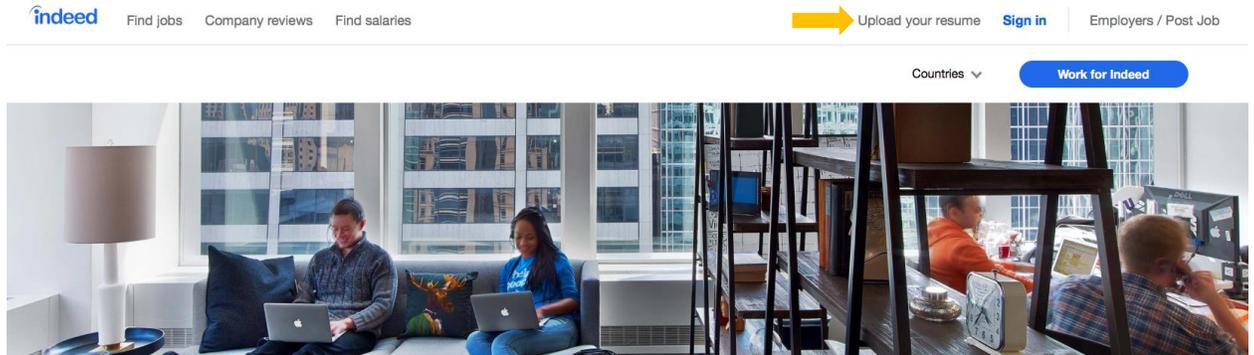# Creating a Resume on Indeed

Indeed is a popular website that allows you to search for jobs, post your resume, and research companies. You can apply for jobs for free on Indeed, but you must create an account.

To register for an account:
1. Open a web browser and type indeed.com in the top address box, then click enter.
2. Click **upload your resume** near the top right corner.

3. You can register for an account using your existing Gmail or Facebook accounts, or with any other email provider (yahoo, msn, etc.) by typing your email address into the box.

   If you are not signing in with Google or Facebook, your password does not have to be the same password you use for your email. It is safest to not use the same password for multiple accounts.

   You will have to prove you are not a robot by clicking the box and selecting the answers to the question it asks by clicking on them. Then click **Verify**.

When you have finished filling out all the information you can click **Create Account**.


4. You must verify your email account before you can upload your resume. Log in to your email and open the email from Indeed called "Reminder to confirm your email." Click the box **Confirm your Indeed Account** to verify your account.
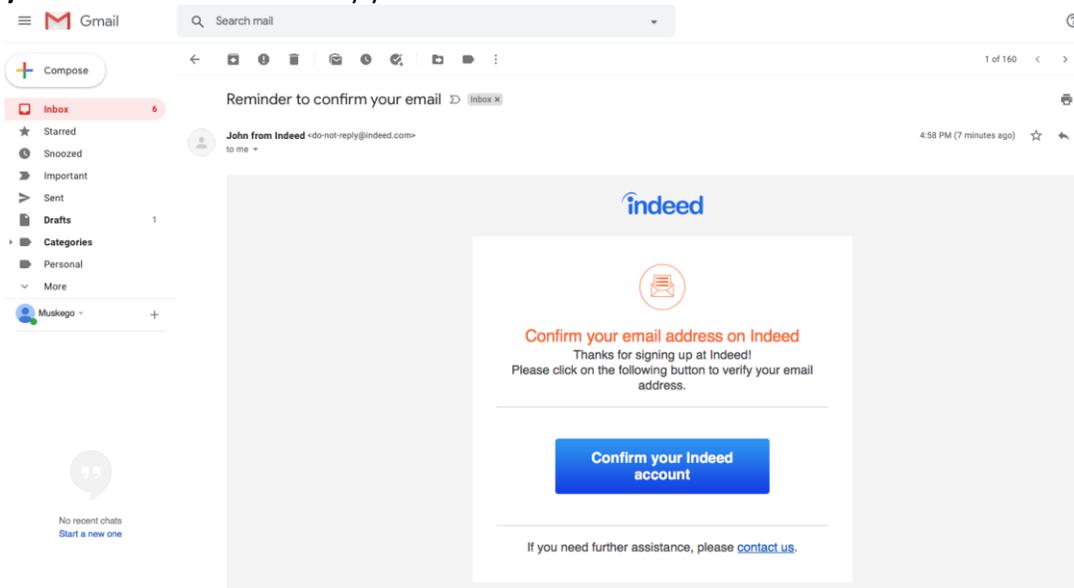
To create your online resume:

You will be given 2 options for how to create your online resume.

