



7 Tips

For Hiring With Indeed Resume

With over 2 million new resumes created each month on Indeed, Indeed Resume gives you a powerful, reliable talent sourcing tool whenever you need it. Instead of charging expensive fees that restrict access to talent, resume search on Indeed is open, helping more employers and candidates connect.

Ready to find your target hire? Read on.



01 Speed up your talent search

See results as you type so you know immediately if your search is returning the candidates you're looking for. Not sure what to search for? Start typing and check out our search suggestions. Hover your mouse over any resume for a quick preview without having to leave the search results page.

The screenshot shows the Indeed resume search interface. At the top, there's a search bar with "indeed/resume" and navigation icons. Below the search bar, there are tabs for "Find Jobs", "Find Resumes", and "Employers". The search criteria are "what: manager trainee" and "where: Norwalk, CT". A dropdown menu shows suggestions: "manager trainee", "manager trainee", "manager in training", "manager owner", "manager assistant", and "manager human resources". The search results are sorted by "relevance - date" and show 830 resumes. The first candidate is Stacey Keeler, a Partner - District and Regional Manager's at Valhalla, NY. A mouse cursor is hovering over her name, which has triggered a preview of her resume on the right side of the screen. The preview shows her work experience, including roles at Meda Pharmaceuticals and Enterprise Rent-A-Car.

indeed resume

what: manager trainee where: Norwalk, CT Find Resumes

manager trainee
manager trainee
manager in training
manager owner
manager assistant
manager human resources

830 resumes

Get new resumes for this search by email

Stacey Keeler - Valhalla, NY
Partner - District and Regional Manager's
Professional Healthcare Sales Representative
Healthcare Sales Representative - Meda Pharmaceuticals
State University of New York at Oswego, Bachelors
save resume - Updated: Jun 2

Richard Tolbert - New Rochelle, NY
Sales Manager Trainee - Enterprise Rent-A-Car
Peer Leader - "Aspire", Pace University
Sales Assistant - Party City
Pace University, Dyson School of Arts & Sciences, Bachelors of Business ...
save resume - Updated: May 13

Maurice Lewis - Stamford, CT
Welding Trainee - Westover Job Corp Center
Lennon High School, High School Diploma
save resume - Updated: May 24

Jason Rodriguez - Bronx, NY

Updated: Jun 2 View Full Resume

Stacey Keeler Valhalla, NY
Partner - District and Regional Manager's
To acquire the position of Account Manager to continue my results-focused and client service experience with one of the fastest ...

Work Experience

Partner - Apr 2013
District and Regional Manager's
Sales Training Representative (April 2013-Present) • Prepares new sales representatives by conducting orientation to sales process; developing ...

Professional Healthcare Sales Representative - May 2012
105% to goal for Phase 1 launch of Dymista. • Top 20 in market share for non-phase ...

Healthcare Sales Representative - Sep 2010 to May 2012
Meda Pharmaceuticals
Accepted transfer from Albany territory to Westchester, NY/Rockland, NY/Southern CT territory. • 127% to goal ...

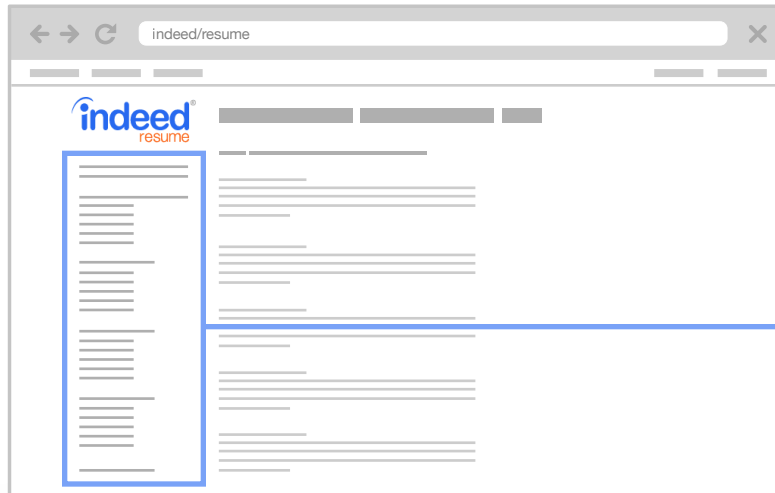
PreferaOB Market Share Growth Contest
April 2012.

