



# Keywords matter when searching

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Need to be selective when looking for jobs

- e.g. search of “*Indeed*” for any job in 25 miles of Cambridge found **15,036**
- Have to refine the list

But want to avoid limiting the scope of what you look for

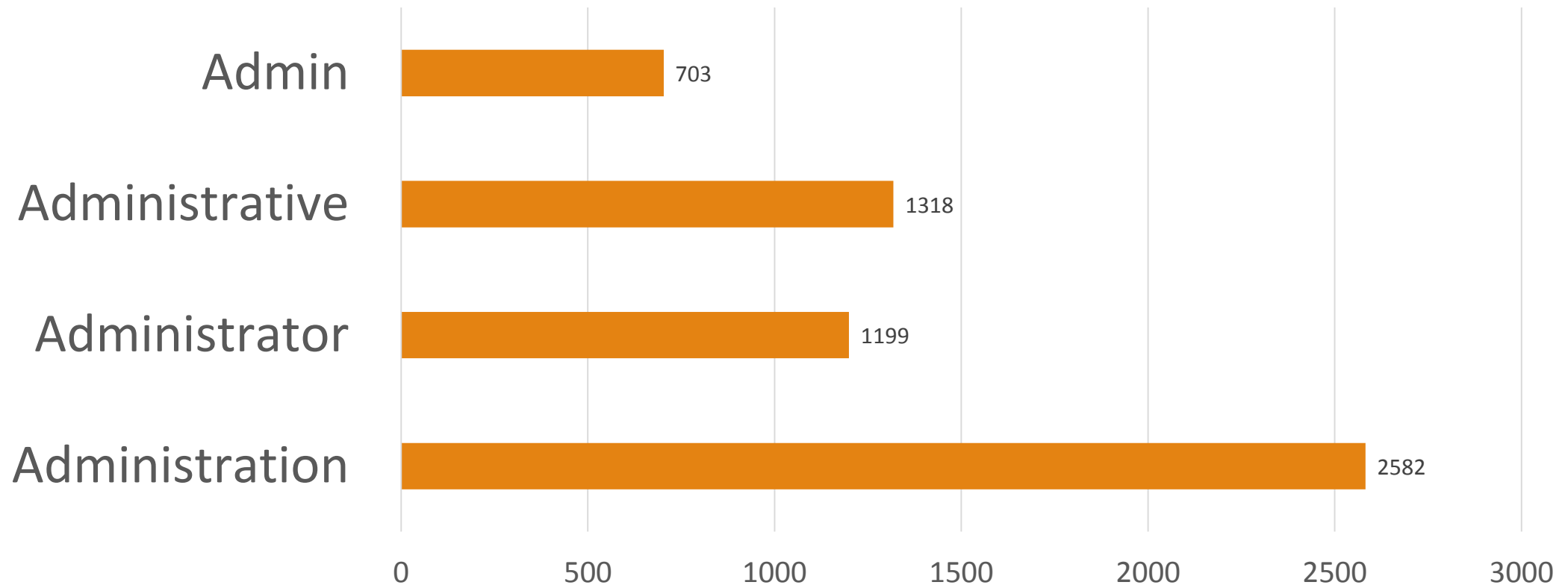
- Could miss out on possibilities

Remember the words you use may not be the same as the people advertising the job

# Example Admin

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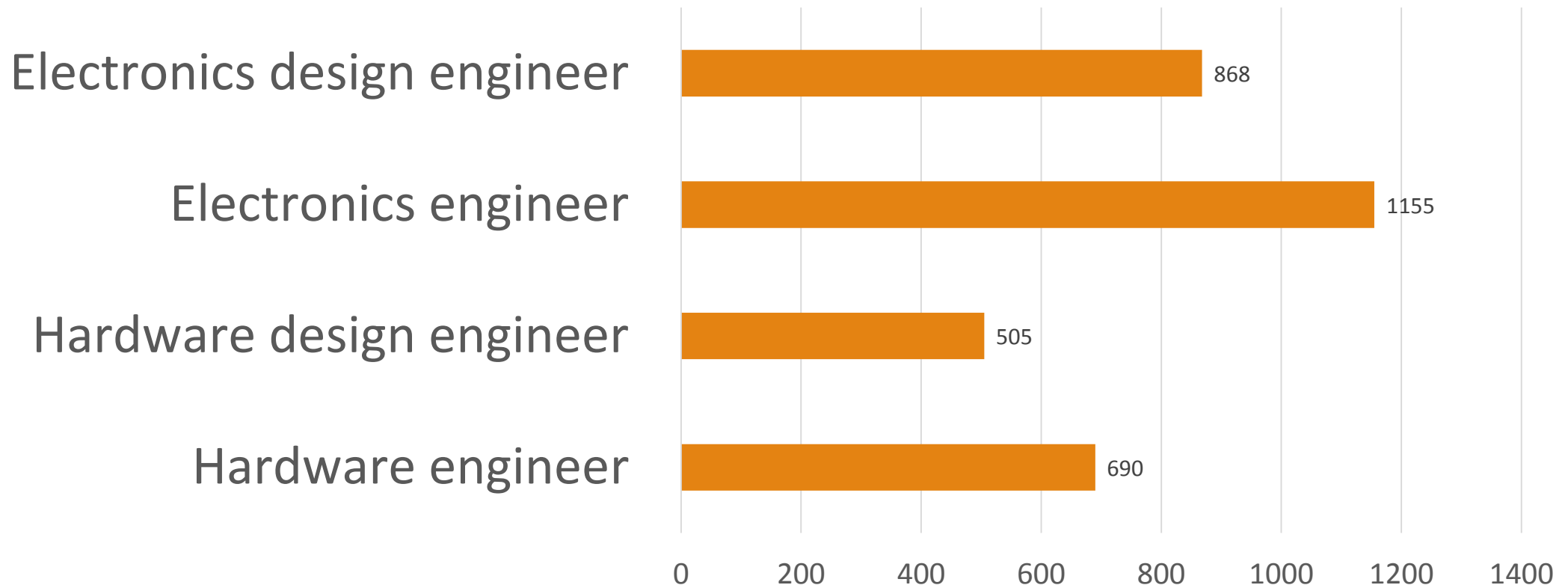
## Indeed search for jobs within 25 miles of Cambridge



# Example Engineer

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Indeed search for jobs within 25 miles of Cambridge



# Expanding your vocabulary

## Experiment with different terms

- Try something new

## Explore links

- Follow the site's suggestions

## Start with an interesting job title

- See what else comes up and try that



what:  where:

job title, keywords or company      city or postcode

▼ Title

- Administrator
- Office Administrator
- Sales Administrator
- Water Utility Quantity Surveyor
- Administration Assistant
- Admin Assistant
- Receptionist
- Temporary Administrator
- Travel Administrator
- Business Support Officer
- Information Security Specialist
- Customer Service Administrator
- IT Support Technician
- Private Client Solicitor

# Refining the search

Try advanced searches

See what works best for you

## Advanced Job Search

### Find Jobs

With **all** of these words

With the **exact phrase**

With **at least one** of these words

With **none** of these words

With these words in the **title**

