

10 Ways to use Indeed like a pro



#1

Job site worldwide¹

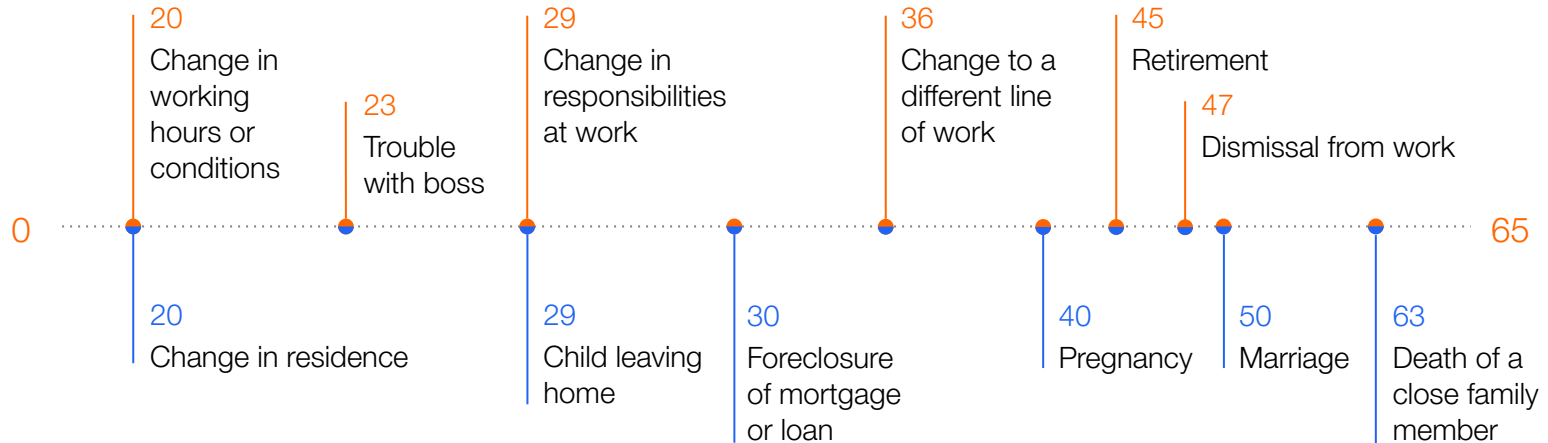
1.5 Million

Companies in the U.S. use Indeed to hire

4.5 Million

Job listings added to Indeed each month in the US

Career decisions are among the most stressful life decisions



10 Ways to use Indeed like a pro

01

Access your account

- + Log in or create a free Indeed account:
go.indeed.com/account
- + Download the app
- + Install the Indeed plugin for your web browser



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](#)

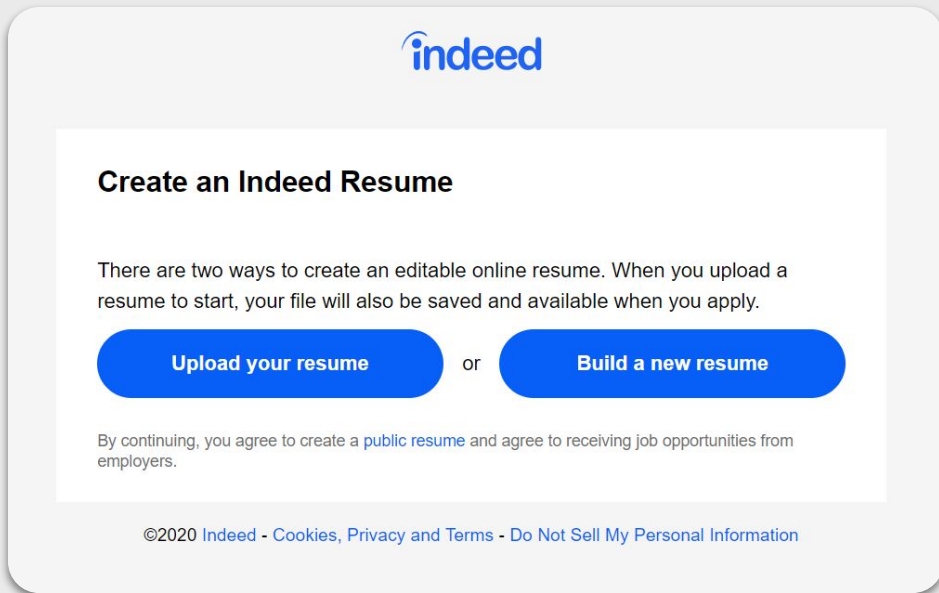
02

Create or upload your resume

The purpose of a resume is to present your most relevant experiences and skills in a format that's easy for employers to read.

