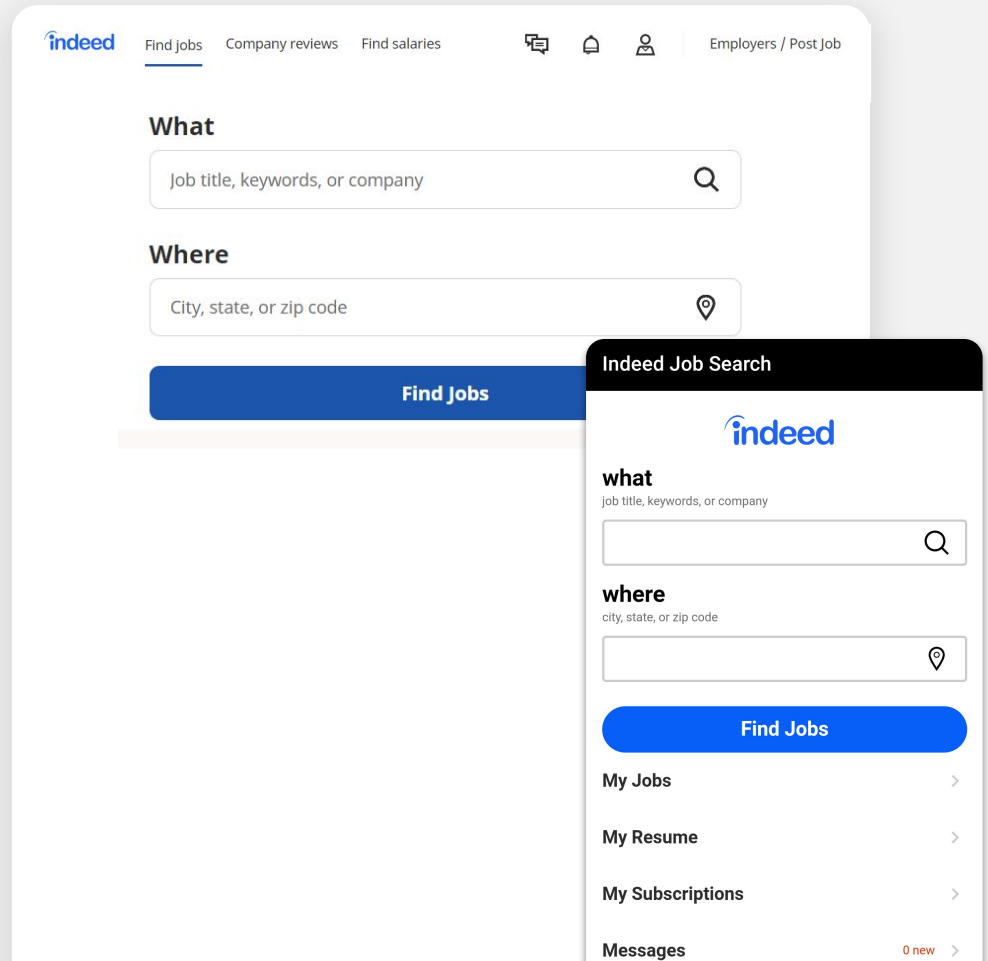
Start your search

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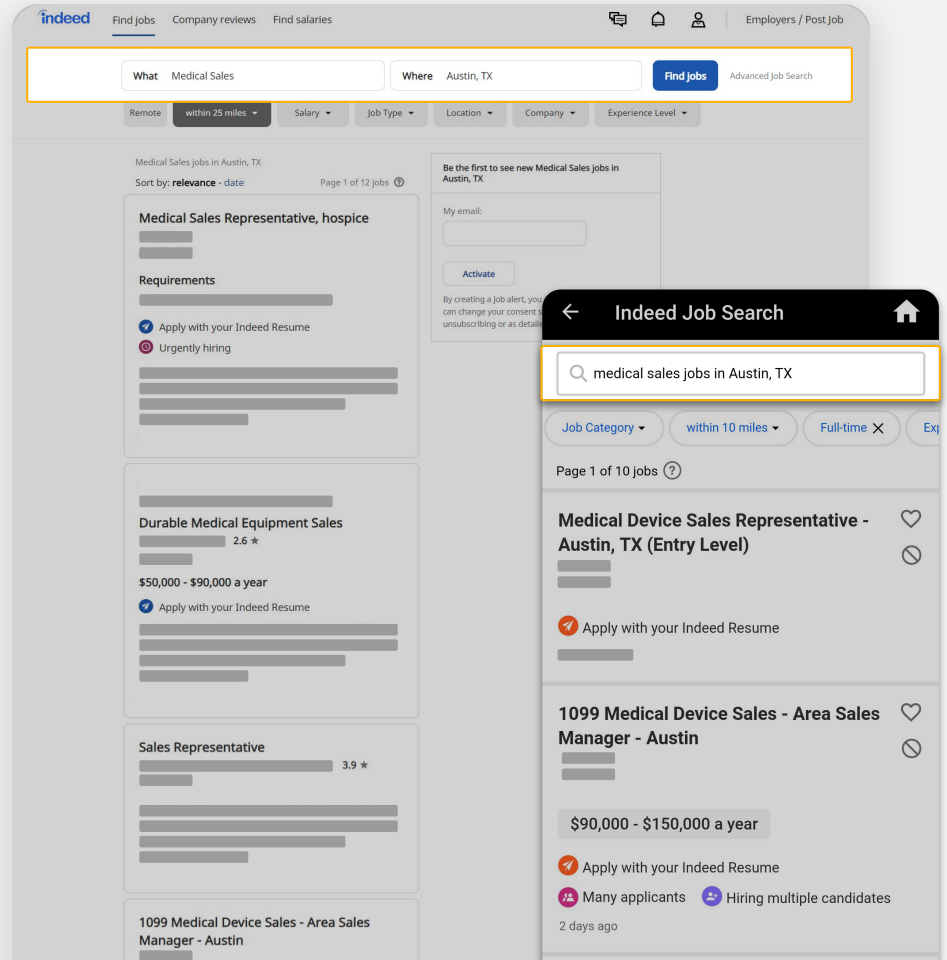
