



Indeed Resume Builder

Indeed Resume Builder is a free tool to help you build a resume that reflects previous work experience and / or other relevant experience.

Instructions

1. Open your internet browser (i.e. Chrome, Internet Explorer, Safari, etc.) and browse to <https://www.indeed.com/create-resume>



Easy and Free Online Resume Builder

Create your resume in minutes with Indeed's free resume builder. Download it to your computer or use it to apply for any job on Indeed.



[Build your free resume](#)

2. Select the template with a look / description you prefer. For this example, we will choose minimalist.

Select a template to get started

You can always try different templates while building your resume.



Clean



Minimalist



Simple



Select this template

2. Input your information in the relevant fields where prompted. Although it says work experience, you may include all relevant experience for the jobs you are applying to.

This may include running a household, volunteer experience, etc. This is experience employers will find valuable, and is applicable for work (for example, organizing a events for your religious group would be relevant for administrative positions.)

Name

Location

Phone number

Email address

Summary

Work Experience

Position

Company name

Location

Description

[+ Add Work Experience](#)

Skills

Skill Years of experience

Skill Years of experience

[+ Add Skills](#)

3. Please see below for an example resume with a few different types of experience. Other resume advice can be found through Google. One example (click [here](#)) walks through resume tips for stay at home moms.

Jane Doe

Boston
617-123-4567
jane.doe@gmail.com

Jane has a wide array of work and other relevant experience that prepares her for this job opportunity. She has retail experience that demonstrates ability to interact with customers, sales experience, and order entry, as well as volunteer and household experience that has built other skills like calendar management. She is also a hard-worker, organized, and committed to learning every day.

Work Experience

Cashier and Customer Support

2013 to 2015

The Home Depot

Waltham, Massachusetts

Assisted customers paying for and returning goods

Communicated and helped find the right products for their needs

Order entry and sales system experience

General support to store management as requested

Household Manager

Company name

Waltham, Massachusetts

Since 1990, I have raised four kids and performed the necessary duties to do so. This includes tutoring / helping with school work, household cleaning and laundry, driving to various activities, managing schedules, budgets, and more.

Parent Teacher Organization Volunteer

1995 to 2005

John F. Kennedy Middle School

Waltham, Massachusetts

Scheduled meetings and set agenda for discussion

Led fundraising of \$X,XXX over ten years to support education

Managed different groups / interests and communicated with school administrators

[+ Add Work Experience](#)

Skills

Fluent in English and Spanish - 10+ years

Google (Gmail, Calendar, etc.) - 10+ years

[+ Add Skills](#)

Education

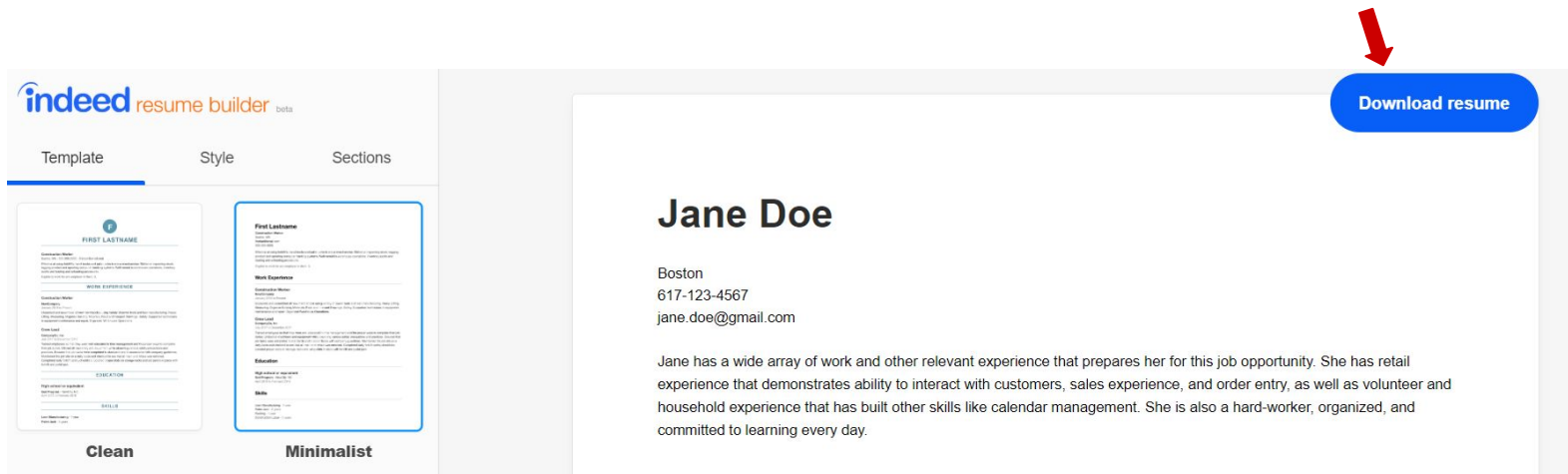
Needham High School

High school or equivalent

General Studies

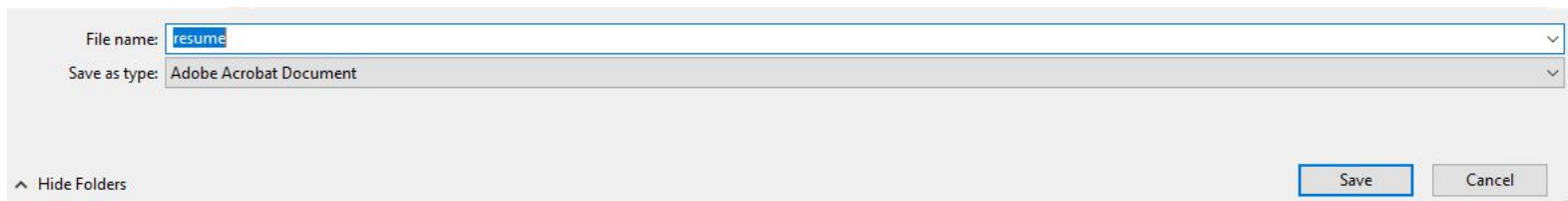
Needham, Massachusetts

4. Once you have finished your resume, click download.



The screenshot shows the Indeed Resume Builder interface. On the left, there are two resume templates: 'Clean' and 'Minimalist'. The 'Minimalist' template is selected and highlighted with a blue border. The main area displays a preview of the resume for 'Jane Doe'. The resume content includes: Name: Jane Doe; Location: Boston; Phone: 617-123-4567; Email: jane.doe@gmail.com; and a paragraph of summary text. In the top right corner, there is a blue button labeled 'Download resume' with a red arrow pointing to it.

5. You will be prompted to name your file. Do so with your name: “Jane Doe Resume”, and then click save



The screenshot shows a file save dialog box. The 'File name' field contains the text 'resume'. The 'Save as type' dropdown menu is set to 'Adobe Acrobat Document'. At the bottom right, there are two buttons: 'Save' and 'Cancel'.

6. Congratulations! Now you have a resume ready to submit to job opportunities - good luck!