my.indeed.com

- + Upload your resume
- + Build a new resume



Resume Elements

- + Contact information
- + Educational degrees or certifications
- + Work and volunteer experience
- + Skills
- + Optional components

The image shows a user interface for a resume builder. At the top, there is a profile card for 'First Last' with a circular icon containing 'FL'. The card includes links to 'Add Headline' and a location 'Austin, TX'. Below the card are three tabs: 'Profile', 'Resume' (which is selected), and 'Dashboard'. The main content area displays the resume details for 'First Last', including the location 'Austin, TX' and email 'jon@indeed.com'. It features several sections with plus icons for adding content: 'Add a headline or summary', 'Authorized to work in the US for any employer', 'Work Experience', 'Add your work experience', 'Education', 'Bachelor's' (with edit and delete icons), 'Skills', 'Certifications/Licenses', 'Add your certifications', and 'Additional Information'. At the bottom, there is a prompt to 'Add any additional information you would like on your resume' and a link to 'Add another section'.

First Last
FL
[Add Headline](#)
Austin, TX

Profile Resume Dashboard

First Last
Austin, TX
jon@indeed.com

[+ Add a headline or summary](#)
Authorized to work in the US for any employer

Work Experience [+](#)

[+ Add your work experience](#)

Education [+](#)

Bachelor's [✎](#) [🗑](#)

Skills [+](#)

Certifications/Licenses [+](#)

[+ Add your certifications](#)

Additional Information [✎](#)

Add any additional information you would like on your resume
[+ Add another section](#)

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.

Michael J. Calabazas, CPA
4100 Sepulveda Ave., Suite 200, CA 94044
mcalabazas@calabazas.com

Chief Financial Officer (CFO) of Finance

Experienced CFO with a proven record of building world-class finance organizations, and exhibiting cross-functional leadership to achieve organizational success. A strategic leader with broad-based business experience accountable for multi-million dollar budgets. Hands-on leader with excellent interpersonal and communication skills dealing with all levels within the organization and externally. Demonstrated history of delivering results.

- Corporate Administration
- Global Strategic Financial Planning & Analysis
- M&A Oversight & Management
- Budgeting, Forecasting & Modeling
- Process Re-engineering
- Performance Optimization
- Brand Relaunch
- Talent Selection, Development & Retention
- Mergers & Acquisitions
- Ethics & Compliance

Professional Experience

EPSON Inc., Baltimore, MD

Nov. 2009 - Present

Chief Financial Officer

Responsible for managing all financial accounting, legal, risk management, compliance, tax, treasury and strategic planning operations. The financial team and identity protection services provider, with annual revenues of \$25 million.

- Led successful sale of company to New York-based private equity firm; key point of contact for all financial, tax, legal, and human resources/benefits diligence
- Reduced corporate debt yielding \$2 million in annual interest savings
- Streamlined corporate structure yielding \$1 million in annual tax savings
- Guided and motivated substantially increase (20%) corporate annual growth decline source where revenues declined
- Led consolidation of multiple operations into single Baltimore headquarters, including reconfiguring entire finance and legal functions in this new location; consolidation yielded annual savings of \$2 million
- Oversee overall financial strategic plan including go-to-market strategies and new product launches
- Developed sales organization compensation plans
- Negotiated corporate license fees of second legal customer (20% of requested amount); concrete profitability and positive cash flow. Negotiated new license contract with same customer with same terms as previous contracts
- Built world-class Finance organization while establishing company's Finance, accounting, reporting, compliance and risk management functions
- Developed sophisticated earnings models which provide insightful vision into future forecasts
- Created comprehensive reporting process for board of directors and shareholders; coordinate all board and director meeting activities

Visa Inc., Foster City, CA

Dec. 2007 - July 2009

Senior Vice President of Finance

Directed all Finance operations for Visa Inc. corporate functions including Executive Finance, Risk, Legal, Strategy and Human Resources, with total annual expense budget of \$700 million. Directed staff of ten responsible for all Visa International management reporting, global outpacing and forecasting processes.

- Planned and lead for Visa Inc. merger and IPO
- Negotiated Technology and Trademark agreements between Visa Inc. and Visa Europe
- Streamlined financial planning process reducing quarterly forecast preparation by 33%

Benefits of an Indeed Resume

Looking good

Indeed Resume formats profiles into a structured data format that employers can view on mobile, tablet, and desktop.

