



Job Search Guide

Finding Jobs in Any Field



Introduction

Searching for a new job is hard work, and we're here to guide you every step of the way. This checklist includes all the steps that a job search involves and points you to resources that will help you at each point.

For many people, job searching is a regular activity. In a recent survey, 91% of employed adults said they look for jobs at least a few times a year. For many people, job searching is a regular activity.¹ Like any activity, you'll get better with practice.





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

¹Decipher/FocusVision on behalf of Indeed

Deciding to make a change

No matter how you've
come to your job search,
here are some steps to
get you started.

First steps

-  Get specific about the job you're looking for, both to decide where to focus your search and so you can confidently answer interview questions about why you're attracted to the job.
-  Document the skills you feel most confident in and those attributes that make you unique—these are valuable selling points for potential employers.
-  If you don't have much work experience, consider any roles you've had in your community or school, volunteer work you've done, and other experiences where you have applied your skills and interests.
-  Review your social media profiles and check your privacy settings. Employers may look at these pages.



Researching jobs and employers

Now it's time to do deeper research into the kinds of jobs that are available or how much you can expect to be paid in different jobs or locations.

Exploring salary trends on Indeed



Explore salary trends in the fields that interest you at **indeed.com/salaries**. Enter the job title you're interested in and select specific cities to get local data.



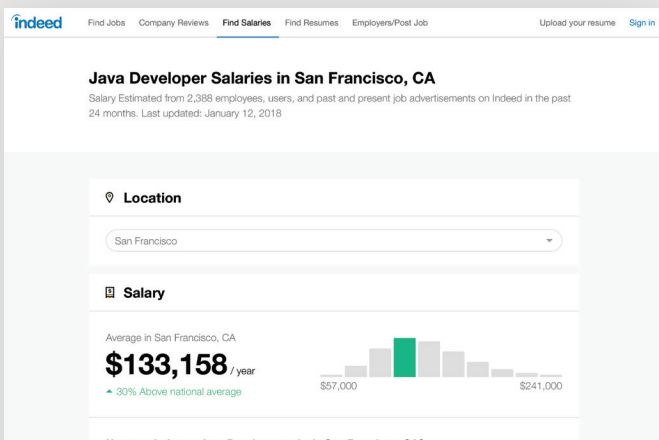
Explore job trends at **indeed.com/jobtrends**. This tool lets you see how some job titles are rising in popularity while others might be declining.



Create a target list of employers you'd like to work with. See reviews from people who have worked at thousands of companies around the work at **indeed.com/companies**.



Reach out to people you know who work at the companies on your target list. In these conversations, come prepared with specific questions.



Searching for jobs

As you find jobs that interest you, you'll want a way to keep track of them.

Here are some other ways to organize your search:



Create a free Indeed account. Here, you can save jobs that you want to apply to later. Once you've applied, you'll be able to track your status.



Set up job alerts as you explore. These are regular email updates about new jobs that fit the criteria you're interested in. You'll be among the first to see fresh job listings.



Use advanced search techniques. You can search for specific companies or job titles by adding "company:" or "title:" to your search.

The screenshot shows the Indeed search interface. At the top is the Indeed logo. Below it, there are two search input fields. The first is labeled 'WHAT' and contains the text 'Title: (Data Analyst)' with a magnifying glass icon on the right. The second is labeled 'WHERE' and contains the text 'Austin, TX' with a location pin icon on the right. Below these fields is a blue button with the text 'Find Jobs'.

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.



Focus on your most relevant work experience, both paid and unpaid. List it in reverse chronological order, beginning with your most recent job.



Connect the skills and expertise gained in each role to the specific skills and expertise needed in jobs you apply to. Read job descriptions thoroughly to learn how employers talk about these skills.



Use Indeed Resume to fill in your experiences and enable employers to find you. There are 70 million resumes on Indeed today and employers search this database for candidates. Get started at my.indeed.com/resume.

Writing a cover letter

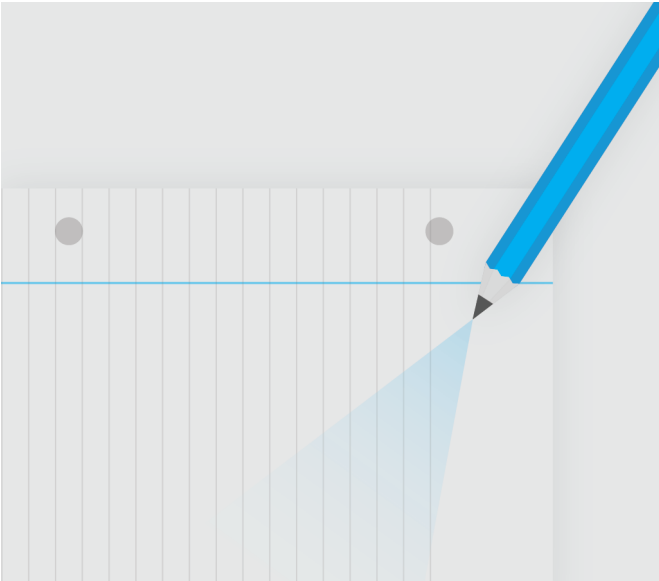
Including a cover letter is a traditional part of a job application that is not always necessary these days.