Filter your search

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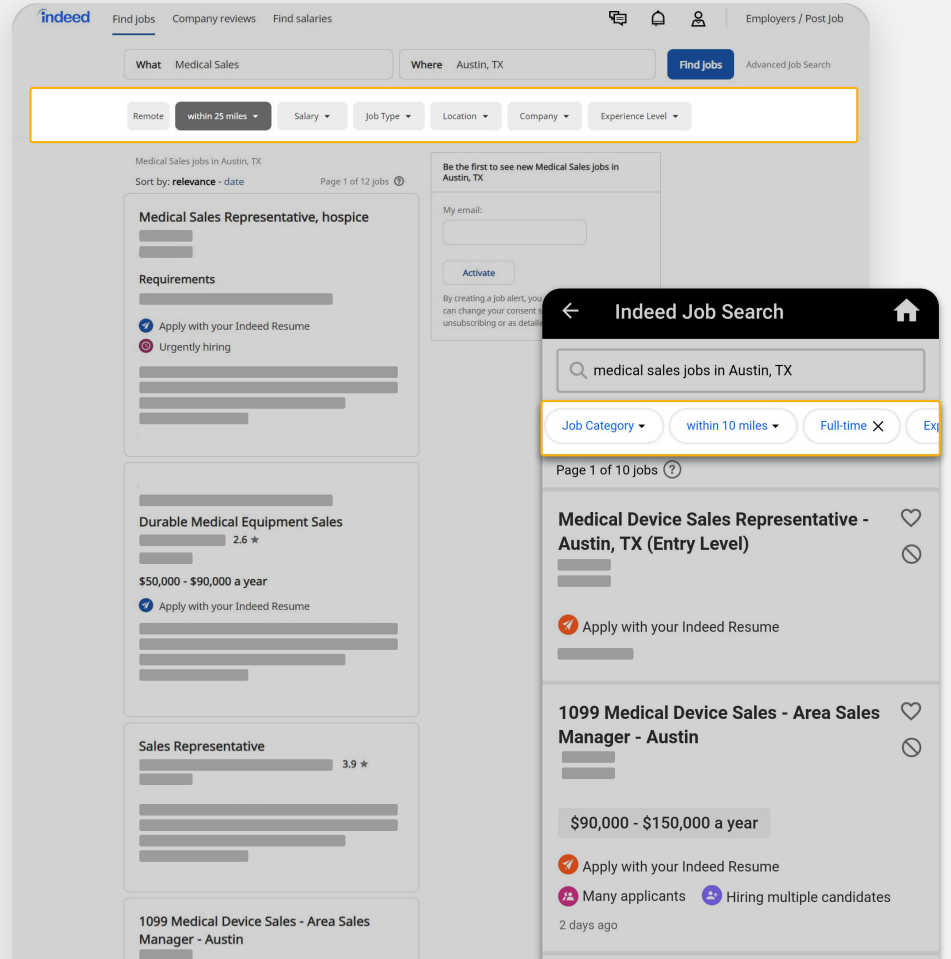
Master advanced search techniques

