

Using Boolean Searches to Source Jobs

Boolean is an algebraic notation used to represent logical propositions. Simply put - it's a way for Recruiters to search for candidates on the internet and job forums. You may be wondering, "if a boolean search is a tool for recruiters, how can it help me in my job search?" Here's how a boolean search can be used to the job seeker's advantage! **The same tool recruiters use to find top-talent can be used to search for opportunities more closely related to your skill-set.**

Boolean Basics

There are a few basic boolean search commands that you will need to know to be successful in creating your next job search in Google or LinkedIn. Please note boolean searches are not case-sensitive.

Command	Action	Example
AND	The AND command will limit your result to items containing both keywords in the boolean statement.	C# AND Engineer – Will produce results with both C# and Engineer included.
OR	The OR command will return results if any of the keywords are found in the boolean statement.	C# OR C++ OR Python – Will produce results with either C#, C++, or Python included.
" "	Quotation marks are used to pair two plus words together to create an exact phrase.	"C sharp" AND "associate engineer" – If quotations are not included, C Sharp would give the results of both C and Sharp but not, "C sharp".
()	Using parentheses gives an order of operation to keywords in a Boolean search string. They are most commonly used with OR Boolean searches.	("C#" OR "C sharp") AND ("Engineer" OR "developer")
site:	Used with Google to search for keywords within a certain site.	site:www.linkedin.com
NOT	Used when you are looking for a keyword not to be included in your search.	("Java" OR "J2EE") NOT ("JavaScript") – Search will include Java and J2EE results but will exclude profiles with JavaScript.

Now that you have the basics, let's discover how to utilize boolean to your advantage in these 3 steps.

1. Create a list of Job Titles and/or Companies that you want to search for

For this search, let's say you are looking for Office Administrator positions. Your list may look like the following:

Example: ("office administrator" OR "senior office administrator" OR administrator OR admin) AND (Amazon OR Microsoft OR Starbucks) AND (Seattle OR Bellevue OR Redmond OR "Mountlake Terrace")

Notice I included a separate AND statement specifically for the location of the job at the end of my string. You can do the same depending on your metropolitan-statistical area.

2. Create a list of websites that you would like to search for jobs

Think of every job search site that has been spamming your email. Common ones are Indeed, Monster, or Dice. Once you have your list together, phrase your OR statement like so:

Example: (site:indeed.com OR site:monster.com OR site:careerbuilder.com OR site:dice.com OR site:linkedin.com)

While you can search with a whole string of sites you've put together, my personal preference is to go through the sites individually to more thoroughly search for the roles I am interested in - starting with LinkedIn

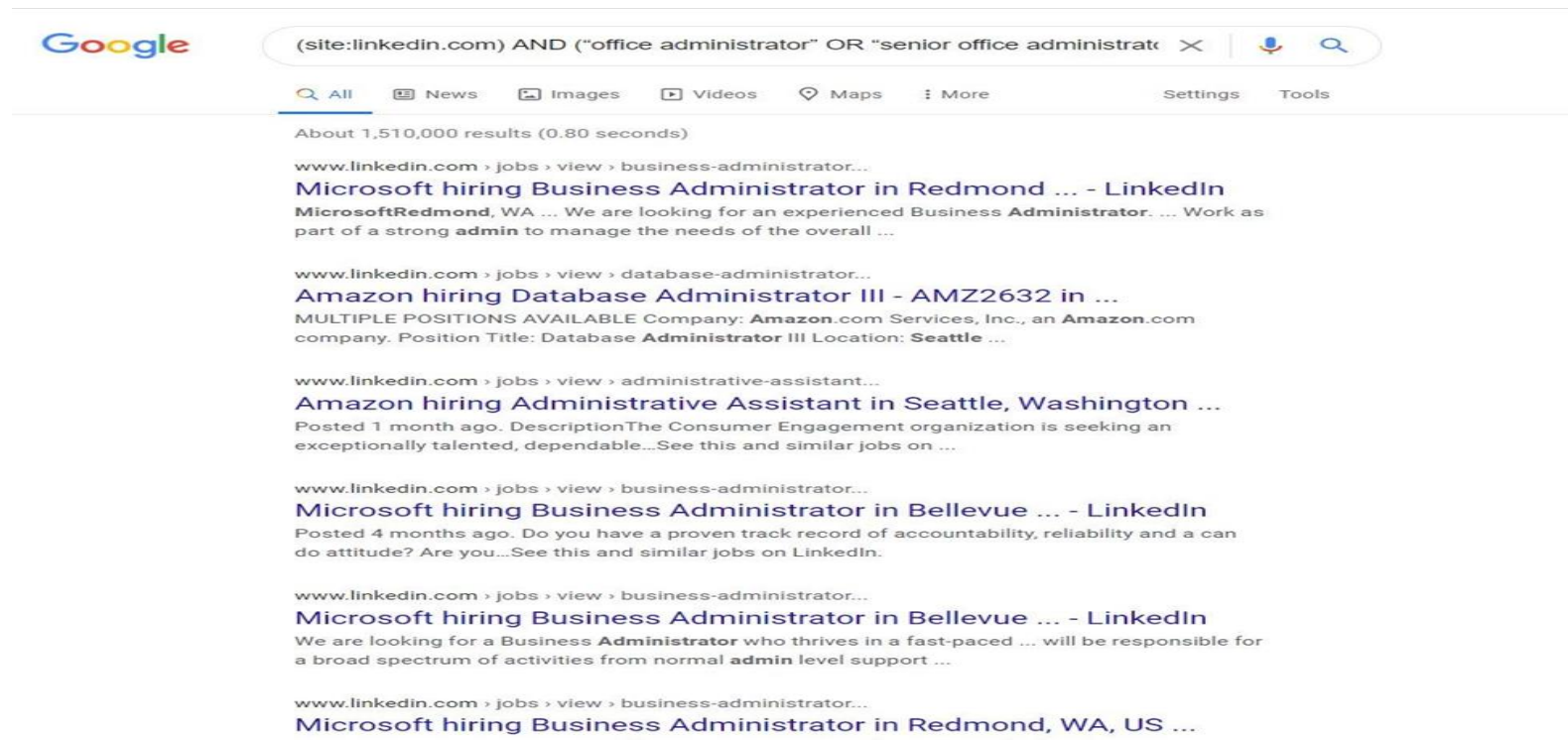
Example: (site:linkedin.com)