Easily apply

With an Indeed Resume, you can apply to jobs with a few clicks, even from your phone.

Go Public

Set your resume to public to let employers discover your resume. Job seekers with a profile hear from employers 4x more often.¹

03

Highlight your skills

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

10 min – Marketing

Understanding a target audience and how to best communicate with them.

Take Assessment

 Social Media

7 min – Business Skills

Creating content, communicating online, and building a brand's reputation.

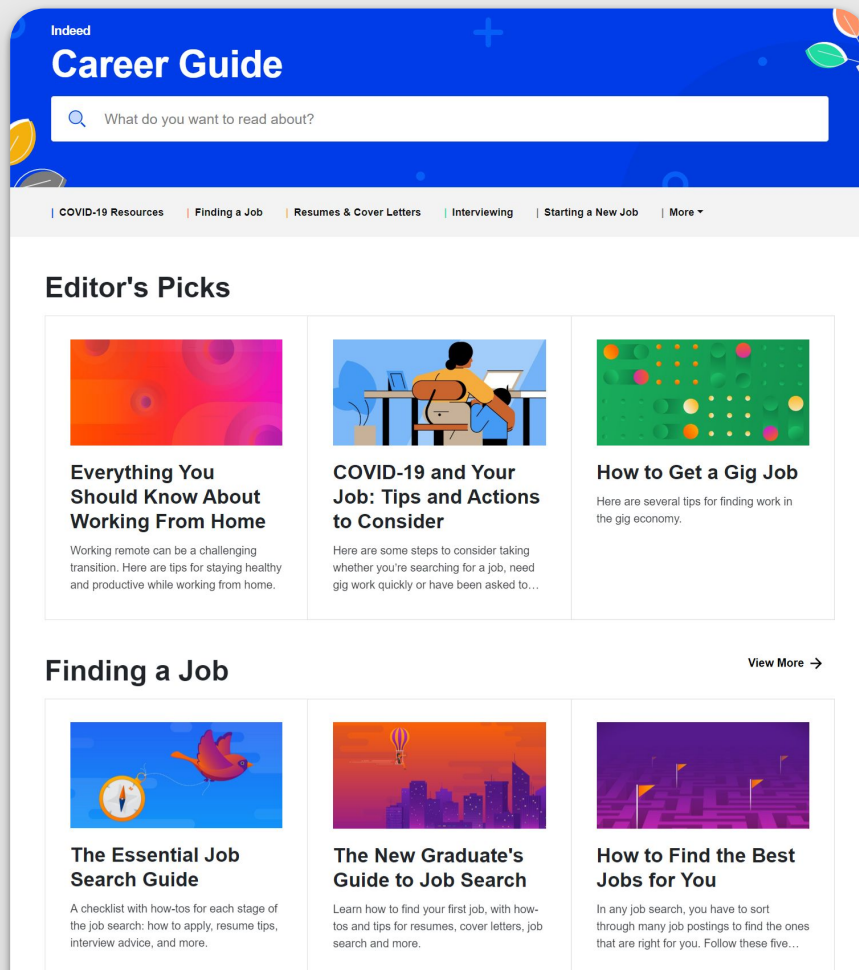
Take Assessment

04

Explore Indeed Career Guide

Career advice on how to find a job, write your resume and cover letter, ace your interviews, start a new job, and choose career paths.

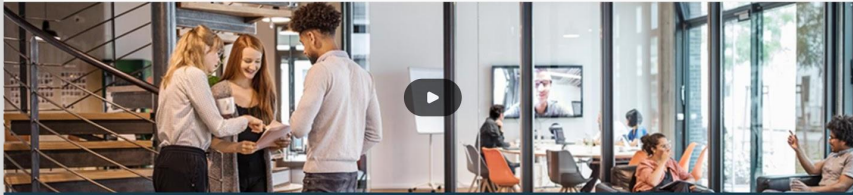
indeed.com/career-advice




05 Research companies

Learn what it's really like to work at a company. There are more than 200 million total ratings and reviews on Indeed.