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

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
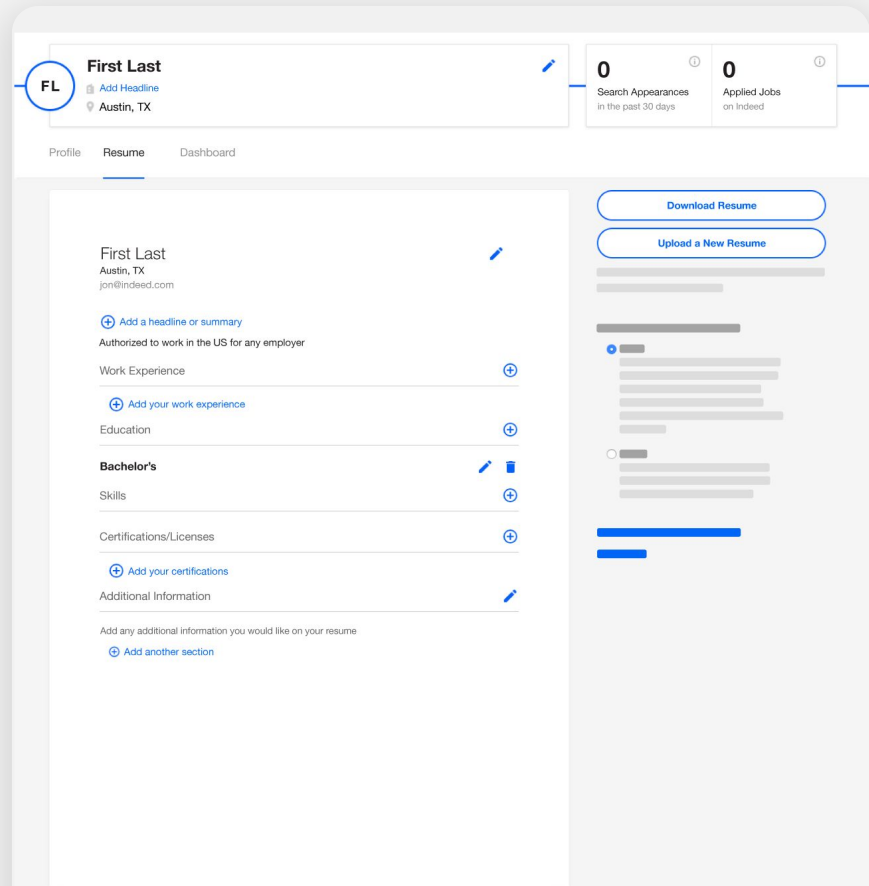
Build an Indeed Resume

my.indeed.com

+ Upload your resume

+ Build a new resume

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indeed

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.