02

Filter searches to focus on the most relevant resumes

To the left of the search results, you'll see filters for Education level, Years of Experience, Job Titles, Companies, Locations and Military candidates.

Select the criteria that matter most to you and the filtered results are instantly displayed. You can also adjust the distance radius of your search to find candidates further away or closer to a specific location.



Software Engineer resumes in Austin, TX

Sort by: **relevance** - [date](#)

Distance

Education

[Doctorate](#) 100+

[Masters](#) 1000+

[Bachelors](#) 1600+

[Associates](#) 200+

[Diploma](#) 80+

Years of work experience

[Less than 1 year](#) 20+

[1-2 years](#) 60+

[3-5 years](#) 300+

[6-10 years](#) 800+

[More than 10 years](#) 2800+

Job Titles

[Software Engineer](#) 80+

[Senior Software Engineer](#) ...

[Project Manager](#) 40+

[Product Manager](#) 20+

[Owner](#) 20+

Companies

[Dell](#) 200+

[Advanced Micro Devices](#) ...

[IBM](#) 60+

[Hewlett Packard](#) 30+

[The University of Texas a...](#)

Locations

[Austin, TX](#) 2900+

[Round Rock, TX](#) 400+

[Cedar Park, TX](#) 200+

[Pflugerville, TX](#) 100+

[Leander, TX](#) 90+

[Military resumes only](#) 500+

03

Use advanced techniques for precision results

Quickly target candidates using any combination of keywords, job titles, companies, years of experience and education from the [advanced search page](#).

Find resumes with...	All of these words	<input type="text"/>
	The exact phrase	<input type="text"/>
	At least one of these words	<input type="text"/>
	None of these words	<input type="text"/>
Work Experience	Title of last job	<input type="text"/>
	Title of any job	<input type="text"/>
	Company of latest job	<input type="text"/>
	Company of any job	<input type="text"/>
	Years of work experience	<input type="text" value="Any amount"/>
Education	School name	<input type="text"/>
	Degree	<input type="text" value="Any degree"/>
	Field of study	<input type="text"/>
Location	City, state, or zip	<input type="text"/>
		<input type="button" value="Find Resumes"/>

You can also build custom searches in the main search box using the search operators listed below.

what:

1,485 resumes

company: current or most recent employer

Example: company:Pfizer

anycompany: worked for the employer at any time in their career

Example: anycompany:Pfizer

title: current/most recent job title. Use quotes to search phrases

Example: title:"sales manager"

anytitle: any job title on resume, not necessarily the current title

Example: anytitle:"structural engineer"

school: education

Example: school:"University of Texas"

fieldofstudy: college major

Example: fieldofstudy:"computer science"

04

Widen or narrow the field

No two candidates are the same and it's a safe bet that their resumes won't be either. How do you zero in on the right match without overlooking a hidden gem?

The examples on the right show what it looks like when advanced search and Boolean operators are put in action together.

Examples

Looking for someone who has been a Program Manager or a Product Manager?

The Boolean operator OR lets you do it in a single search:

anytitle:("Program Manager" OR "Product Manager")

Want someone who has worked as both a Program Manager and a Product Manager?

In this case, the AND operator is the way to go:

anytitle:("Program Manager" AND "Product Manager")

And what if you're not looking for a product manager, but they keep appearing in your search results?

Easily exclude false positives by adding a minus sign before the operator:

