Indeed.com is the world’s #1 job site to help people get hired. The online search tool lets you use your computer or mobile device to find jobs that have been posted on 1,000’s of websites. If the job is online, you will find it on Indeed.

Let’s try to find “administrative assistant” jobs in Boston, MA.

When you search for a job the results will be listed like the image below:
For each listing, you will see:
- The name of the position
- The name of the company
- Reviews of the Company
- Location
- A brief job description

To see a longer job description and how to apply for a job, click on the job listing and all of that additional information will be displayed on the right side of the screen.

As you can see, we have a lot of jobs to choose from.

To narrow your search results down a bit we can sort them by relevance to only show jobs that interest us. You can choose to see jobs by distance from your home, salary, company and even job type.
Use the search tool to find jobs, or Upload Your Resume to have the jobs find you!

If you already have a resume that you’ve made on your computer, click “Upload Resume” and find your resume in your computer’s directory.

If you want to build a resume, click “Build Your Resume” and follow the steps to create an account and build your resume!

Still need help searching for positions, writing a resume, or interviewing? Start by clicking on “Help Center” in the bar on the bottom left of the screen.

In the Job Seeker Help Center you’ll find great articles on Job Search Tips, the Indeed Resume, and even Applying for a Job.

Congratulations! You’re all ready to use Indeed!