

SELECTLEADERS RESUME DATABASE TRAINING

SelectLeaders Real Estate Job Network

The Professionals' Choice for Real Estate Jobs

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RESUME DATABASE TRAINING

Our Proprietary Database is the Gold Standard for Real Estate Talent. Here, employers find the best selection of candidates, including members of the twelve premier Real Estate Professional Associations, from all sectors, all functions, all levels of experience.



- ❖ Access our national database of over 300,000+ searchable resumes!
- ❖ No geographic restrictions - full national & international access
- ❖ Search by specific skills, real estate experience, and sector
- ❖ No limit to the number of users

START WITH “KEYWORDS” AND “LOCATION”

Use Quotation Marks around each search phrase e.g.: "acquisitions associate".
Combine search phrases with Boolean Operatives (AND, OR, NOT) which MUST be typed in CAPS. [Quick Start Guide to Boolean Search](#)

Boolean Operator AND e.g.: acquisitions AND associate. The system searches for both terms. (Narrows the search)

Boolean Operator OR e.g.: analyst OR associate. The system searches for either term. (Broadens the search)

Boolean operator NOT e.g.: analyst NOT associate. Excludes keyword(s) from your search. (Narrows the search)

Candidates willing to relocate

E.g.: City, State/Province or ZIP/Post Code 50 miles (US and Canada)

To view all resumes from all eligible candidates use Keyword(s) and Location search above. Candidates choose one Field; providing all other information below is optional.

COMMUTES VARY – MILES RADIUS FROM LOCATION INCREASES OR DECREASES YOUR RESULTS

The screenshot shows the Select Leaders job search interface. At the top, the logo "SELECT LEADERS" is on the left, and navigation links "Find Jobs", "About", "Clients", "Resources", "Candidates", "Employers", and "My Account | Log Out" are on the right. Below the logo, "JOB NETWORK" and "The Professionals' Choice for Real Estate Jobs" are displayed. A secondary navigation bar includes "Home", "Services", "Pricing", "Post Jobs", and "ProSelect".

The main search area features a search bar containing "Acquisitions Analyst" (highlighted with a red box). Below it, instructions state: "Use Quotation Marks around each search phrase e.g.: 'acquisitions associate'. Combine search phrases with Boolean Operatives (AND, OR, NOT) which MUST be typed in CAPS." A link for "Quick Start Guide to Boolean Search" is provided.

Search filters include:

- Location: "Boston, MA, USA" (highlighted with a red box). Below it, "E.g.: City, State/Province or ZIP/Post Code" and "To view all resumes from all eligible candidates" are visible.
- Radius: "Find candidates within..." dropdown menu with radio buttons for 5, 10, 15, 25, 50, 100, 150, and 200 miles. A red arrow points to the 50-mile option.
- Relocation: A checked checkbox for "Candidates willing to relocate".
- Fields: A note that "Candidates choose one Field; providing all".
- Other filters: "Real Estate Field", "Education", "Accreditations/Skills", "US Dept. of Labor Ethnic Classification", "Industry Sectors", "Years Experience", "Language(s)", "Compensation (Base + Bonus)", and "International Experience".
- Sorting: "Resume Last Updated" dropdown.

A large "FIND RESUMES" button is at the bottom, with a red arrow pointing to it from the right.

TRY AN ALTERNATIVE SEARCH USING A FIELD

Use Quotation Marks around each search phrase e.g.: "acquisitions associate".
Combine search phrases with Boolean Operatives (AND, OR, NOT) which MUST be typed in CAPS. [Quick Start Guide to Boolean Search](#)

Boolean Operator AND e.g.: acquisitions AND associate. The system searches for both terms. (Narrows the search)

Boolean Operator OR e.g.: analyst OR associate. The system searches for either term. (Broadens the search)

Boolean operator NOT e.g.: analyst NOT associate. Excludes keyword(s) from your search. (Narrows the search)

Candidates willing to relocate

E.g.: City, State/Province or ZIP/Post Code 50 miles (US and Canada)

To view all resumes from all eligible candidates use Keyword(s) and Location search above. Candidates choose one Field; providing all other information below is optional.