Skills	⊕

Certifications/Licenses	⊕

Additional Information ✏️

Add any additional information you would like on your resume

Add Section

⊕ Links   ⊕ Groups

⊕ Military Service   ⊕ Patents

⊕ Awards   ⊕ Publications
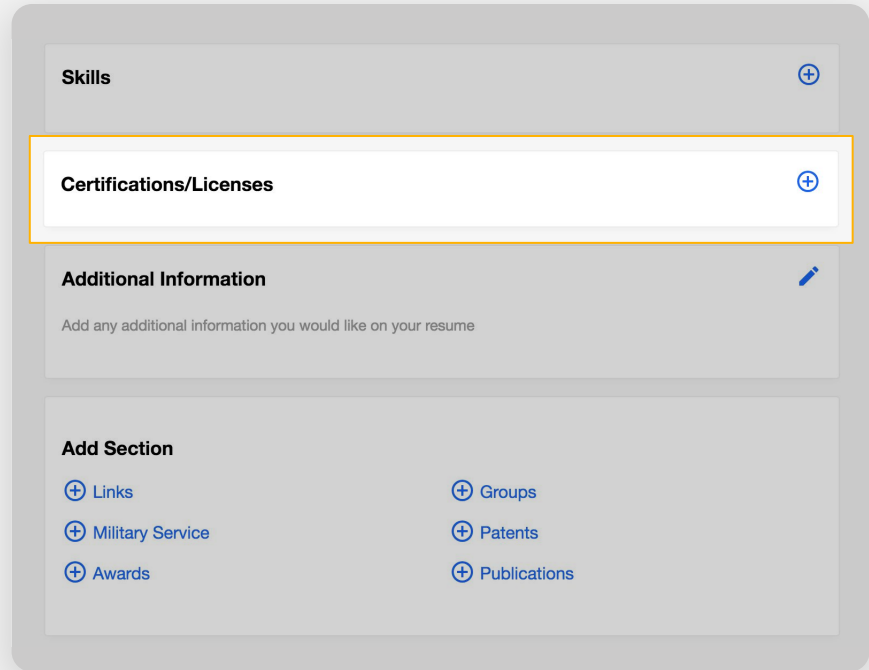
03
Work Experience

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
+ Accelerated
+ Assembled
+ Drove
+ Developed
+ Built
+ Enacted

+ Expanded
+ Constructed
+ Exceeded
+ Improved
+ Guided
+ Sharpened
+ Increased

+ Handled
+ Simplified
+ Implemented
+ Produced
+ Performed
+ Trained
+ 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

[   ] **Add**

I do not want to enter any skills at this time

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.