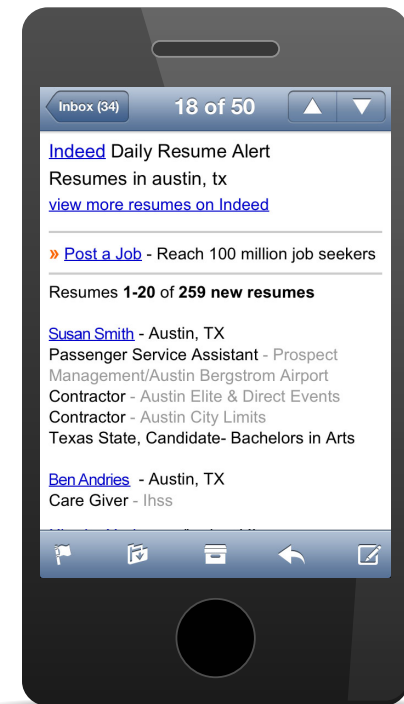
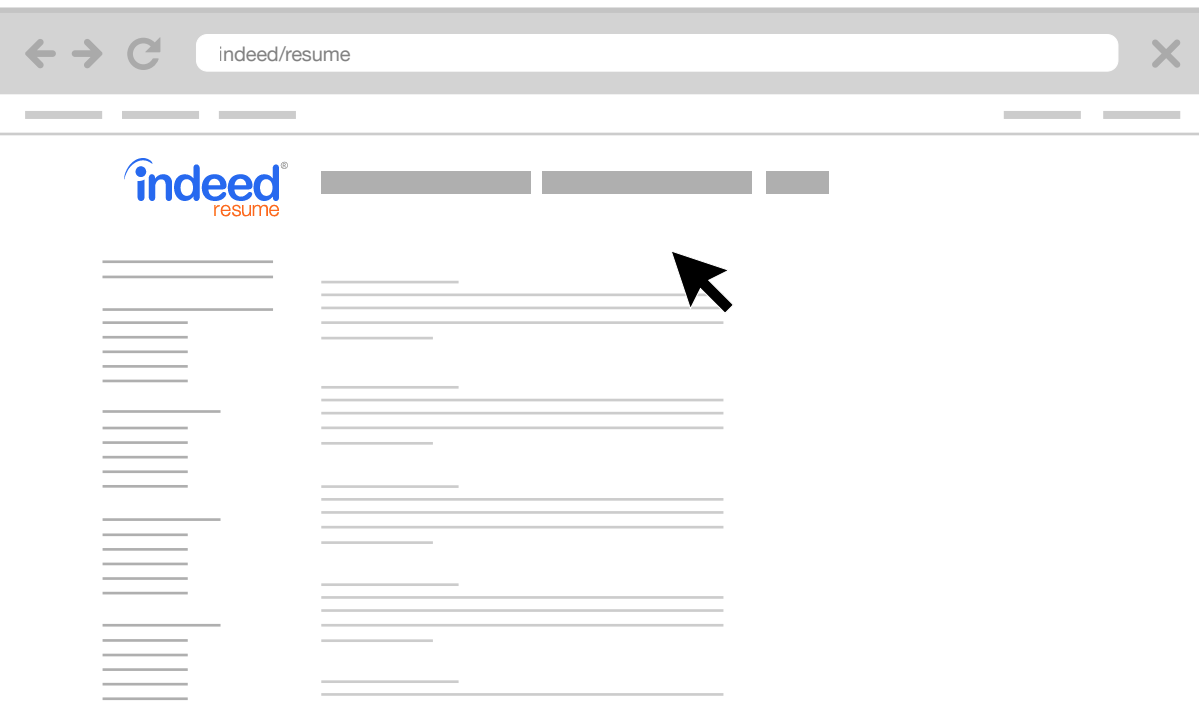
title:"Program manager" -title:"Product manager"

05

Stay up to date with free resume alerts

Sign up to receive an automatic email when there are new or recently updated resumes matching your search criteria. You'll stay on top of the best talent while we do the work!

Simply click the "get new resumes by email" link on any search results page to create an alert for that search. Best of all, you can create an unlimited number of email alerts for free.



06

Personalized candidate messages

Want to maximize your response rates when contacting people on Indeed Resume? Keep these simple methods in mind:

Personalize your introduction

Start by using the person's first name – then introduce yourself and your company.

A simple statement like “Dear Nathan, I’m Joe Smith, Recruiting Manager, at Smith and Co.” sets a good stage for describing your job opportunity.

Present the opportunity

Capture the recipient's attention by being clear about the aspects of their resume that you think make them a good fit for the job and show why it could be a smart career move.

If available, provide a link to the job description or your career site to help the person further evaluate whether your opportunity is one they'd like to learn more about.

Don't send mystery messages

Be sure to include your name, title and company so the recipient knows who they are corresponding with. (Providing a link to your own Indeed Resume is also a great way to introduce yourself.)

Lastly, try to use a company email address instead of a personal address whenever possible.

