



Job Search Guide

Finding Jobs in the
Transportation Industry

Introduction

A career in transportation and logistics can be complex, dynamic and incredibly fast-paced. The opportunity to work on new challenges with a network of colleagues to support an expansive economic network is exciting to many job candidates. The resources in this guide will help you find, apply to, interview for, and get the transportation job that's right for you.

If you have questions that aren't answered by this guide, get in touch with our helpful support team. You can find them on Facebook, at **@IndeedSupport** on Twitter and at **support.indeed.com**.

Deciding to make a change

**Everyone's job search
begins differently.**

It's deeply personal and only
you can know when searching
for a job feels right.

In the transportation field, as in many occupations, the frequency of job changes depends on the person. When you feel ready to make a change, it's important to get specific about the job you want next. This will help you focus your search and enable you to confidently prepare your applications and answer interview questions.

First steps



Take stock of what you've accomplished in your career so far, your personal aspirations, and where you want to be next so you can identify the right opportunities.



Think about the skills and credentials you feel most confident in and those attributes that make you unique.



If you don't have much work experience or much experience in transportation, consider any roles you've had in your community or school, volunteer work you've done, and other experiences where you applied the skills this industry relies on.



Before you begin your job search, review your social media profiles and check your privacy settings. Potential employers may look at these pages.

Researching jobs and employers

**The course of
your career can be
significantly shaped
by the employers
you work with.**

As you begin your job search, you'll want to learn how much you can expect to be paid in different jobs or locations. You'll also want to assess leadership, company culture, benefits and equity at different organizations.

Exploring salary trends on Indeed

Salary trends on Indeed come from over 500 million data points. Start exploring by visiting [indeed.com/salaries](https://www.indeed.com/salaries). Enter a job title and you'll see the job's salary range and the average salary at popular companies. You can get the national trend or select individual states and cities.

The salary data on Indeed come from multiple sources. For each job title, you'll see a summary of how many data points comprise the estimate. You'll also see the date range for these data and when the information was last updated.

Dispatcher Salaries in Houston, TX

Salary estimated from 273 employees, users, and past and present job advertisements on Indeed in the past 36 months. Last updated: June 29, 2018

Location
Houston

Salary

Average in Houston, TX
\$13.77 / hour
Meets national average



How much does a Dispatcher make in Houston, TX?

The average salary for a Dispatcher is \$13.77 per hour in Houston, TX, which meets the national average. Salary estimates are based on 273 salaries submitted anonymously to Indeed by Dispatcher employees, users, and collected from past and present job advertisements on Indeed in the past 36 months. The typical tenure for a Dispatcher is 1-3 years.

Dispatcher salaries by company in Houston, TX

NES Global Talent Dispatcher
\$23.15 / hour

Keystaff, inc. Dispatcher

Evaluating employers

Start by creating a target list of employers you'd like to work with and visit their Company Page at [indeed.com/companies](https://www.indeed.com/companies). You'll be able to see reviews from current and former employees, CEO ratings, and information specific to the hiring and interview process.

From an Indeed Company Page, you can choose to "follow" that employer to get email updates when they post new jobs.

You can also visit a company's social media pages to learn more about the day-to-day of their business. Search for recent news articles about the company so you're up-to-date on the latest developments. Reach out via email to people you know who work at the companies on your target list. In these conversations, come prepared with specific questions.

The screenshot shows the Indeed Company Page for HTWW Labs. At the top, there are navigation links: Find Jobs, Company Reviews (which is underlined), Find Salaries, Find Resumes, Employers/Post Job, Upload your resume, and Sign in. Below the header is a search bar with the placeholder "Enter a company name" and a "Find Companies" button. The main content area features the company logo (HTWW), a 4.5-star rating based on 10.3K reviews, and a "Follow" button. A video thumbnail of a conference room is displayed. Below the video are statistics: 19.3K Reviews, 57.9K Salaries, 44 Photos, 289 Jobs, and 52 Q&A. At the bottom, there is a section for "HTWW Labs employee reviews" with a "Review this company" button.

Job Title: All

Location: United States - 1,869

Overall rating: 4.5 ★ Based on 10.3K reviews

Ratings breakdown:

| Rating | Count | Average Rating |
|--------|-------|----------------|
| 5 | 5,462 | 5.4K |
| 4 | 4,112 | 4.1K |
| 3 | 3,462 | 3.4K |
| 2 | 2,462 | 2.4K |
| 1 | 911 | 0.8K |

Ratings by category:

| Category | Rating |
|--------------------------|--------|
| Work/Life Balance | 3.6 ★ |
| Compensation/Benefits | 3.2 ★ |
| Management | 2.2 ★ |
| Job Security/Advancement | 3.1 ★ |
| Culture | 0.8 ★ |

For example

- How did you find your job at this company?
- How would you recommend I learn more about what jobs are available here and whether I'm a good fit?
- What is your favorite thing about working here? What are the downsides?
- What advancement opportunities exist at the company?
- What is your relationship with your supervisor or manager like?
- I've seen a job that interests me, what is your referral process like? Would you be open to referring me?



