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Menopause, Andropause And Other Hormone Imbalances
Impair Healthy Healing In People Over The Age Of 30!

Online Job Search Techniques

By Yulin Peng

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There're many ways to conduct online job search. However, many job seekers only think of posting resumes and searching opportunities on big job sites like monster.com, hotjobs.com and careerbuilder.com etc. There's nothing wrong with it, but according to a survey conducted by careerXroads.com, of all hires in 2002, only 3.6% come from monster.com, 1.5% come from careerbuilder.com and 0.5% come from hotjobs.com. Moreover, many companies only advertise their job openings on their own company websites and some other speciality websites. Wouldn't it be nice if you can use search engines to find these opportunities that are ignored by other job seekers?

Before we go any further of how to conduct online job search, I would like to talk a little bit about Boolean Logic. If you are a math or a computer student, you may have already known it. Actually, it's very powerful, yet simple to use in search engines. The following are some of the most popular Boolean operators, modifiers and field search commands.

AND: Collects documents that include all terms.

Google default operator.

Example: job AND nursing

OR: Collects documents that include at least one of the terms.

Example: nurse OR rn

NOT Collects documents that include the term that precedes it but not the term that follows it.

AltaVista: AND NOT; Google: - (e.g. -submit); All The Web: ANDNOT

Example: manager AND NOT sales

NEAR Collects documents with both terms that are within close proximity to each other (usually 10 terms or less).

AltaVista **ONLY**. Useful for finding contacts within a specific location.

Example: manager NEAR marketing

Quotation Marks "" Specify an exact phrase

Example: "SAS programmer"

Parenthesis () Define a search subset

Not used in Google

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Example: (iowa OR ia) AND (manager OR director)

Wildcard Symbol * Matches any type and number of characters.

AltaVista ONLY.

Example: manag*

url: Look for keywords in the document URL.

Google: inurl

Example: url:position AND ibm

title: Look for keywords in the document title.

Google: intitle

Example: title:position AND merk

link: Look for pages linked to a particular URL.

Example: link:dell.com

host: Scans a specific computer or host of a URL.

Example: host:mit.edu

domain: Looks for pages within a specific domain like .com, .org, .edu.

Example: domain:.org AND nurse

like: Looks for pages related in content

AltaVista: like:

Google: related:

Example: like:dell.com

filetype: Looks for pages with a specific file type attached or documented

Example: filetype:xls OR filetype:pdf

Now, let's say you're a pharmacist and is looking for a new job in boston area. So you can go to www.altavista.com and conduct online job search using the following string:

url:job AND pharmacist AND contact AND position AND boston

If you use www.google.com, you don't need to type in AND since it's default operator in Google. So you can just use:

inurl:job pharmacist contact position boston

Now look at some more complicated online job search examples:

(url:(job* OR opening* OR position* OR employ*) OR title:(job* OR opening* OR position* OR employ*)) AND send AND benefits AND opening AND EOE AND contact AND "SAS programmer" AND boston

("resumes@" OR "jobs@" OR "careers@" OR "hr@" OR "human resources") AND (apply OR "send us" OR "send your" OR submit OR "fax us" OR "fax your") AND ("organic chemist" OR medicinal chemist") AND (synthesis OR synthesize)

Now you see the power of online job search? Try different key word combinations and use them in different search engines. Some links you find might be junk links, but keep trying, as long as you pick

up right key word combination, you should be able to find many job opportunities that are buried in deep deep web and are ignored by other job seekers.

Happy searching.

Yulin Peng is a recruiting researcher. To learn more job search techniques, please visit his website at <http://www.job-employment-guide.com>

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By Marilyn J. Tellez, M.A.

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READ A GOOD JOB SEARCH
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Yes, you can get free guidance from a job search book. My yearly favorite is: **WHAT COLOR IS YOUR PARACHUTE?** by Richard Bolles.

Others are: **TRANSITIONS** by Bill Bridges; **THE RILEY GUIDE** by Margaret Riley Dikel and **THE COMPLETE JOB SEARCH HANDBOOK** by Howard Figler.

There are often new titles for specific population groups. To find out more, use Google or Yahoo to search databases for your own needs.

All of this good, job search advice can get you, as a job seeker, to a good place to start your job search journey. You don't need to do **EVERY EXERCISE** that authors suggest.

Sketch out an exercise that appeals to you from reading the books I have mentioned. One technique may appeal to you more than another. Use those.

More importantly, is the use of the books as a guide to get you started on your search. But books, will never take place of action! Read and act!

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