From this **company**

Show jobs of type

Show jobs from

Exclude staffing agencies

Salary estimate  per year  
£25,000 or £20K-£40K

### Where and When

Location

Age - Jobs published

Display  results per page, sorted by

[Find Jobs](#)

# Skills

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Keywords are also important for skills

- Some are obvious and consistent eg. C++, Microsoft Office, ....
- Others may be subtly different

Need to match the language of recruiters

- e.g. is it schedule meetings, plan meetings or book meetings, diary booking, diary management

Look at the skill required in job descriptions

- Does the language match your CV?
- Could you search for this?

what: "schedule meetings" where: Cambridge Find Jobs  
job title, keywords or company city or postcode

Upload your CV and easily apply to jobs from any device!

Jobs 1 to 3 of 4

### Receptionist

RAND Europe - Cambridge CB4

£17,500 - £19,500 a year

Key responsibilities To maintain the reception area •manage the switchboard •deal with and screen calls as appropriate •deal with queries from the public and...

12 days ago - email

Sponsored by **Monster UK**

### Receptionist

RAND Europe - Cambridge CB4

£17,500 - £19,500 a year

To provide administrative support • schedule meetings and manage catering orders • arrange travel and accommodation bookings • manage staff notifications of...

14 days ago - email

Sponsored by **Monster UK**

### Graduate Sales Development Representative

Pareto Law - United Kingdom

£22,000 - £34,000 a year

Schedule meetings with target accounts. Graduate Sales Development Representative, Manchester....