[Find companies](#)




**Wavewood**
4.1 ★★★★★ 1,227 reviews

[Employer Tools](#)

[Snapshot](#) [Why Join Us](#) [Reviews](#) [Salaries](#) [16 Photos](#) [15.9K Jobs](#) [24 Q&A](#)

[See more about...](#)

 **Wavewood Employee Reviews** [Review this company](#)

Job Title

Location

(all) ▾

United States - 326 ▾

Ratings by category

4.4 ★ [Work-Life Balance](#)

4.3 ★ [Pay & Benefits](#)

4.0 ★ [Job Security & Advancement](#)

4.0 ★ [Management](#)

4.4 ★ [Culture](#)

Sort by:


[Helpfulness](#)

[Rating](#)

[Date ▾](#)

Found 326 reviews matching the search [See all 467 reviews](#)

5.0
★★★★★

 **Featured review**
Wavewood selected this as a representative review

Fun place to work! Fast-paced and great culture
Retail Sales Associate (Current Employee) - Austin, TX - July 25, 2019

This is a great place to work with a strong culture of teamwork within the entire staff. The whole team of associates is very friendly, and management is always there to help out when needed. Many store associates have been promoted to managers and

Claimed Profile ✓

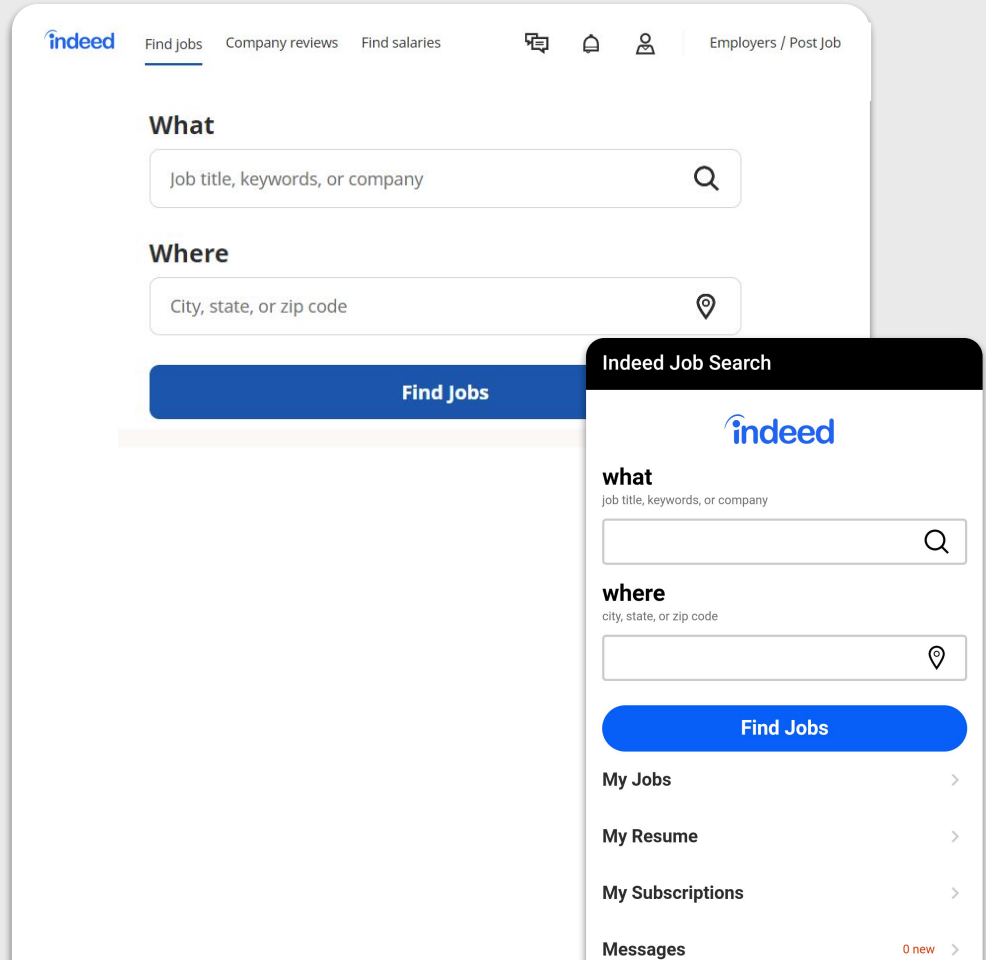
Want to know more about working here?
Ask a question about working or interviewing at Wavewood. Our community is ready to answer.
[Ask a Question](#)