05

Optional components

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

Additional Information

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

- ☐ Full-time
- ☐ Contract
- ☐ Internship
- ☐ Part-time
- ☐ Temporary
- ☐ 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.
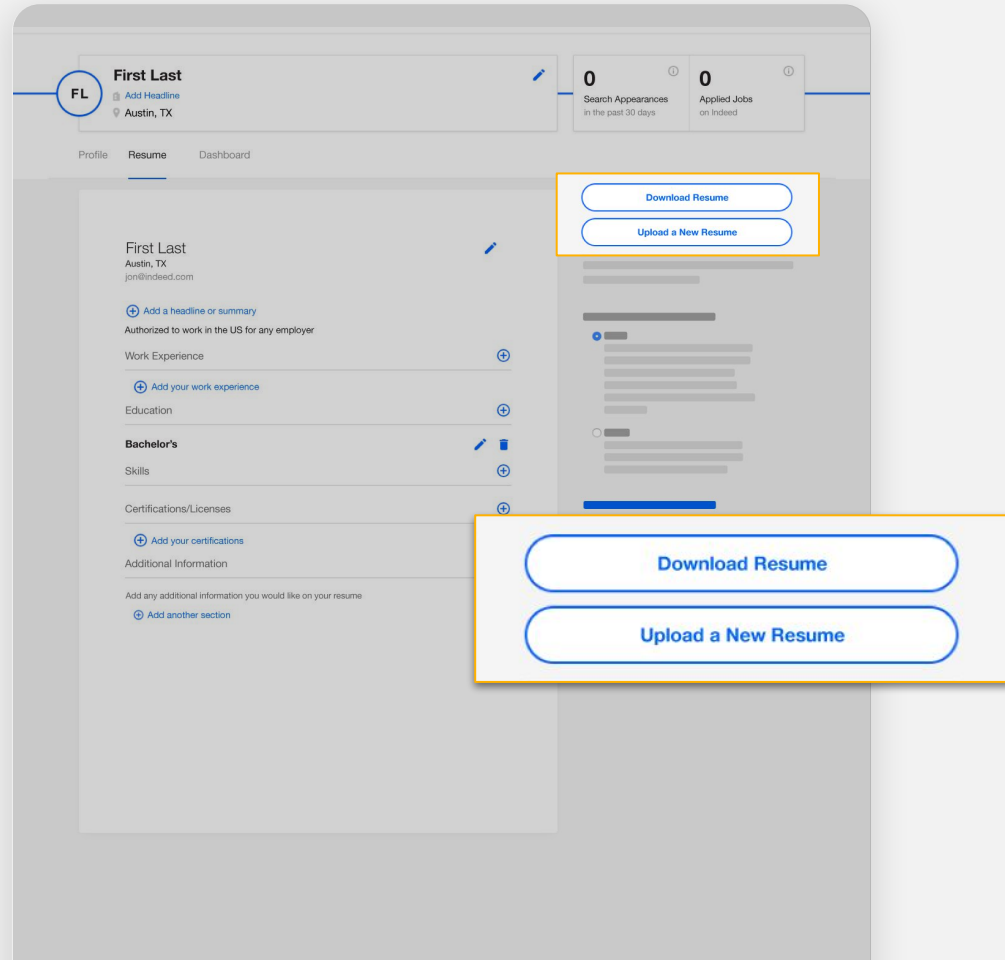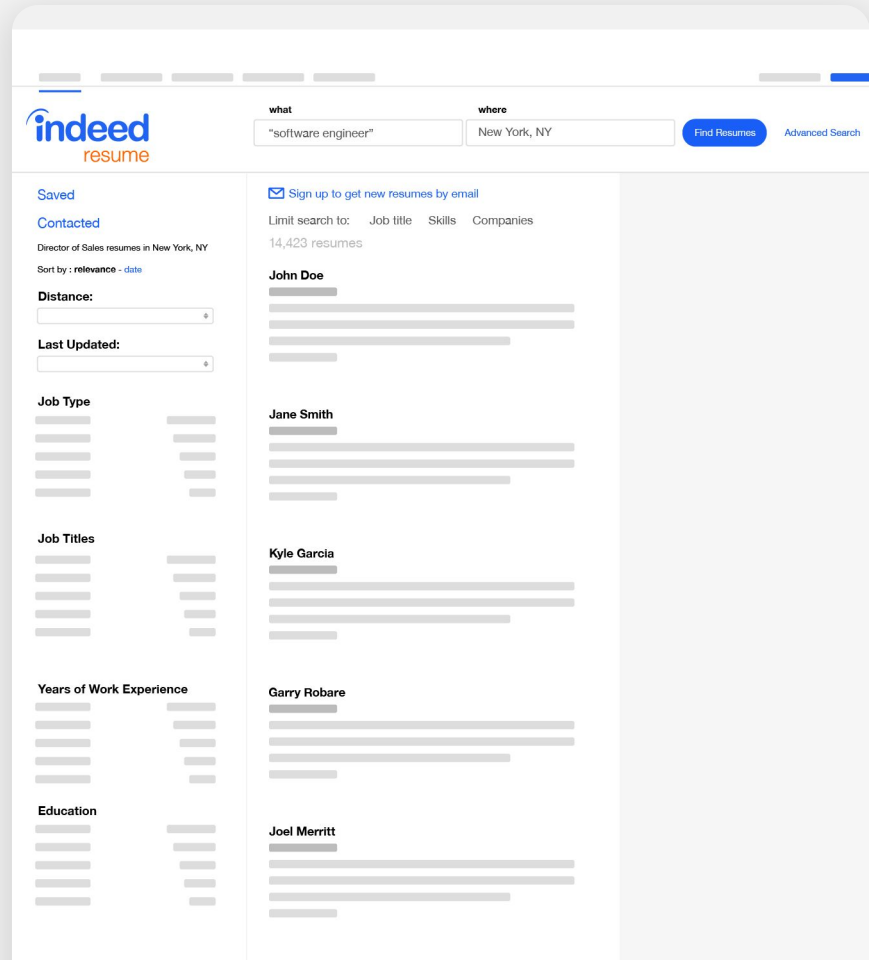
Think like an employer