24 days ago - email

Sponsored by **TotalJobs.com**

### Receptionist

RAND Europe - Cambridge CB4

£17,500 - £19,500 a year

To provide administrative support • schedule meetings and manage catering orders • arrange travel and accommodation bookings • manage staff notifications of...

Monster UK - 14 days ago - save job - email - more...

### Senior Administrator

Nouvita Ltd - Baldock

£25,000 a year

what: "book meetings"

where: Cambridge

Find Jobs

job title, keywords or company

city or postcode

Upload your CV and easily apply to jobs from any device!

Jobs 1 to 4 of 4

### Temp Administrator

Rullion Build - Waltham Abbey

£17,000 a year

Book meetings and arrange rooms when required. Book staff onto external courses. Temp Administrator - 3 months....

5 days ago - email

Sponsored by **Jobsite UK**

### Bilingual Inside Sales Representative

Talentdesk - Cambridge

From this you will then book meetings for the Business Development Manager to meet with potential customers and demonstrate their product offering....

reed.co.uk - 16 days ago - save job - email - more...

### Inside Sales- Spanish speaking

Talent Desk - Cambridgeshire

£24,000 a year

From this you will then book meetings for the Business Development Manager to meet with potential customers and demonstrate their product offering....

30+ days ago - save job - email - more...

### Inside Sales Representative

Talent Desk - Cambridgeshire

From this you will then book meetings for the Business Development Manager to meet with potential customers and demonstrate their product offering....

30+ days ago - save job - email - more...

### Inside Sales- French Speaking

Talent Desk - Cambridgeshire

£24,000 a year

From this you will then book meetings for the Business Development Manager to meet with potential customers and demonstrate their product offering....

30+ days ago - save job - email - more...



**what:** "diary booking" **where:** Cambridge [Find Jobs](#)  
job title, keywords or company city or postcode

[Upload your CV](#) and easily apply to jobs from any device! **Jobs 1 to 1 of 1**

**Part Time Cambridge - Gumtree.com** Ads  
[www.gumtree.com/](http://www.gumtree.com/) Search **Part time cambridge** Subscribe for free & post an ad now  
Easy Buy, Easy Sell. - UK's #1 Classifieds Site

**Earn £75 Per Week Online - Companies Pay You For Your Opinions**  
[www.top10bestpaysurveys.co.uk/job](http://www.top10bestpaysurveys.co.uk/job) Its Quick and Simple, Start Today!  
Earn Extra Money Anytime Earn Up To £300 Per Month  
100% Free Service How It Works

**Office Administrator**  
Corazon Health Ltd - Cambridge CB22  
£15,000 a year  
Ensure effective diary booking system for Practitioners to maintain maximum productivity. Ensure effective recall booking system for clients....  
[Easily apply to this job](#)  
7 hours ago - [save job](#) - [email](#) - [more...](#)

**Recommended jobs for you**

**what:** "diary management" **where:** Cambridge [Find Job](#)  
job title, keywords or company city or postcode

[Upload your CV](#) and easily apply to jobs from any device! **Jobs 1 to 10 of 153**

**Amazing opportunity for a PA to join a renowned school in Su...**  
Knightsbridge Recruitment - Bury St. Edmunds  
£30,000 - £40,000 a year  
An all encompassing role, you will become a part of the community, greeting visitors, complex diary management, overseeing junior support roles, coordinating...  
5 days ago - [email](#)  
Sponsored by [SECSinthecity.co.uk](#)

**Group Property Administrator**  
The Jockey Club ★★★★★ 2 reviews - Bury St. Edmunds  
(but not limited to) maintaining the property database system, obtaining quotes from suppliers, liaising with tenants, preparing reports, diary management and...  
7 days ago - [email](#)  
Sponsored by [Jobstoday.co.uk](#)

**Project Assistant**  
Interaction Recruitment ★★★★★ 60 reviews - Cambridge  
£14 an hour  
Provide diary management for the project management team. Construction Management Team. Clients Projects Information Management....  
8 days ago - [email](#)  
Sponsored by [CV-Library](#)

**Head of Department's PA and Administration Co-ordinator**  
University of Cambridge ★★★★★ 21 reviews - Cambridge  
£27,328 - £32,600 a year  
This is a demanding position working in a fast-paced environment requiring a pro-active approach to diary management and operations as well as to the...  
13 days ago - [save job](#) - [email](#) - [more...](#)

**Project Assistant**  
Novo UK - Cambridgeshire  
£13 - £16 an hour