06

Succeed at search

Go to www.indeed.com in your web browser

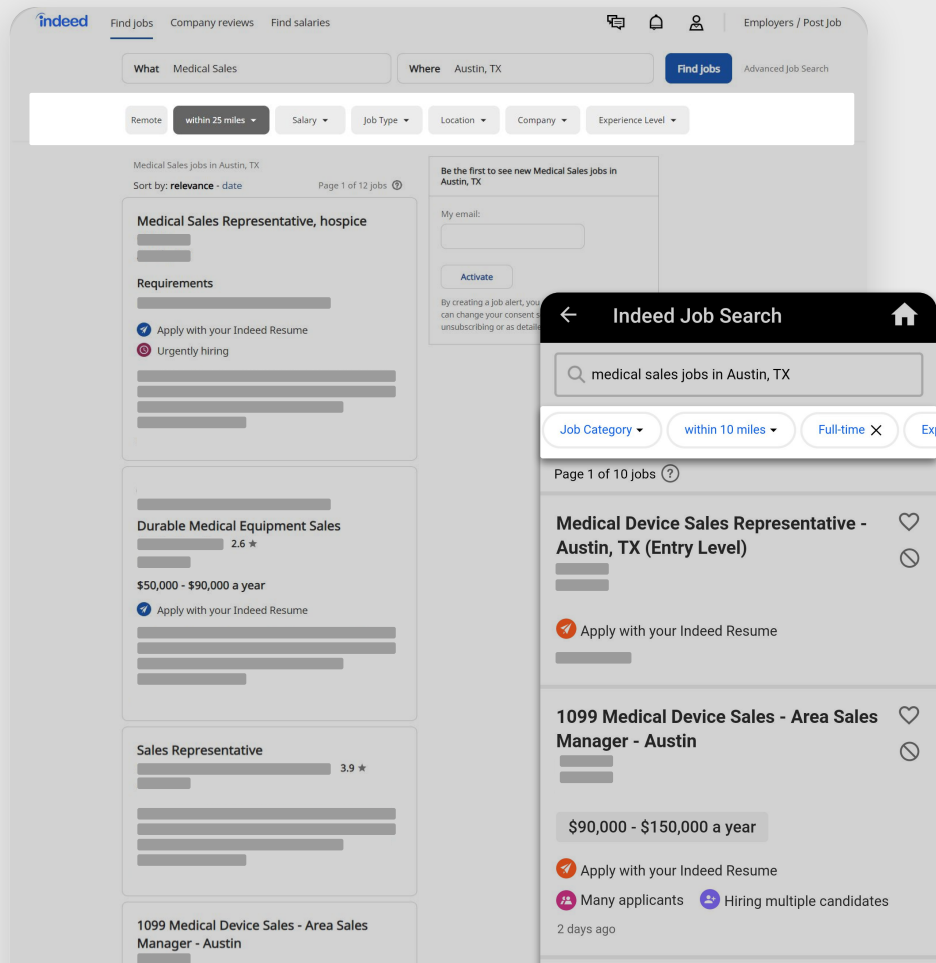
Type the words that target what you're looking for. Include job title, skill or company name. Include city, state or zip code.



Filter your search

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




If you're using Indeed on your phone, you'll see the filter button on your search results page.



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

Where

[Find Jobs](#)

[Advanced Job Search](#)

