



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>



Easy and Free Online Resume Builder

Create your resume in minutes with Indeed's free resume builder. Download it to your computer or use it to apply for any job on Indeed.



[Build your free resume](#)

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

Select a template to get started

You can always try different templates while building your resume.



Clean



Minimalist



Simple



Select this template

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, Massachusetts

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, Massachusetts

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, Massachusetts

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

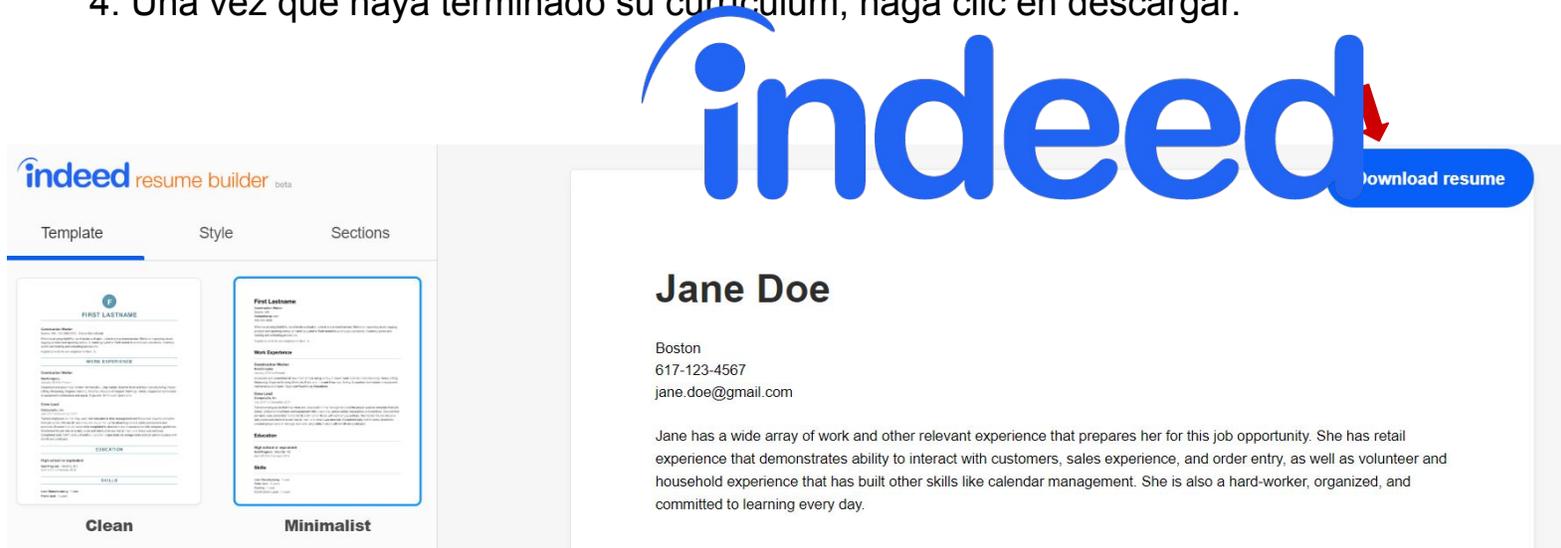
Needham High School

High school or equivalent

General Studies

Needham, Massachusetts

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



The screenshot shows the Indeed Resume Builder interface. At the top right, the Indeed logo is displayed in blue, with a red arrow pointing to a blue button labeled "Download resume". Below the logo, the resume preview for "Jane Doe" is shown, including her location (Boston), phone number (617-123-4567), and email address (jane.doe@gmail.com). A paragraph of text describes her experience. On the left side, there are two resume templates: "Clean" and "Minimalist".

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



The screenshot shows a file save dialog box. The "File name" field contains the text "resume". The "Save as type" dropdown is set to "Adobe Acrobat Document". There are "Save" and "Cancel" buttons at the bottom right.

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