



<https://www.indeed.com/create-resume>

Indeed Resume Builder

“Indeed Resume Builder” एक मुफ्त उपकरण है जो आपको एक रिज्यूम बनाने में मदद करता है जो पिछले कार्य अनुभव या अन्य प्रासंगिक अनुभव को दर्शाता है।

निर्देश

1. अपने इंटरनेट ब्राउज़र (यानी क्रोम, इंटरनेट एक्सप्लोरर, सफारी, आदि) खोलें और <https://www.indeed.com/create-resume> ब्राउज़ करें

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. एक नज़र के साथ टेम्पलेट का चयन करें/ इस उदाहरण के लिए, हम न्यूनतम चुनेंगे।

Select a template to get started

You can always try different templates while building your resume.



Clean



Minimalist



Simple



Select this template

3. जहां प्रेरित किया गया है, वहां संबंधित क्षेत्रों में अपनी जानकारी इनपुट करें। हालांकि यह काम का अनुभव कहते हैं, आप उन नौकरियों के लिए सभी प्रासंगिक अनुभव शामिल कर सकते हैं, जिन पर आप आवेदन कर रहे हैं।

इसमें घर चलाना, स्वयंसेवी अनुभव आदि शामिल हो सकते हैं। यह अनुभव नियोक्ताओं मूल्यवान मिल जाएगा, और काम के लिए लागू है (उदाहरण के लिए, अपने धार्मिक समूह के लिए एक घटनाओं का आयोजन प्रशासनिक पदों के लिए प्रासंगिक होगा.)

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. नीचे देखें एक उदाहरण के लिए कुछ अलग-अलग प्रकार के अनुभव के साथ फिर से शुरू करें। अन्य रिज्यूम सलाह गूगल के माध्यम से पाया जा सकता है। एक उदाहरण ([क्लिक करें](#)) घर माताओं पर रहने के लिए।

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. एक बार जब आप अपना रिज्यूम पूरा कर लेते हैं, तो डाउनलोड पर क्लिक करें।

indeed resume builder beta

Template Style Sections

Clean Minimalist

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.

Download resume

5. You will be prompted to name your file. Do so with your name: “Jane Doe Resume”, and then click save

File name: resume

Save as type: Adobe Acrobat Document

Hide Folders

Save Cancel

बधाइयाँ!
आप अपना रिज्यूम सबमिट करने के लिए तैयार हैं।
शुभकामनाएँ!