Advanced Job Search

Find Jobs

With all of these words

With the exact phrase

With at least one of these words




With none of these words

With these words in the title

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

With the exact phrase

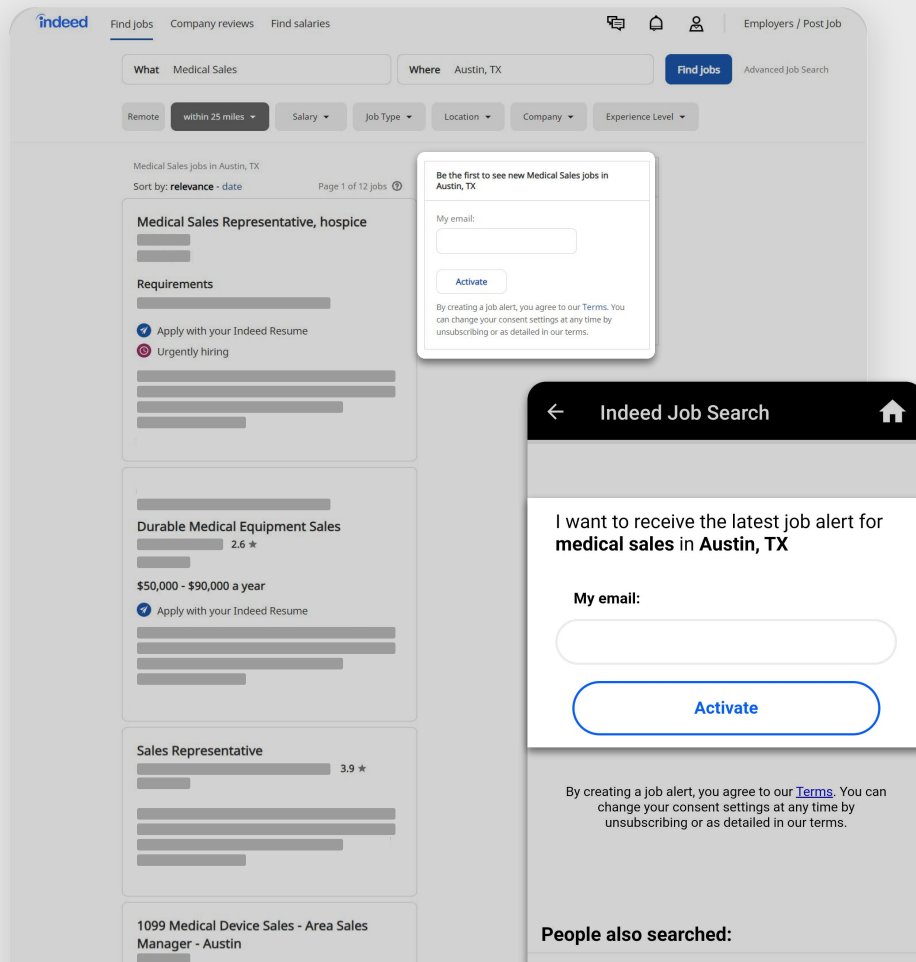
With at least one of these words

With none of these words

With these words in the title

07 Automate your search

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



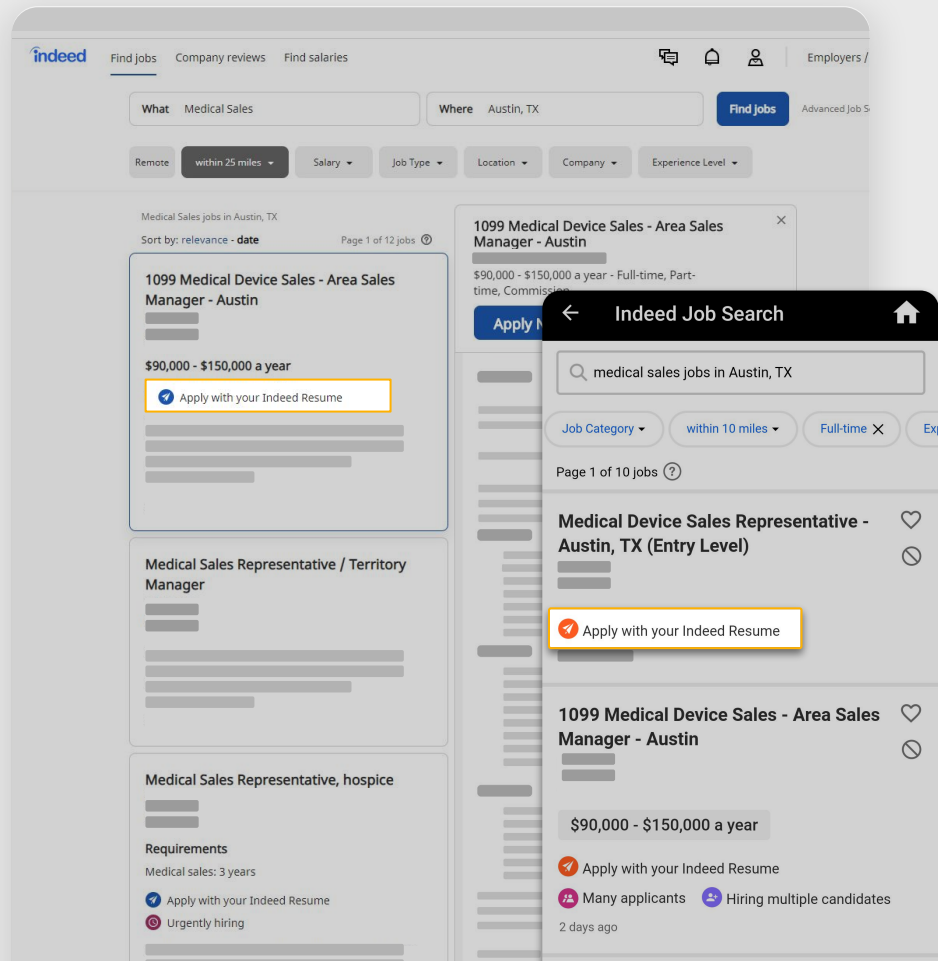
08

Easily apply to jobs

Look for jobs with labels like:

