**Module 3 Worksheet: Tips and Tricks**

**Tip #1: Keywords**

**Statue of Liberty**

1. What keywords might you use to narrow down your search results for your statue of liberty visit?
2. Open your phone’s search engine. Search: Statue of Liberty. Record the title of your first result. *For example, write “Statue Of Liberty National Monument”.*
3. Search: “Statue of Liberty” hours. Record the title of your first result:
4. Search: “Statue of Liberty” hours June. Record the title of your first result:

**Food Deli Clerk**

1. What keywords might you use to narrow down your search results for a food deli clerk job?
2. Open your phone’s search engine. Search your keywords. Record the title of at least one of your results.

**Tip #2: Site Specific Search**

**Example:**

*“peanut butter cookies” site:marthastewart.com*

**Student Enrollment**

1. What keywords might you use to narrow down your search results for enrollment?
2. Complete the equation below to create a site specific search based the keyword phrase “new student registration”. *Refer to the example at the top of this page*

“\_\_\_\_\_\_\_\_\_\_\_\_\_\_” site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Your keyword] [The site specific search qualifier] [The site you want to search]

**Tip #2: Site Specific Search (Continued)**

**Septic Tank Work**

1. What keywords might you use to narrow down your search results for septic tank work?
2. Complete the equation below to create a site specific search based the keyword phrases you listed above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Open your phone’s search engine.

Search the equation above.   
Record the title of your first result.

**Tip #3: Multiple Search Engines**

**The Family Dog**

1. What keywords might you use to narrow down your search results for dog breeds?
2. Open your phone’s search engine. Search the keywords you recorded above. Record the title of your first search result.
3. Open your phone’s search engine again, but this time navigate to a different search engine. *For example: Bing.com.* Search the keywords you recorded above. Record the title of your first search result.
4. Compare your answers to questions 3 and 4. Did you get different results? Circle one: Yes No

**Outdoor Landscaping**

1. What keywords might you use to narrow down your search results for landscaping jobs?
2. Open your phone’s search engine and navigate to *www.careerbuilder.com*. Search the keywords you recorded above. Record the title of your first search result.
3. Open your phone’s search engine again, but this time navigate *www.indeed.com* Search the keywords you recorded above. Record the title of your first search result.
4. Compare your answers to questions 3 and 4. Did you get different results? Circle one:

Yes No

**Tip #4: Relevancy**

**Current Events**

1. What keywords might you use to narrow down your search results for the current event?
2. Open your phone’s search engine.   
   Search the keywords you recorded above.   
   Record the first three dates you see listed for your results.

1.

2.

3.

**Coffee Shop Attendant Job**

1. What keywords might you use to narrow down your search results for a coffee shop attendant job?
2. Open your phone’s search engine. Navigate to *www.indeed.com.*   
   Search the keywords you recorded above.   
   Record the first three dates you see listed for your results.

1.

2.

3.

**Tip #5: Advanced Search**

**Dog Kennel Positions**

1. What keywords might you use to narrow down your search results for a dog kennel job?
2. Open your phone’s search engine and navigate to *www.indeed.com*.

Search the keywords you recorded above.

Record the title of your first search result.

1. Now, determine how you want to filter your job search results. Circle one option, or record an answer for each bullet point below:

* Level *(circle one)*: Entry-level or Advanced
* Job type *(circle one):* Full time or Part time
* Distance *(circle one):* within 5 miles within 10 miles within 25 miles
* Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Open your phone’s browser to your search from question 2.

Use your answers above to filter those results.

Record the title of your first search result.