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
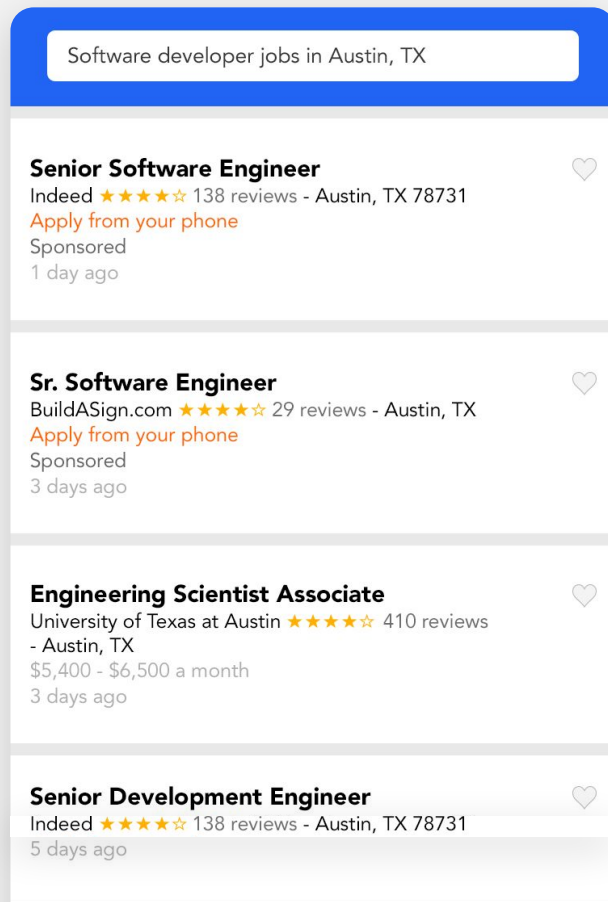
+ Apply with your Indeed Resume

+ Apply from your phone

+ Express Apply

These job posts enable you to submit your application in just a few clicks.
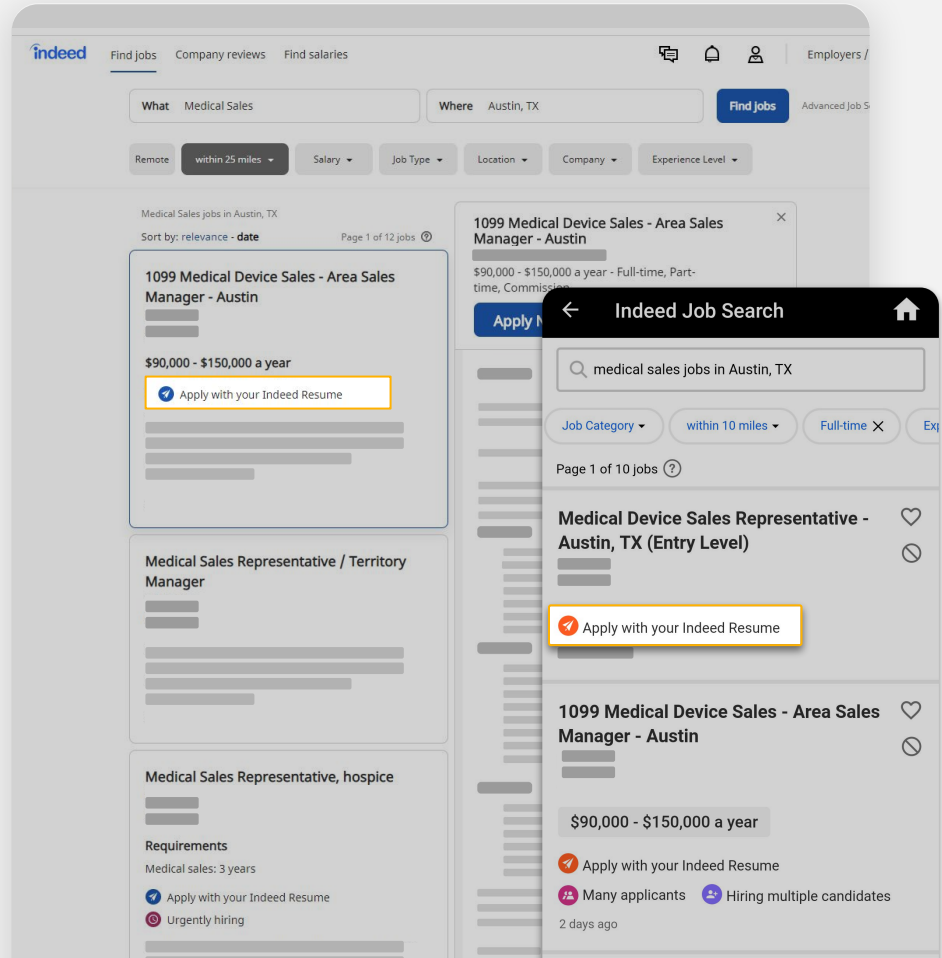
Apply to jobs from anywhere

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

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.
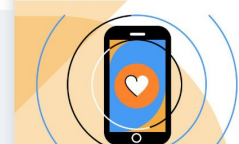
How to Use Indeed to Job Search During COVID-19

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

Thank you!