



# Job Seeker FAQ

Can I save multiple resumes within the profile tool? .....	2
How can I get a job at Indeed? .....	2
How can I search for “work from home” jobs on Indeed? .....	2
How do I contact Indeed’s customer support? .....	2
What is a salary estimate? .....	2
Was my application viewed? .....	2
Is it safe to make my resume public? .....	3
Can I update my resume or application if I see an error? .....	3
Is a cover letter necessary? .....	4
How can I avoid bias in the job search process? .....	4

## **Can I save multiple resumes within the profile tool?**

As of May 2019, not yet, but we're working on rolling this out soon!

## **How can I get a job at Indeed?**

We're so glad that you want to work with us! We post all our open roles to [www.indeed.jobs](http://www.indeed.jobs), so check back regularly for updates. You can also see our postings when you do a regular job search on Indeed.

## **How can I search for “work from home” jobs on Indeed?**

If you're looking to work remotely, it's super easy: just type "Remote", "Work from home", "Home based" or "Work at home" in the Where field on the Indeed search. Leave the What field blank to see all remote jobs, or narrow it down with a keyword, job title or company name.

## **How do I contact Indeed's customer support?**

We're just a quick email away. Visit [www.indeed.com/support/contact](http://www.indeed.com/support/contact) to fill out our support form. If you're already looking around our Help Center, you'll find the link at the bottom of every page.

## **What is a salary estimate?**

Sometimes, job postings don't have their salaries listed. And when that happens, we try to give you an estimate based on similar jobs. These numbers aren't endorsed by the companies offering those positions, so be sure to check with the employer to confirm any salary information.

## **Was my application viewed?**

When you apply to a job through Indeed, we'll let you know when an employer views your application. You'll get notifications on your Indeed account and in your email.

A quick note: as much as we'd like to, we can't tell you when an employer views your application unless they open it through their Indeed account. We also can't track applications opened via email or third party sites. At least not *yet*.

If you want to follow up about your application, you're going to have to contact the employer directly. We're not involved in the hiring processes for jobs listed on our site, we just connect employers with great candidates—like you!

## Is it safe to make my resume public?

If you want to change your privacy settings, log into Indeed Resume ([my.indeed.com/resume](https://my.indeed.com/resume)). To the right of your resume, you'll see options to make your resume public, private or remove it completely.

Public resumes are visible to anyone, but only employers you apply to can see your phone number and email address. Only you can see your street address.

Private resumes can't be searched by *anyone* (including employers), but you can still use them to apply for jobs.

## Can I update my resume or application if I see an error?

Your application goes directly to the employer once you submit it. You won't be able to edit your application after this, so make sure to proofread before you send it in. If you catch a mistake beforehand, there are a few things you can do:

### **Fix errors before submitting:**

Click the edit button in the top right corner of your application and update your information.

### **Fix an error on your resume/CV saved on Indeed:**

Edit your resume/CV by logging into your account at [my.indeed.com/resume](https://my.indeed.com/resume). These changes will show up on future applications you submit.

### **Fix an error on your cover letter or application questions:**

Reach out to the employer directly with the correct information. We don't post employer contact information on our site, but you might be able to find this information with a quick web search.

Some of our job postings let you to withdraw your application by clicking the "withdraw" link in an email sent to you by the employer. Don't click until you're sure, because you won't be able to reapply.

### **For applications submitted on the employer's website:**

Some job posts on Indeed link to the employer's site to apply. These jobs aren't posted directly on our site, so you'll need to contact the employer directly if you need to withdraw, edit or resubmit your application.

## Is a cover letter necessary?

People ask us this all the time, so we did some research. One recent study found 63% of recruiters consider cover letters to be of low importance, while another study found that just 18% of hiring managers think that cover letters are an important part of an application. So it depends. Here's a list of situations where you might want to include one:

- + When the employer has requested a cover letter in the job description.
- + When you have gaps on your resume or other circumstances that you want to explain to the employer.
- + When you're applying for a creative or competitive role and you want to show off your writing skills
- + When you're switching careers and want to explain how your skills transfer over

For more information about cover letters, visit [indeed.com/career-advice/resumes-cover-letters](https://www.indeed.com/career-advice/resumes-cover-letters).

## How can I avoid bias in the job search process?

According to Title VII of the Civil Rights Act of 1964, employers aren't allowed to discriminate against applicants based on race, color, religion, sex, national origin, disability, or age. Check out the U.S. Equal Employment Opportunity Commission website ([www.eeoc.gov](http://www.eeoc.gov)) for more info on how Title VII protects you.

You can take measures to protect yourself from bias throughout the hiring process. For example, you don't need to disclose any disabilities unless you need accommodation from the company to interview.

Check out Indeed Company Pages or contact a recruiter to find out about any diversity and inclusion programs. 52% of job seekers agree that a culture of inclusion has a significant impact on their decision to accept a job or not, so it's important that your next company makes you feel welcome.

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\* Decipher/FocusVision on behalf of Indeed, N=1000