- If you have an existing resume saved in Word, you can **Upload Your Resume** and it will pull important information out of the document. (skip to page 9 for instructions)
- If you do not have a resume you can **Build a New Resume** from scratch.
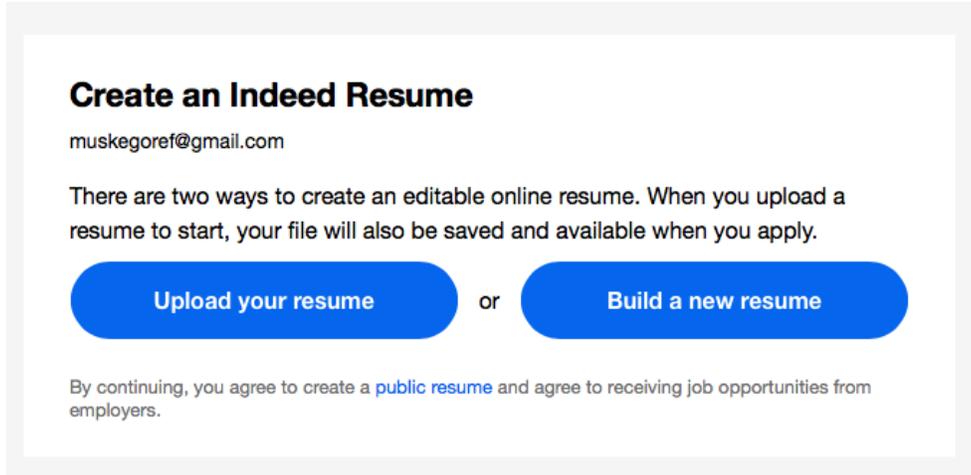
Create an Indeed Resume

muskegoref@gmail.com

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.

Building a new resume:

1. Fill out the form with your basic information. Items with a * next to them are required, and you cannot move to the next step without answering them. Items without the * you can leave blank, but it is best to fill in as much information as possible. When you are done click **Next.**
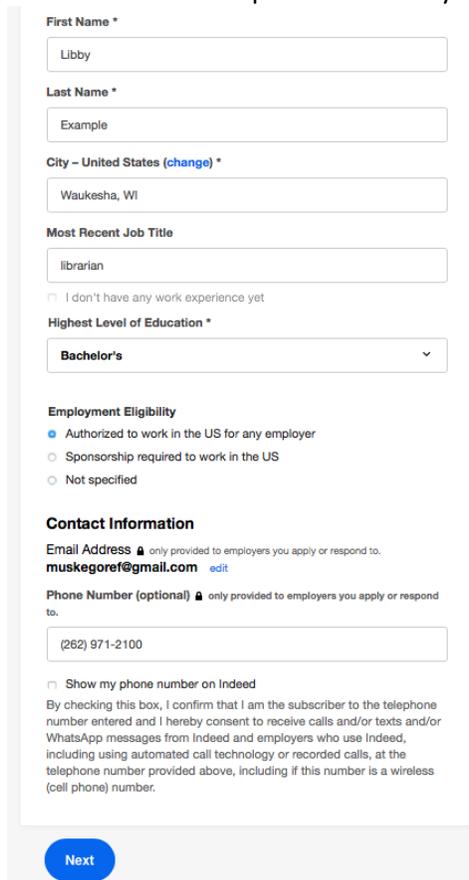
First Name *

Libby

Last Name *

Example

City – United States (change) *

Waukesha, WI

Most Recent Job Title

librarian

☐ I don't have any work experience yet

Highest Level of Education *

Bachelor's

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.
muskegoref@gmail.com edit

Phone Number (optional) 🔒 only provided to employers you apply or respond to.