07

Save, share, download resumes – free

Save Resumes

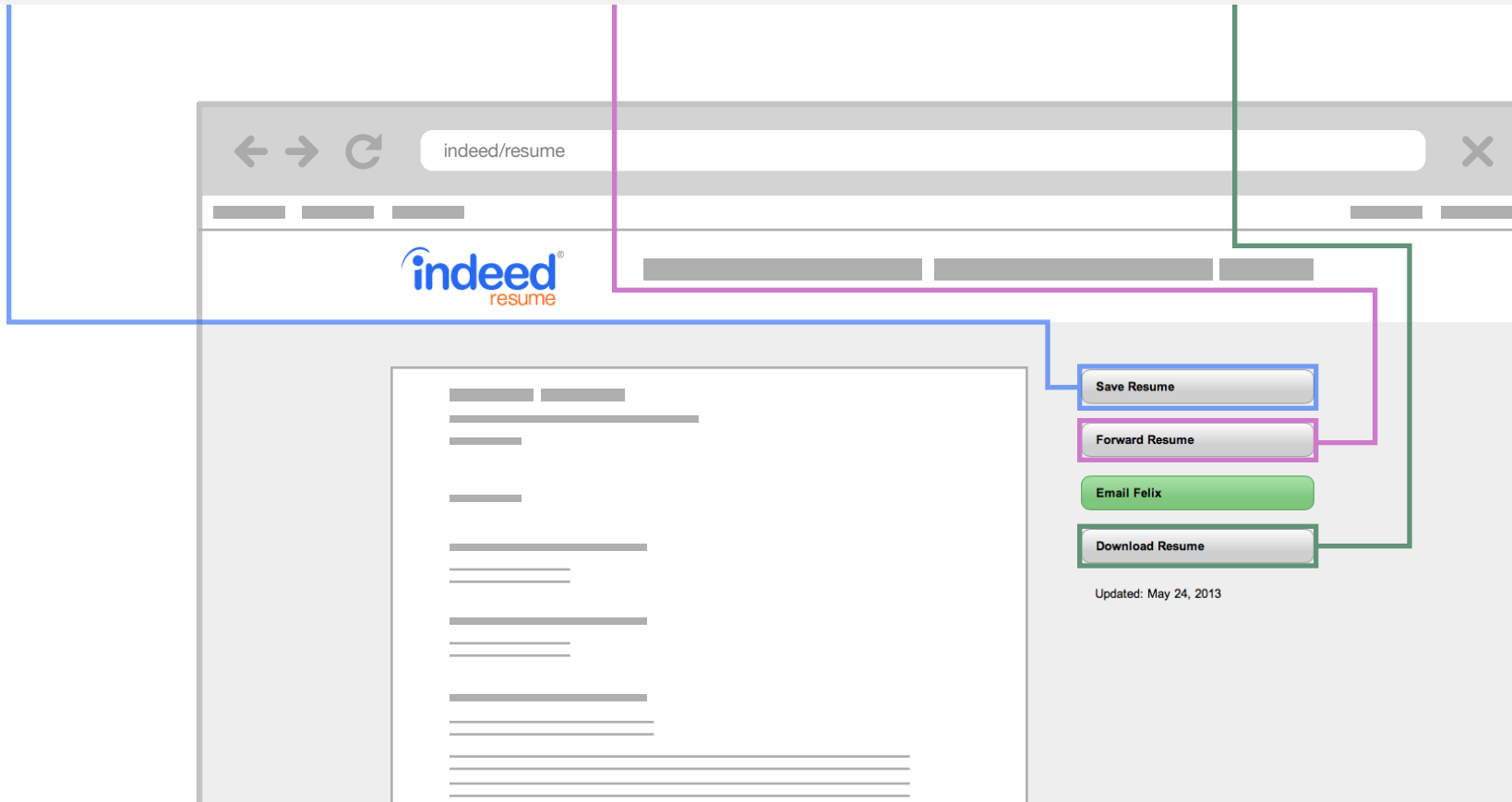
In a hurry? Save interesting resumes for later; resumes that you save are clearly labeled in search results and visible from your personal “Saved Resumes” page.

Forward Resumes

Use the “Forward” button to easily share an interesting resume with colleagues.

Download Resumes

Want to save a copy of a resume on your computer or add it to your Applicant Tracking System? Download a PDF version of any resume with one click.



With Indeed Resume, you can search millions of resumes and get precisely targeted results for any field in an instant. And you only pay when you're ready to contact prospective hires.

Find your next hire at [indeed.com/hire](https://www.indeed.com/hire).

More people find jobs on Indeed than anywhere else. Job seekers can search millions of jobs on the web or mobile in over 50 countries. More than 100 million people each month search for jobs, post resumes, and research companies on Indeed, and Indeed is the #1 source of external hires for thousands of companies. For more information, visit [indeed.com](https://www.indeed.com).

The Indeed logo consists of the word "indeed" in a blue, lowercase, sans-serif font. A blue arc is positioned above the letter "i". A registered trademark symbol (®) is located to the upper right of the word.