3. Copy your search string into Google and search

Now you're ready! You've created a search string for your specified job titles and the companies you are interested in and you've built a list of sites you want to search for these roles on! All that's left is to cut/paste your website string in front of your job search string, open Google, and begin your search! For the example below, I am searching LinkedIn with the Office Admin search string.

Example: (site:linkedin.com) AND ("office administrator" OR "senior office administrator" OR "administrator" OR "admin") AND (Amazon OR Microsoft OR Starbucks) AND (Seattle OR Bellevue OR Redmond OR "Mountlake Terrace") AND ("Customer service")

Here are the results:



Please note, the Boolean search method also applies to other job search sites as well.

Common Job Titles	
Information Technology	Help Desk Technician, Technical Support Specialist, Desktop Support Technician, IT Support Specialist, Junior Systems Administrator, Network Technician, IT Assistant, IT Technician, Entry-level Programmer, Junior Web Developer, Database Administrator (Junior level), Security Analyst (Junior level), IT Operations Analyst
Cyber Security	Security Analyst, Security Operations Center (SOC) Analyst, Information Security Analyst, Junior Cyber, Security Analyst, Security Engineer, Network Security Analyst, Security Consultant (Entry-level), Incident Response Analyst, Security Administrator, Cyber Security Specialist, Penetration Tester (Junior level), Security Operations Technician, Security Compliance Analyst, Entry-level Threat Intelligence Analyst, Security Information and Event Management (SIEM) Analyst
Consumer Banking	Teller, Customer Service Representative (CSR), Personal Banker, Bank Clerk, Banking Associate, Financial Services Representative, Relationship Banker, Retail Banking Associate, Loan Officer Trainee, Banking Specialist, New Accounts Representative, Banking Advisor, Financial Consultant Assistant, Operations Support Specialist, Credit Analyst (Entry-level)
Business Operations	Operations Assistant, Project Coordinator, Administrative Assistant, Project Administrator, Office Coordinator, Business Operations Analyst, Project Assistant, Office Administrator, Operations Coordinator, Project Support Specialist, Administrative Coordinator, Business Analyst (entry-level roles might involve project-related tasks)
Software Development	Software Developer, Junior Software Engineer, Associate Software Developer, Software Engineer I, Entry-level Programmer, Application Developer, Web Developer, Junior Frontend Developer, Junior Backend Developer, Junior Full Stack Developer, Software Development Engineer, Trainee Software Developer, Entry-level Software Tester, Software Development Intern, Junior DevOps Engineer
Project Management	Project Coordinator, Assistant Project Manager, Junior Project Manager, Project Administrator, Project Assistant, Project Management Assistant, Project Analyst, Project Support Specialist, Project Scheduler, Associate Project Manager, Project Planner, Project Facilitator, Project Expeditor, Project management, Trainee, Project Intern
App Dev	Junior Software Developer, Associate Software Engineer, Entry-level Application Developer, Software Developer I, Application Programmer, Software Engineer Trainee, Junior Application Developer, Associate Programmer, Entry-level Software Engineer, Application Development Intern, Software Development Associate, Junior Programmer Analyst, Trainee Software Developer, Application Development Assistant, Entry-level Software Programmer

Example Search Terms for Recent Graduates

- Job title (e.g., Software Engineer, Marketing Manager)
- Location (city, state, country)
- Industry (e.g., Technology, Healthcare, Finance)
- Remote or work-from-home
- Full-time, part-time, or contract
- Entry-level, mid-level, or senior
- Salary range or compensation (e.g., "competitive salary")
- Keywords related to skills or qualifications (e.g., "Python programming", "digital marketing")
- Company name or specific companies of interest
- Job boards or platforms (e.g., LinkedIn, Indeed, Glassdoor)
- Specific certifications or qualifications (e.g., "PMP certified", "Bachelor's degree in Computer Science")
- Desired benefits (e.g., "health insurance", "401(k) matching")
- Diversity and inclusion initiatives (e.g., "diversity-friendly employer", "equal opportunity employer")
- Career growth opportunities
- Culture fit or company values (e.g., "collaborative environment", "innovative culture")
-