

Indeed.com Job Search Exercise

Basic Exercise – Finding Position Titles

For years our clients relied on the major job sites such as monster.com and careerbuilder.com. With the internet there are always new sites popping up – and if you went to Google and typed in “Sales Jobs – Connecticut” you will find several sites beyond the “big two”, for example.

Now we have one of the greatest tools in job search history – www.indeed.com. It is a job site that aggregates the jobs from (theoretically) all other job sites. You get the postings from monster, careerbuilder, and dozens of other sites.

If you are looking to get the most number of jobs in the most efficient way, go to indeed.com. We recommend that early in your search you can identify both actual openings and types of openings by using indeed. It is especially helpful if you are in a search in which you don't have a nice, simple, clean job title you can punch in (such as “Senior Underwriter”).

Here is what we recommend you do to get started in the process.

- Go to www.indeed.com and type in your zip code where indicated.
- Then in the other box type in the most likely job title you would be seeking.
- You will see a series of positions. Many of them, perhaps most of them, may not be a good fit for you. But some of them will. Take these and “cut and paste” them into an MS Word file (and/or keep the internet link site. But it is better to do the cut and paste because of the possibility that the position may go down in the near future).
- Then read through the positions and find other combinations of keywords you can use to search. For example, I just tried “Event Planner”. Other positions included “Meeting Planner”, “Event Promoter” and “Convention Planner”.

- Using these additional phrases will get you more jobs.
- As an additional method you can take the zip code off and do a truly national search. The point of this is not to find actual jobs to apply for, but to really see what job titles and phrases may get you closest to what you want to do next.
- Take those links and/or cut and paste and send them to us if we are working with you on your search. We can use them for customizing your resume, letter, etc.