(262) 971-2100

☐ Show my phone number on Indeed

By checking this box, I confirm that I am the subscriber to the telephone number entered and I hereby consent to receive calls and/or texts and/or WhatsApp messages from Indeed and employers who use Indeed, including using automated call technology or recorded calls, at the telephone number provided above, including if this number is a wireless (cell phone) number.

Next

2. Complete the information about your education, beginning with your most recent schooling. Click **Save** to save the details about that school.

Level of Education *

Associate

School

Muskegon Community College

Field of Study
e.g. Biology, Computer Science, Intellectual Property, Nursing, Psychology.

City – United States (change)
e.g. Seattle, WA.

Muskegon Heights, MI

Time Period

☐ I currently go here

September ⌄   2006 ⌄   to   June ⌄   2010 ⌄

Save   Cancel

3. The information for that school will be saved at the top of the list. If you made a mistake, you can edit the information about that school using the **pencil icon**. To delete all the information about that school, use the **trash can**.

Associate   ✏ 🗑
Muskegon Community College - Muskegon Heights, MI
September 2006 to June 2010

High school diploma   ✏ 🗑
Muskego High School - Muskego, WI
September 2002 to June 2006

* Required fields

Level of Education *

Select an option

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: ⌄

Next   Previous Step

4. Continue entering your previous schools, working backwards to high school. When you have finished hit the **Next** button.

5. Now you will enter information about your previous jobs. Begin with your most recent job, and click **Save** after each job.

Work Experience

librarian ✏️ 🗑️

* Required fields

Job Title *

Librarian

Company

Muskego library

City – United States (change)
e.g. Seattle, WA.

Muskego, WI

Time Period

☑️ I currently work here

September ⌄   2010 ⌄   to **Present**

Description
Describe your position and any significant accomplishments.

1. Help patrons learn about computers and apply for new opportunities online using Indeed
2. Assemble a jobs folder with helpful information about finding and applying for jobs. This is FREE can be taken home!
3. Recommend books and other materials to help with job searching and interviewing

Save

Don't forget to include details about your job duties in the **Description**. This area can make you stand out from other applicants, so take your time and think about how the skills you learned at this job will help you succeed at your next job.

Were you nominated for employee of the month? Did you suggest a new idea that saved time or money? Include that in your description too!

Even if you have never had a full-time job before, fill out this section for all part time jobs. Filling out 2 or more work experiences will double your chances of being contacted by an employer, according to Indeed's record of job matches.

6. After you have saved a job, it will appear at the top of the list. When you are finished adding work experience click the **Next** button.

Librarian
Muskego library - Muskego, WI
September 2016 to Present

1. Help patrons learn about computers and apply for new opportunities online using Indeed
2. Assemble a jobs folder with helpful information about finding and applying for jobs. This is FREE
...more

Librarian Assistant
Muskego Public Library - Muskego, WI
September 2010 to September 2016

- Help patrons find books and materials in the library

- Check out visitors at the circulation desk

* Required fields

Job Title *

Company

City – United States (change)
e.g. Seattle, WA.

Time Period

☐ I currently work here

Month: ⌄		Month: ⌄
Year: ⌄	to	Year: ⌄

Description
Describe your position and any significant accomplishments.

☰ ☰

Next   **Previous Step**

7. The next section lets you add additional skill that may not have been part of your previous job. Indeed will suggest some skills based on your previous job titles that you can add by clicking on them. You can also type a skill into the box and click the **Add** button.

Skills

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

+ Administrative ...	+ Blogging
+ Cataloging	+ Databases
+ Library Services	+ Statistics
+ Teaching	+ Tutoring

* Required fields

Add a new skill *
e.g. Microsoft Office

[   ] **Add**

☐ I do not want to enter any skills at this time

You can choose not to add any additional skills, but this is another section to make your resume stand out. Skills with specific machinery or software you know will be used in your next job are especially important to include.

