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## How to find Bookkeepers with Boolean search strings

If you're looking for [Bookkeepers](#), use Boolean search on Google to find resumes and profiles that match your criteria. Modify our examples to build your own search strings.

### Generic search string to find Bookkeepers

Build a generic bookkeeper search string around terms like:

- -job -jobs -sample -examples, to exclude irrelevant results
- (intitle:resume OR intitle:cv) to discover [online resumes](#) and CVs
- (bookkeeper OR accountant) to cover similar accounting job title

Here's an example of a simple string to find resumes:

*(intitle:resume OR intitle:cv) (bookkeeper OR accountant) -job -jobs -sample -templates*

Run this search string on Google to get results that include the words "resume" or "CV" in the page title. Adding variations of bookkeeping job titles helps you expand your search. And, excluding more terms will reduce false positives.

Bookkeeping is a skill that professionals from non-accounting roles may also have (office managers, secretaries etc.) If you're only looking for accounting professionals, use quotes around "bookkeeper." That way you won't get results like "bookkeeping experience" or "bookkeeping tasks," which may appear in resumes of various roles.

### Search for profiles and portfolios of Bookkeepers

You can find Bookkeepers on social networks [using Boolean search in Google](#) by including the site: operator and terms found exclusively on member profiles. For example:

- *site:meetup.com bookkeeper "member since"*
- *site:plus.google.com inurl:about bookkeeper "lived \* new york"*

Add more criteria in your search to find profiles that better match your requirements.

*When sourcing EU candidates, please refer to guidance on [using social media for recruiting](#) and [collecting candidate information](#) as per the General Data Protection Regulation, or GDPR.*

## **Example Boolean search strings to find Bookkeepers by role and experience**

### **Find Bookkeepers who:**

#### **Are familiar with certain accounting software**

*(intitle:resume OR intitle:cv) bookkeeper (Quickbooks OR Sage) -job -jobs -sample -templates*

#### **Have worked in a startup**

*(intitle:resume OR intitle:cv) "bookkeeper" startup -job -jobs -sample -templates*

#### **Have experience in particular sectors**

*(intitle:resume OR intitle:cv) "bookkeeper" (healthcare OR pharma) -job -jobs -sample -templates -example*

#### **Hold certifications**

*(intitle:resume OR intitle:cv) bookkeeper ("certified public bookkeeper" OR CPB) -job -jobs -sample -templates*

## **Example Boolean search strings to find Bookkeepers by location**

### **By state or city:**

*(intitle:resume OR intitle:cv) bookkeeper ("New York" OR NY) -job -jobs -sample -templates -services*

*(intitle:resume OR intitle:cv) "bookkeeper" Toronto Canada -job -jobs -sample -templates -services*

### **By area code:**

*(intitle:resume OR intitle:cv) bookkeeper boston 617 -job -jobs -sample -templates*

Find area codes [here](#).

**Further reading:**

Learn more about Google and Boolean search with [our tutorial](#).