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Boolean search on Job Boards (databases)

-same principle as SQL search

“ ”

* Brings in any search result with the key word in quotes somewhere in the job description
* Every word and phrase need to start and end with a quotation mark
* Ex: “software engineer”

AND

* Acts as a knot to tie words together
* “Software Engineer” AND “JavaScript”
* No quotations around the word AND

OR

* Will provide job descriptions with 1 of the key words provided

(\_)

* Think about it like a box
* Put in things that are related (ex: location, job type, skills)

“Software Engineer” AND (“React” OR “HTML” OR “CSS” OR “Node”)

* The statement above is doing 4 searches at once:
  + “Software Engineer” AND “React”
  + “Software Engineer” AND “HTML”
  + “Software Engineer” AND “CSS”
  + “Software Engineer” AND “Node”

More filters to think about:

* Tenure
* “Entry” AND (“Software Engineer” OR “Developer” OR “Programmer”) AND (“React” OR “HTML” OR “CSS” OR “NODE” OR “JavaScript”)
  + Statement above is searching for an Entry level job with title Software Engineer, Developer, or Programmer, AND the following skills listed in the description(react, html, css, node, or javascript)

Order of the boolean search:

1. Tenure
2. Job titles
3. Different skills

READING JOB DESCRIPTIONS

You have to understand the need of the open position. Why is the company hiring for this position? Why is the position open?

The reason the job is posted is that the hiring manager NEEDS somebody.

The hiring manager’s personal load is too much and throws off work/life balance. This can be transferred to the team for a while before they will also be thrown out of balance.

When hiring manager realizes that they are short staffed, they go to HR, HR requires a certain budget, so the manager may have to go to finance with a proposal. Now the hiring manager needs to argue that the new hire will become an asset for the company.

After budget approval, right before the posting of the job, there is a meeting with HR and the hiring manager. HR asks the manager “what do you want in a candidate?”

The responsibilities will come straight from the hiring manager. While giving this, he/she may sprinkle a few more responsibilities on top. SO, RULE OF THUMB IS: Be able to complete at least 50% - 60% of the day-by-day responsibilities (work you’ll be doing every day).

Required Skills/Experience

* This usually comes from HR who is following a guide/template based on the level of position

On LinkedIn:

1. Go to jobs tab
2. Put in boolean search in search field.

Can also use Boolean search in Google.

Any Search box = database that can use Boolean search

Cover Letters:

It is a supporting document for the resume.

Provides hiring manager a better understanding of who you are.

You cover letter template