Some important etiquette to keep in mind

Never expect that a contact at a company can guarantee you a job. Put the responsibility on yourself to learn as much as you can from them and to turn the information they give you into actions. Thank them for their time in-person and follow up with a thank you email. If you're meeting them in person for coffee or lunch, you should offer to pay.

Searching for jobs

**It is to your benefit
to approach job
search methodically.**

Your Indeed account is one way to stay organized, saving the jobs that interest you, adjusting your alert settings and keeping track of responses from employers. Users with an Indeed account are 22% more likely to get a positive response from employers when they apply.¹

¹<https://www.indeed.com/career-advice/finding-a-job/3-habits-that-could-increase-your-chances-of-getting-the-job>

The jobs you save will appear on your My Jobs page so you can return to them when you're ready to apply. You can login into your account at **secure.indeed.com** or from the Indeed Job Search app.

Here are some other ways to organize your search:

-  Set up job alerts so you'll get email updates with new jobs that fit your criteria. You'll be among the first to see fresh job listings.
-  Use advanced search techniques to narrow in on the right job. You can search for specific companies or job titles by adding "company:" or "title:" to your search.
-  Use filters to refine your search. If you're using the Indeed Job Search app, enter the job you're looking for and then select "Find Jobs." Your job search results will display on the following page. To add filters, select the "Filter" button. From there, you can set your search distance, job type (full-time, part-time, contract etc.), and experience level. Select "Update" to save your filters. You can update these settings at any time during your search. If you're searching on a desktop, filters will appear on the left side of your search results page.

Be on the lookout for suspicious jobs

At Indeed, we work to proactively identify and remove predatory content from search results. Above all, protect your personal information, never accept money for work you have not done, and do not perform any financial transactions on behalf of a potential employer.



If you find a job posting that you believe is fraudulent, visit [indeed.com/support/contact](https://www.indeed.com/support/contact) to report the listing immediately.

Writing your resume

The next step is to create or update your resume.

The goal of your resume is to present your most relevant experiences in an easy-to-digest format. Keep in mind that your resume should be two pages maximum. This may mean that you leave out or be brief about some experiences.

In some transportation roles, potential employers may be more interested in your licenses or certifications rather than past work experience. If this is true for your chosen field, be sure to surface those qualifications above other information on your resume.

To decide what other information is relevant, focus on listing out the accomplishments that relate directly to the work you'd like to do in your next job. When describing your work experience, you can follow a sentence structure that begins with a strong action verb followed by a specific accomplishment. If applicable, end each sentence with a quantifiable result.

For example, a delivery driver might write, "Maintained 99% customer satisfaction rate by warmly interacting with clients and answering any questions about delivery."

Following the same format, a logistics specialist might write, "Collaborated with warehouse manager to identify production operations inefficiencies, decreasing average production time by ~20%."

Can you see how both candidates included a metric that quantifies their accomplishments? In many cases, this kind of detail goes a long way to differentiate your resume from the rest.

For more tips on writing a great resume, visit [indeed.com/career-advice/resumes-cover-letters](https://www.indeed.com/career-advice/resumes-cover-letters).

Use Indeed Resume to fill in your experience and enable employers to find you. There are 120 million resumes on Indeed. Recruiters search this database for candidates who could be a good fit for their company. Once your resume is on Indeed, you can also apply to some jobs with just one click. Get started at my.indeed.com/resume.

Writing a cover letter

Including a cover letter is a traditional part of a job application that is not always necessary these days.

As you go through your search, evaluate each job individually to determine if you need a cover letter.

Frame your letter in terms of what you can offer the employer, not what you want from the job or company. Keep the letter to about three paragraphs and research the company so you can write with the appropriate tone.

Read job descriptions carefully to catch clues about what employers want from a cover letter. Some employers may ask you to answer a specific question in a cover letter to assess your attention to detail.

For more tips on writing a cover letter, visit
[indeed.com/career-advice/resumes-cover-letters](https://www.indeed.com/career-advice/resumes-cover-letters)

Applying for jobs

You're ready to apply.

Take a deep breath and pat yourself on the back—you've put in the important prep work it takes to get to this point.

Give your resume a final review. At this stage, you want to make sure it's the best representation of you and doesn't contain any typos or misspellings. Ask a friend or family member to review to for you.

Follow the application instructions within the job description you've clicked on. For some jobs, you'll be able to attach your Indeed Resume and for others, you'll be prompted to upload your resume as an attachment.

Double check that you're satisfied before you submit an application. It is highly unlikely that you will be able to edit your job application once it has been submitted.



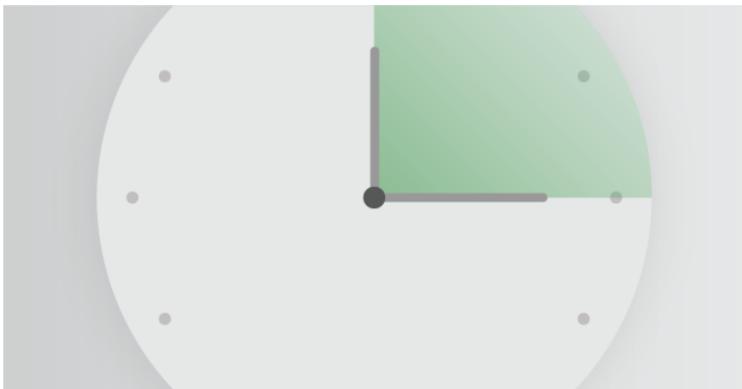
Set an application goal

How many jobs do you want to apply to each week? Cast a wide net and keep up the momentum by rewarding yourself as you reach new milestones.

