



# Job Search Checklist

Reference this handy checklist as you meet with each job seeker.

## 1. Search smarter to get the right results

- If you're seeing too many results from your search, use "title:" to specify which keywords you're looking for.  
**Examples:** title: "business analyst"; title: ("business analyst" OR "financial analyst")
- Use minus ("–") in front of keywords or search terms to hide jobs with those words.  
**Examples:** -company: Dell
- Use "company:" to find specific words in a company name.  
**Example:** company: (Dell OR IBM)
- Pair search terms with AND or OR inside of parentheses.  
**Example:** (excel AND sql)
- Filter out specific titles with:  
-title: (sr OR senior OR manager OR director OR vp OR president)

## 2. Filter those jobs

- Use the filters on the left side of your search results to sort jobs by type, distance, salary, company and location.

## 3. Create an Indeed Resume

- We'll help you create a resume in minutes at [my.indeed.com/resume](https://my.indeed.com/resume). An Indeed Resume makes it easy to apply for jobs and get discovered by employers. It works so well that over 150 million Indeed Resumes have been created.
- Use Resume Search to find people who work for your target companies (company: indeed) or have your dream role (title: "nursing assistant") to get ideas for your own resume.
- Update your Indeed Resume often—they're sorted by when they're updated, so it's a great way to get yourself to the top of the list.
- Set your resume to "Public" to let employers find and contact you. But don't worry, they can't see your personal information until you want them to.

#### **4. Set up a job alert**

- Job alerts notify you when companies post things you might be interested in.
- Set up job alerts, even if your search doesn't match anything just yet. When that dream job eventually gets posted, you'll be the first to know!

#### **5. Download the mobile app**

- Our mobile app lets you check if new jobs have been posted for your recent searches without having to type in each individual search over and over. Check it consistently and you'll save a ton of time.

#### **6. Use My Jobs to keep track of your applications**

- Save jobs to your My Jobs page, so they're all in one place when you're ready to apply. After you hit submit, bookmark this page so you can track your application status.
- View your My Jobs page by logging into your account, clicking on your username in the top right corner, and clicking "My Jobs" from the dropdown menu. If you're on the Indeed app, even better. Just click "My Jobs" from the app's home screen.
- If you're on a search results page, you can click "Save Job" to add a listing to your My Jobs page.

#### **7. Get more information on companies**

- Use Company Pages ([indeed.com/companies](https://indeed.com/companies)) to find out more about companies you're interested in. By clicking "Follow" in the top right, you'll get updates from that company (including new jobs).
- Search and compare over 600 million salaries for free at [indeed.com/salaries](https://indeed.com/salaries).

## **8. Get the details about your career path and job title**

- Browse career path options for your current position or dream job at [go.indeed.com/careerpaths](http://go.indeed.com/careerpaths).
- Each job title page will show you job duties, typical salary ranges, required skills and sample job descriptions.
- On the right side of the page, you'll find similar job titles as well as job openings you might be interested in.
- We add new industries and job titles every day, so whatever you're looking for, you can probably find it here.