8. When you have finished adding skills, click the **Next** button.

Skills

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

+ Administrative ...	+ Blogging
✓ Added below	✓ Added below
+ Library Services	+ Statistics
✓ Added below	+ Tutoring

* Required fields

Add a new skill *
e.g. Microsoft Office

[Cypress Resumes] **Add**

Gale Courses ✎ 🗑

Cataloging ✎ 🗑

Databases ✎ 🗑

Teaching ✎ 🗑

Next   Previous Step

9. You will get a preview of your resume with all your information on it. Read through each section and double check for spelling or other mistakes. You can delete a section by clicking the trash can icon, or edit the section by clicking the **pencil icon**.

10. When you are happy with your resume, click the **Save and Continue** button.
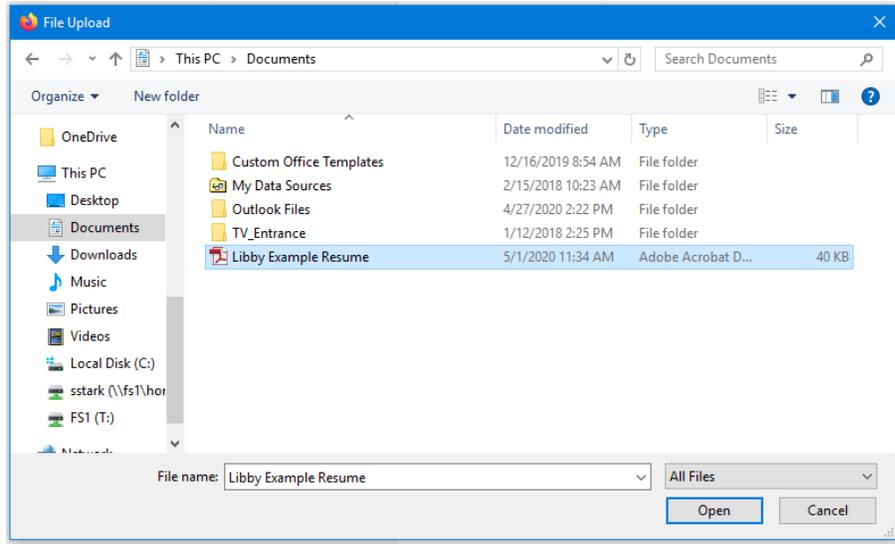

11. You will get a page with some additional questions, which you can choose to fill out. When you are done, or if you want to skip this section, click the **Next** button.
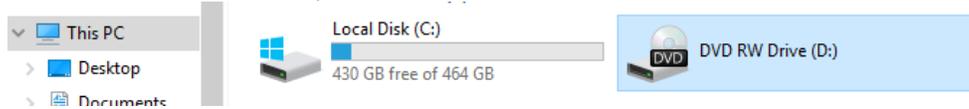

12. Congratulations! You have finished creating your resume on Indeed.

Uploading a resume:

1. After clicking Upload Your Resume, the File Upload box will pop up. Find your resume where it has been saved on the computer, click on it, and then click **Open**.

If your resume is saved on your own USB drive, double click **This PC** and the name of your flash drive to open your files. Your flash drive may be under the name "**removeable disk**"

2. You will get a page with some additional questions, which you can choose to fill out. When you are done, or if you want to skip this section, click the **Next** button.

3. Now you will get to view of what your Indeed resume looks like. Check it over carefully! Some required answers (like highest level of education) may not be completed. These will be marked in red, and must be changed before your resume can be saved.
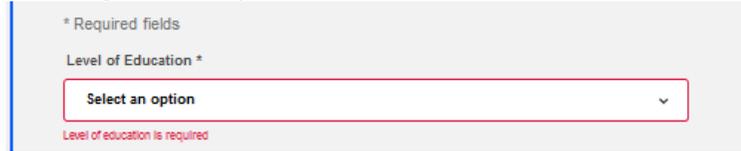
* Required fields

