



Indeed 简历生成器

Indeed 简历生成器是一款免费工具，可帮助您制作一份反映以往工作 经验和/或其他相关经验的简历。

步骤:

1. 打开您的互联网浏览器(即 Chrome、Internet Explorer、Safari 等)并浏览至 <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. 选择具有您喜欢的外观/描述模板。对于此示例，我们将选择 "minimalist" (简约)。

Select a template to get started

You can always try different templates while building your resume.



Clean



Minimalist



Simple



Select this template

3. 在提示的地方输入您的信息。虽然说是工作经验，但您可以填写跟你申请的工作所有相关的经验。

这可以包括管理家庭、志愿者经历等。这是雇主会认为有价值的经历，并且适用于工作（例如，为您的宗教团体组织活动就与行政职位相关。）

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](#)

4. 请参阅下面的简历示范, 有几种不同类型的经验。

其他简历建议可以通过谷歌查找。其中一个示例([单击此处](#))为在家中的妈妈们介绍了一些写简历的提示。

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

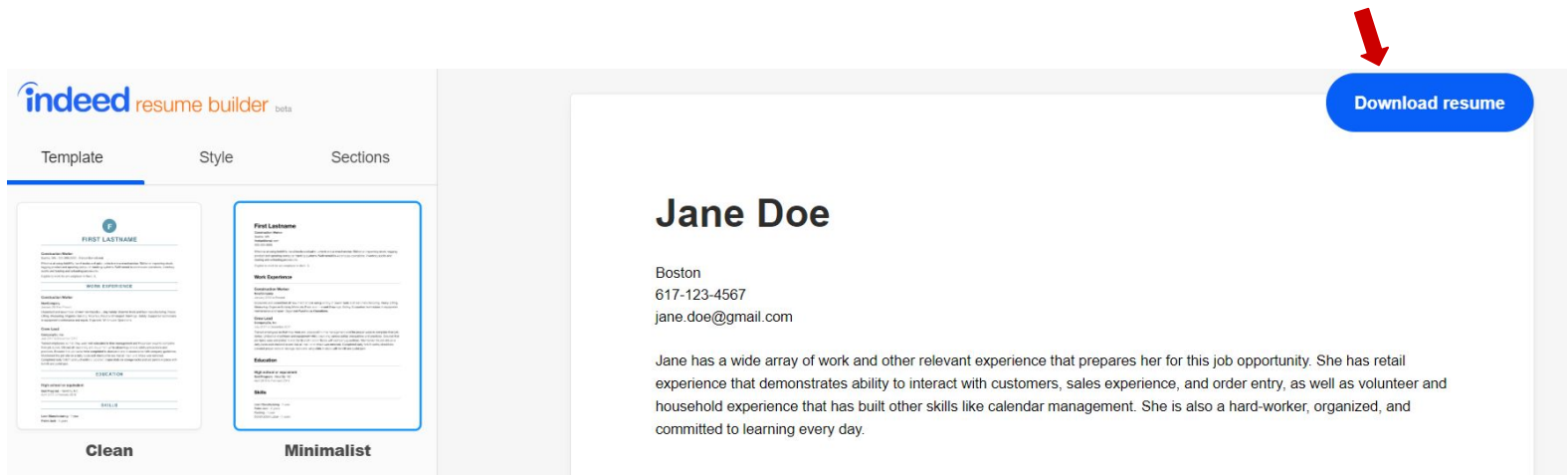
Needham High School

High school or equivalent

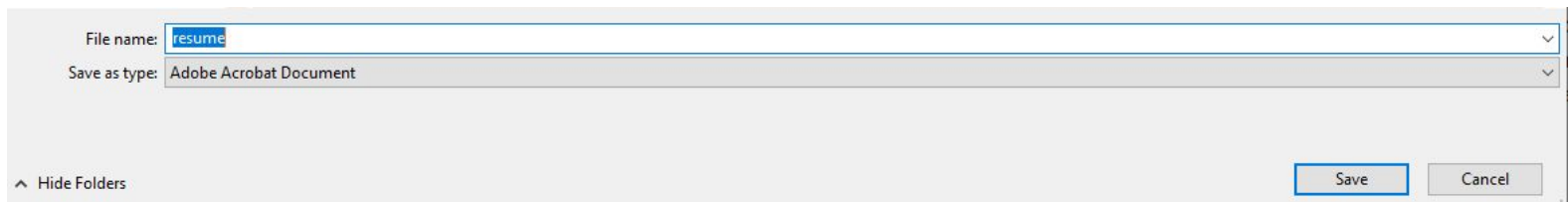
General Studies

Needham, Massachusetts

5. 完成简历后，点击 "Download resume"。



5. 你会被提示给你的文件起个名字。就像这样写上你的名字：“Jane Doe的简历”，然后点击保存。



6. 恭喜！现在你有简历可以投递不同的工作机会了——祝你好运！