Waiting for a response

**An inevitable part
of any job search is
waiting for employers
to get back to you.**

Some employers may send you an email confirming that they received your application and will be in touch if they want to move forward. Others may not get back to you at all.



How long should you wait to hear back before moving on? There is no standard answer to this question. The amount of time it takes to review a job application varies for each job and company.

To keep up momentum, continue your job search and consider the following actions:

-  Keep researching new opportunities and applying to jobs.
-  Don't forget the power of face-to-face interactions: Take a friend, mentor, or family member to coffee and ask them about their career path—you might be surprised by what you learn and how it inspires you.
-  Stay active in your community to make new connections.

Interviewing

**It's crucial to make
an impact in your
interviews by
showcasing your
accomplishments
and expertise.**

Prepare for your interviews by blocking off time to practice. Try to find an hour per day or a few hours over the weekend. As you practice, your company research will come in handy. Check the Q&A sections of Indeed Company Pages to see what others have said about their interview experiences.

Keep in mind that interviews, even technical ones, are not tests. Rather than memorizing answers to common questions, practice how you'll approach an answer. In general, employers want to hire people who work through tough situations when there aren't easy answers. They will be interested in your thought process and the conversation you carry on as you work through a question.

Bring at least five printed copies of your resume. Find out the names and titles of the people you'll be interviewing with.

Study up on salary trends at [indeed.com/salaries](#) so you're prepared to talk about compensation.

For more interview tips, visit
[indeed.com/career-advice/interviewing](#).

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Search and compare salaries

Over 500 million points of data

Enter a company name or job title Search



Popular Job Titles

| | |
|---|---|
| Administrative Assistant 427,995 salaries reported \$14.56 / hour | Social Worker 32,363 salaries reported \$53,087 / year |
| Real Estate Associate 1,194 salaries reported \$89,547 / year | Security Officer 250,671 salaries reported \$11.70 / hour |
| Production 60,674 salaries reported \$11.21 / hour | Engineer 62,041 salaries reported \$67,493 / year |
| Medical Assistant 102,902 salaries reported \$14.41 / hour | Analyst 65,744 salaries reported \$67,008 / year |
| Paralegal 22,020 salaries reported \$50,150 / year | Truck Driver 6,389,163 salaries reported \$67,008 / year |
| Delivery Driver 226,379 salaries reported \$14.91 / hour | Office Manager 65,885 salaries reported \$39,769 / year |

Popular Companies

Bath & Body Works Google Goodwill Industries

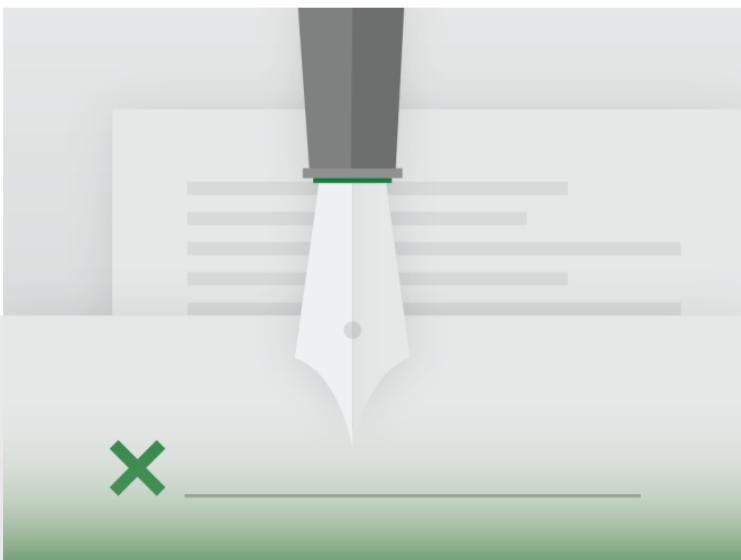
Starting a new job

You've made it
through the search
and landed the job,
congratulations!

We'd love to hear
your story—share it on
gotajob.indeed.com.

For tips on how to writing a resignation letter and getting settled into your new role, visit [indeed.com/career-advice/starting-new-job](https://www.indeed.com/career-advice/starting-new-job).

What to expect on your first day will vary from company to company. At this stage, you should have a line of communication open with your new employer and should ask any questions you have about the job.



For many people, keeping an eye on new job opportunities is a part of continuous career development, even once you've found a new job. In fact, 92% of top performers say they search for jobs at least a few times each year.² Remember that you can continue to manage your email job alerts from your Indeed account, pausing them or changing how often you receive them.

²Decipher/FocusVision on behalf of Indeed

indeed