Level of Education *

Select an option ⌄

Level of education is required

Uploading resumes saves time, but formatting mistakes like strange symbols and typos are common. Look over each section and make corrections by using the **pencil icon**. To delete an entire section, use the trash can icon.
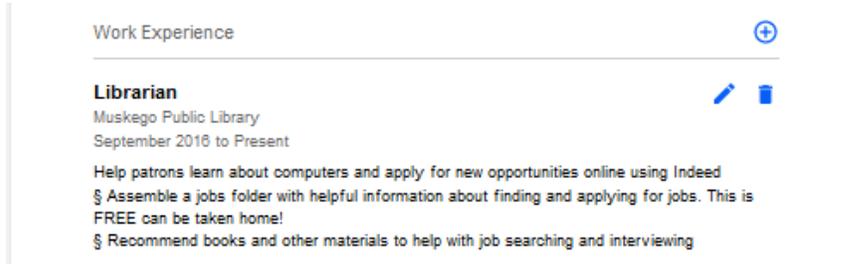
Work Experience ⊕

Librarian ✎ 🗑
Muskego Public Library
September 2016 to Present

Help patrons learn about computers and apply for new opportunities online using Indeed
§ Assemble a jobs folder with helpful information about finding and applying for jobs. This is FREE can be taken home!
§ Recommend books and other materials to help with job searching and interviewing

4. When you are happy with your resume, click the **Save and Continue** button.
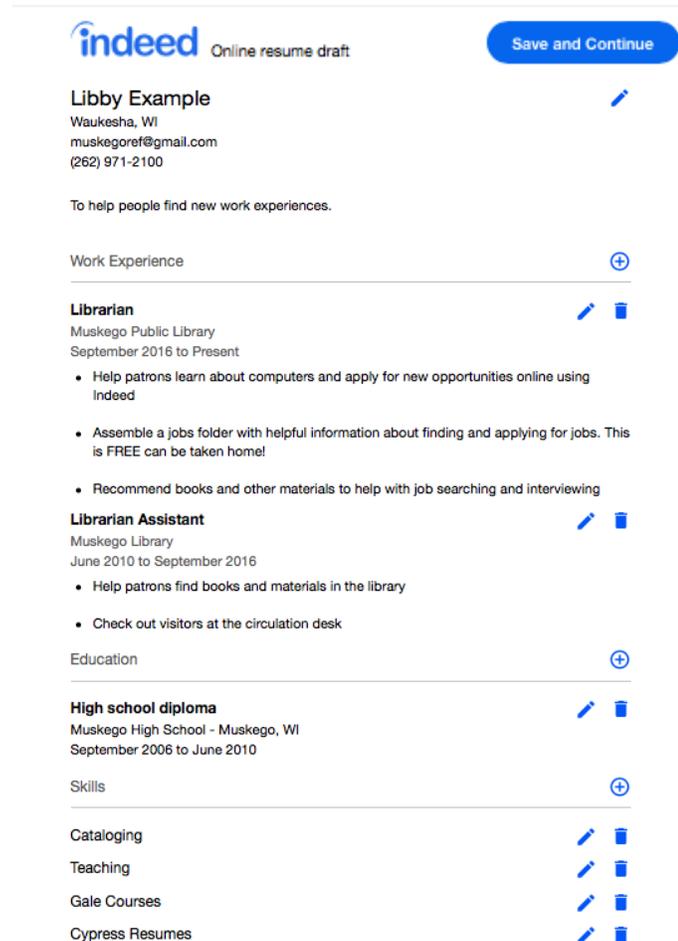
indeed Online resume draft   **Save and Continue**

Libby Example ✎
Waukesha, WI
muskegoref@gmail.com
(262) 971-2100

To help people find new work experiences.

Work Experience ⊕

Librarian ✎ 🗑
Muskego Public Library
September 2016 to Present
- Help patrons learn about computers and apply for new opportunities online using Indeed
- Assemble a jobs folder with helpful information about finding and applying for jobs. This is FREE can be taken home!
- Recommend books and other materials to help with job searching and interviewing

Librarian Assistant ✎ 🗑
Muskego Library
June 2010 to September 2016
- Help patrons find books and materials in the library
- Check out visitors at the circulation desk

Education ⊕

High school diploma ✎ 🗑
Muskego High School - Muskego, WI
September 2006 to June 2010

Skills ⊕

Cataloging ✎ 🗑
Teaching ✎ 🗑
Gale Courses ✎ 🗑
Cypress Resumes ✎ 🗑

5. Congratulations! You have finished creating your resume on Indeed.