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

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





Establish healthy application habits

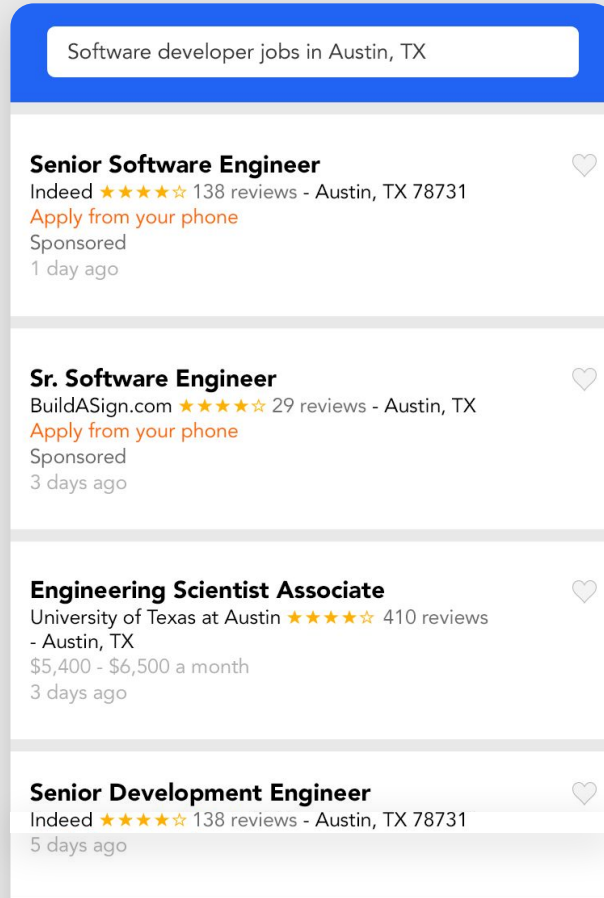
- + Read the job description from start to finish
- + Decide why you want the role
- + Make sure that your work samples and experience show that you're a good fit
- + Keep an eye out for any instructions on how to apply
- + Read and answer all the application questions carefully
- + Double check your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

Apply to jobs from anywhere

Today, mobile job applications are the norm. In fact, **75%** of all job search on Indeed takes place **on mobile devices**.

Use an Indeed Resume or upload one from Google Drive, Dropbox, or your phone.

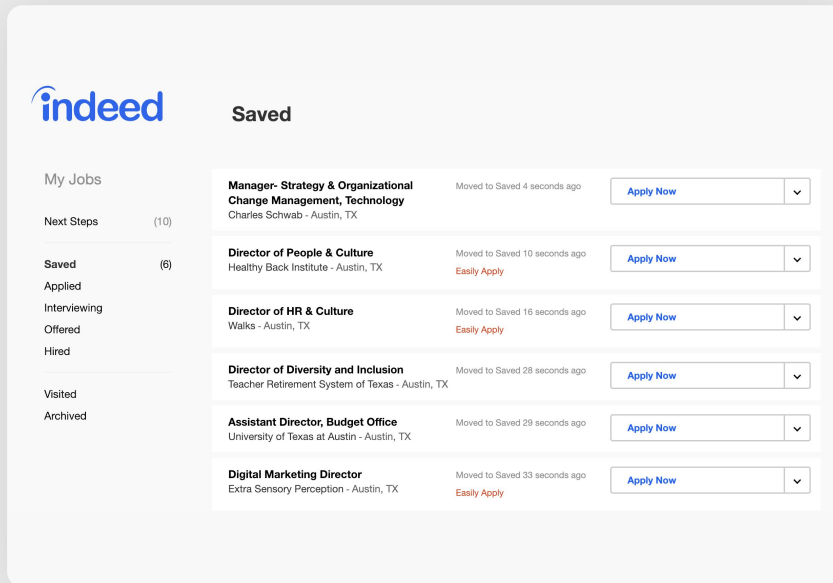
Source: Indeed data



09

Track your applications

Keep all of your job search information organized in one place at indeed.com/myjobs



The screenshot displays the 'My Jobs' section on the Indeed website. On the left, a sidebar lists job search stages: 'My Jobs', 'Next Steps (10)', 'Saved (6)', 'Applied', 'Interviewing', 'Offered', 'Hired', 'Visited', and 'Archived'. The 'Saved' section is active, showing a list of six job postings. Each entry includes the job title, employer, location, a timestamp indicating when it was moved to the 'Saved' list, and an 'Apply Now' button. Some jobs also feature an 'Easily Apply' link.