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.

Apply on any device. Today, mobile job applications are the norm — 60% of all job search on Indeed takes place on smartphones.

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.



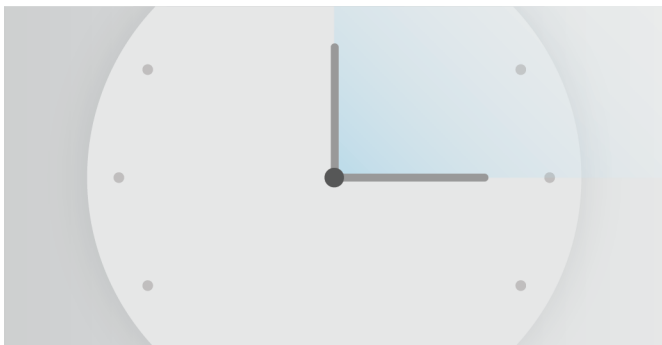
Set an application goal

How many jobs do you want to apply for 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.








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

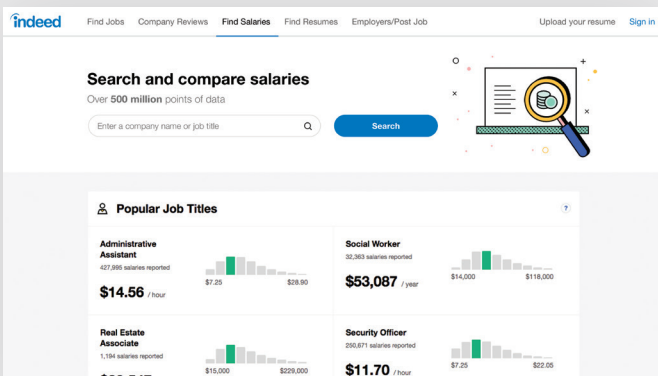
-  Keep researching new opportunities and applying to jobs.
-  Set up job alerts and follow your dream employer's company page to get updates when new jobs are posted.
-  Don't forget the power of face-to-face interactions: Take a friend, mentor, or family member to coffee and ask them about their career 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.

Do this by conducting yourself with the utmost professionalism and showcasing the traits, expertise and values that make you unique.

-  Visit the Q&A section of an employer's company page on Indeed (visit [indeed.com/companies](https://www.indeed.com/companies) and search for the company by name). There, you'll learn about what other people's interview experiences have been like.
-  Practice your answers to common interview questions. The best way to do this is by pairing your experience with what managers care about. Reading the job description is a great way to find clues.
-  Print out at least five copies of your resume. If you think you'll be asked to show examples of your work, prepare a portfolio.
-  Find out the names and titles of the people you'll be interviewing with. Knowing who everyone is will help you prepare questions most appropriate to their position.
-  Study up on salary trends at [indeed.com/salaries](https://www.indeed.com/salaries) so you're prepared to talk about money.



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Popular Job Titles


Job Title	Salaries Reported	Salary
Administrative Assistant	427,999	\$14.56 / hour
Social Worker	32,363	\$53,087 / year
Real Estate Associate	1,194	
Security Officer	255,671	\$11.70 / hour

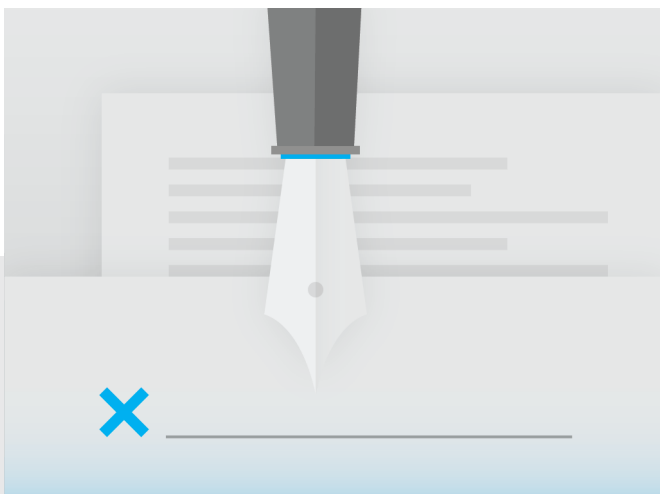
Starting a new job

**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.

 You should have a line of communication open with your new employer. Ask them any questions you have about the job and what to expect on day one.

 Keep a pulse on the labor market. For many people, looking at 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



²Decipher/FocusVision on behalf of Indeed

Indeed provides this information as a courtesy to users of our site. Please note that none of the information provided herein guarantees a job offer.

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