Indeed Currículum Builder

Indeed Resume Builder es una herramienta gratuita para ayudarlo a crear un currículum que refleje la experiencia laboral previa y / u otra experiencia relevante.

Instrucciones

2.Abra su navegador de Internet (es decir, Chrome, Internet Explorer, Safari, etc.) y vaya a https://www.indeed.com/create-resume

2. Seleccione la plantilla con un aspecto / descripción que prefiera. Para este ejemplo, elegiremos minimalista.

2. Ingrese su información en los campos relevantes donde se le solicite. Aunque dice experiencia laboral, puede incluir toda la experiencia relevante para los trabajos que está solicitando.

Esto puede incluir administrar un hogar, experiencia de voluntariado, etc. Esta es una experiencia que los empleadores encontrarán valiosa y es aplicable para el trabajo (por ejemplo, organizar eventos para su grupo religioso sería relevante para puestos administrativos).

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. Consulte a continuación un ejemplo de currículum con algunos tipos diferentes de experiencia.

Se pueden encontrar otros consejos para currículums a través de Google. Un ejemplo (haga clic aquí) muestra consejos para currículums para madres que se quedan en casa.

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, Massachussets

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, Massachussets

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, Massachussets

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
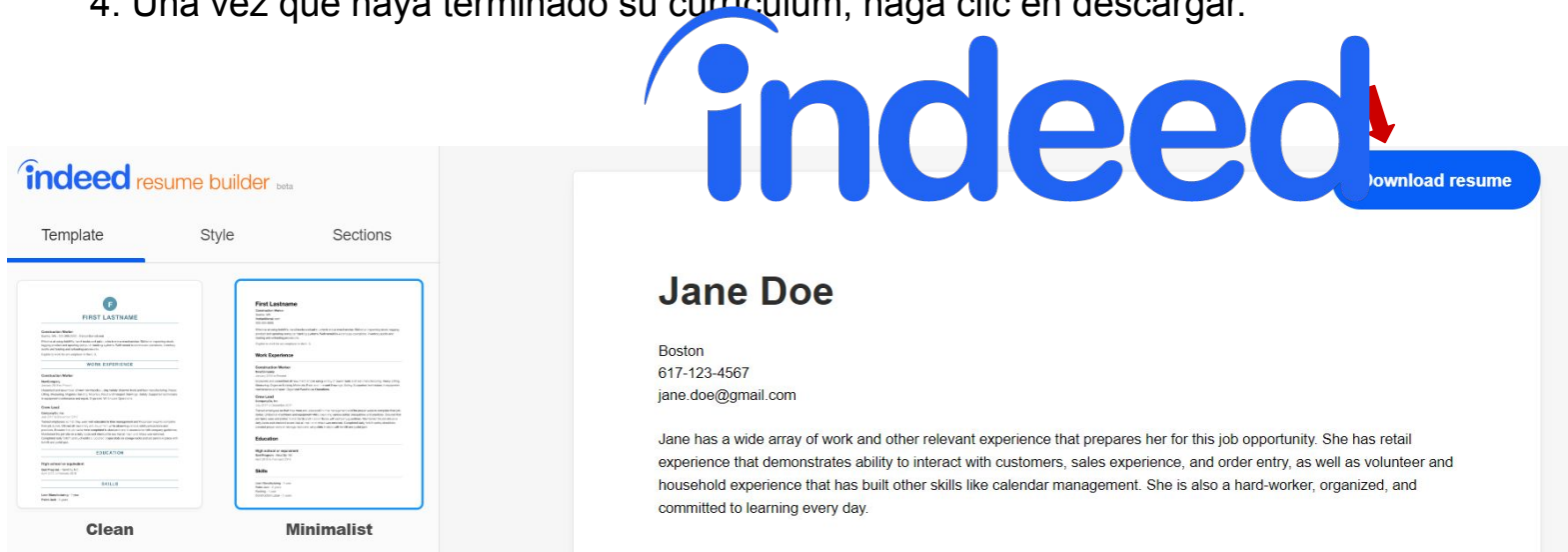
+ Add Skills

Education

Needham High School
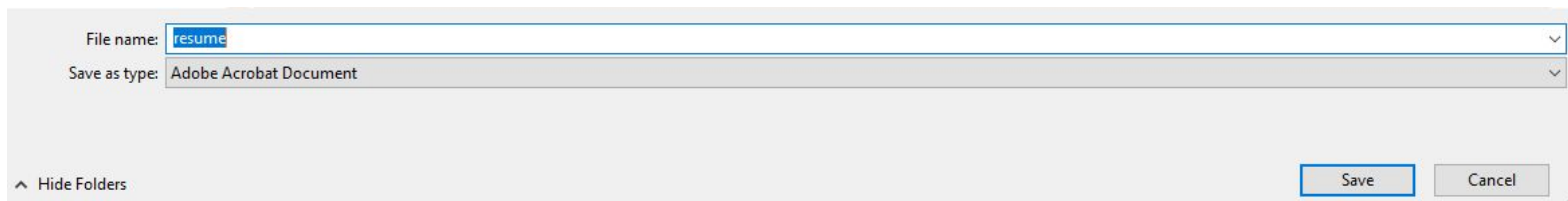High school or equivalent
General Studies
Needham, Massachussets

4. Una vez que haya terminado su currículum, haga clic en descargar.

5. Se le pedirá que nombre su archivo. Hazlo con tu nombre: "Currículum de Jane Doe", y luego haz clic en guardar

6. ¡Felicidades! Ahora tiene un currículum listo para enviar a las oportunidades de trabajo: ¡buena suerte!