Job Title	Employer	Location	Moved to Saved	Action
Manager- Strategy & Organizational Change Management, Technology	Charles Schwab	Austin, TX	Moved to Saved 4 seconds ago	Apply Now
Director of People & Culture	Healthy Back Institute	Austin, TX	Moved to Saved 10 seconds ago Easily Apply	Apply Now
Director of HR & Culture	Walks	Austin, TX	Moved to Saved 16 seconds ago Easily Apply	Apply Now
Director of Diversity and Inclusion	Teacher Retirement System of Texas	Austin, TX	Moved to Saved 28 seconds ago	Apply Now
Assistant Director, Budget Office	University of Texas at Austin	Austin, TX	Moved to Saved 29 seconds ago	Apply Now
Digital Marketing Director	Extra Sensory Perception	Austin, TX	Moved to Saved 33 seconds ago Easily Apply	Apply Now

Waiting for a response

The amount of time it takes to review a job application varies for each job and company.

- + Keep up momentum
- + Optimize your efforts
- + Know the rules
- + Do your research
- + Use and build your network
- + Remember self-care

[indeed.com/career-advice](https://www.indeed.com/career-advice)

10 Prepare for the Interview

For more information on interviewing, including etiquette, what to wear, and how to follow up, visit

[go.indeed.com/
interviewing-advice](https://go.indeed.com/interviewing-advice)

Interviewing

Common questions, answers and advice to help you prepare.



What to Wear: The Best Job Interview Attire

Get tips on what to wear to a job interview for women and men, including professional tops,...



List of Weaknesses: 10 Things to Say in an Interview

How should you respond when an interviewer asks "what is your greatest weakness?" To help y...



Interview Question: "What are You Passionate About?"

Employers might ask what you're passionate about during an interview to understand what...



Interview Question: "What is your Teaching Philosophy?"

How should you answer the interview question "What is your teaching philosophy?" Here are...



Interview Question: "Why Do You Want to Be a Nurse?"

By planning your answer to the common interview question, Why do you want to be a nurse? you...



10 Nursing Interview Questions and Answers

Prepare for your upcoming nursing interview using these common questions and exampl...





Craft answers to common interview questions

- + Tell me about yourself.
- + Why do you want to work here?
- + What interests you about this role?
- + What motivates you?
- + Why are you leaving your current job?
- + What are your greatest strengths and weaknesses?
- + What are your goals for the future?
- + Tell me about a difficult work situation and how you overcame it.
- + What is your salary range expectation?

10 Ways to use Indeed like a pro

- 01. Access your account**
- 02. Create or upload your resume**
- 03. Highlight your skills**
- 04. Explore Indeed Career Guide**
- 05. Research companies**
- 06. Succeed at search**
- 07. Automate your search**
- 08. Easily apply to jobs**
- 09. Track your applications**
- 10. Prepare for the interview**

Share your story!

gotajob.indeed.com

The screenshot shows the 'I got a job!' section of the Indeed website. The header includes the Indeed logo and navigation links: Find Jobs, Company Reviews, Find Salaries, Find Resumes, Employer / Post Job, Need help?, and a Sign In button. The main content area has a light blue background with a map of San Francisco. On the left, there's a section titled 'I got a job!' with the subtitle 'Inspire others to find a job.' Below this are two buttons: 'Add your Story' (blue) and 'Explore more stories' (white with blue border). To the right of these buttons, a blue location pin is placed on the map, with the text 'San Francisco' below it. On the far left, statistics are shown: 'Today 6,443' and 'This year 3,283,621'. At the bottom right, a white box contains a quote from an 'Indeed User' about joining the career community and getting a new job in New York.

indeed

Find Jobs Company Reviews Find Salaries Find Resumes Employer / Post Job Need help? [Sign In](#)

I got a job!

Inspire others to find a job.

[Add your Story](#)

[Explore more stories](#)

Today
6,443

This year
3,283,621

San Francisco

“ In the end of my summer break, I joined the career community to get help with my interview technique and just got my new job here in New York!

Indeed User 10 seconds ago