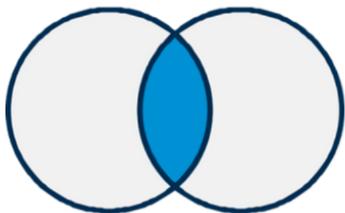


# Supercharge your job search with a bit of **Boolean**

Did you know most job boards and networking platforms are set up to allow for Boolean searching? Here's how to use it to help you get really specific with your job search.

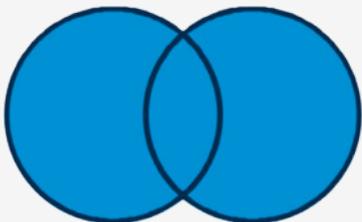
Use **'AND'** between search terms to find results that contain both key words

E.g. **'sales'** AND **'business development'** will only produce results that have both key words in them



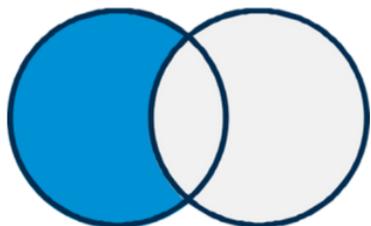
Use **'OR'** and you'll  
get results for **any**  
key word you've  
used

E.g. **'sales'** OR **'business development'**  
will only produce results that contain one or  
the other



Something you  
definitely don't want  
to search for? Use  
**'NOT'**

E.g. **'sales'** NOT **'business development'**  
will give you roles where only 'sales' is  
mentioned



Avoid typing out  
different versions of  
words by using \*

This helps you broaden your search to include **ending variations**. E.g. Admin\* will produce results including Administration, Administrator, Administrating

# Cover regional spelling variations with a simple ?

You can use a ? to replace a single letter in a word. E.g. **'organi?ation'** will account for British (organisation) and American (organization) spellings



Looking for a **phrase**  
rather than a single  
word?

Use speech marks to search for whole phrases in job postings. E.g. “**Account Management**” will search for the two words together, rather than separately

# Need to get a little more complex? Use **(brackets)**

If you're doing a complex, layered search it can be useful to use brackets to create a sequence. E.g. **(Sales OR Business Development) AND Software** will produce results that have either of the first two terms, but all will include 'software'

**FMC** TALENT