Real Estate Field N/A Accounting / Control Acquisitions Administration Appraisal / Valuation Architecture / Design Asset / Portfolio Management Brokerage, Sales / Leasing Construction

Job Functions

FIND RESUMES

CONNECT MULTIPLE REQUIREMENTS WITH A CAPITAL **AND** TO DRILL DOWN TO THE PERFECT HIRE

"Acquisitions Analyst" AND Transaction

Use Quotation Marks around each search phrase e.g.: "acquisitions associate".
Combine search phrases with Boolean Operatives (AND, OR, NOT) which **MUST** be typed in CAPS.

[Quick Start Guide to Boolean Search](#)

Boolean Operator **AND** e.g.: acquisitions AND associate.
The system searches for both terms. (Narrows the search)

Boolean Operator **OR** e.g.: analyst OR associate. The
system searches for either term. (Broadens the search)

Boolean operator **NOT** e.g.: analyst NOT associate.
Excludes keyword(s) from your search. (Narrows the search)

Boston, MA, USA

Find candidates within...

Candidates willing to relocate

E.g.: City, State/Province or ZIP/Post Code

50 miles (US and Canada)

To view all resumes from all eligible candidates use Keyword(s) and Location search above. Candidates choose one Field; providing all other information below is optional.

Real Estate Field

Job Functions

Industry Sectors

Education

Years Experience

Compensation (Base + Bonus)

Accreditations/Skills

Language(s)

International Experience

US Dept. of Labor Ethnic Classification

Resume Last Updated

FIND RESUMES

TRY FILTERING TO A MANAGEABLE SOURCE LIST (BUT THIS CANDIDATE INFORMATION IS OPTIONAL)

Real Estate Field ▼

Job Functions ▼

Industry Sectors ▼

Education ▼

Years Experience ▼

Compensation (Base + Bonus) ▼

Accreditations/Skills

Language(s) ▼

International Experience ▼

US Dept. of Labor Ethnic Classification ▼

Resume Last Updated ▼

FIND RESUMES

[Reset](#)

[Home](#) > [Employers](#) > [Search Resumes](#) > [Analyst AND Transaction, in Boston, MA, USA](#)

Show
25 ▼
per page

62 Resumes in Boston

FILTER BY WHEN RESUME WAS LAST UPDATED

The image shows a job search filter interface with a blue background. It features several white dropdown menus arranged in a grid. The filters include: Real Estate Field, Job Functions, Industry Sectors, Education, Years Experience, Compensation (Base + Bonus), Accreditations/Skills, Language(s), International Experience, and US Dept. of Labor Ethnic Classification. A 'FIND RESUME' button is visible. The 'Resume Last Updated' dropdown menu is open, showing a list of time intervals: past 24 hours, past month, past 6 months, past year, past week, past 3 months, and past 9 months. The 'past 24 hours' option is selected.

- ❖ Use the resume last updated filter to find both active and passive candidates

HOW TO USE SIX SIMPLE BOOLEAN OPERATIVES TO QUICKLY FIND THE PERFECT RESUMES:

1. “” Put quotation marks around each phrase you enter in keyword search. The system will search for the exact sequence of words surrounded by quotation marks.

The screenshot shows a job search interface with a search bar containing the text "Property Manager" enclosed in red quotation marks. Below the search bar, there are three columns of text explaining Boolean operators: AND, OR, and NOT. The AND operator narrows the search, the OR operator broadens it, and the NOT operator excludes keywords. There are also input fields for location (Dallas, TX, USA) and a dropdown menu for finding candidates within a certain distance (50 miles). A checkbox for "Candidates willing to relocate" is checked. A link for "Quick Start Guide to Boolean Search" is visible in the top right corner.

Use Quotation Marks around each search phrase e.g.: "acquisitions associate".
Combine search phrases with Boolean Operatives (AND, OR, NOT) which **MUST** be typed in CAPS.

[Quick Start Guide to Boolean Search](#)

Boolean Operator AND e.g.: acquisitions AND associate. The system searches for both terms. (Narrows the search)

Boolean Operator OR e.g.: analyst OR associate. The system searches for either term. (Broadens the search)

Boolean operator NOT e.g.: analyst NOT associate. Excludes keyword(s) from your search. (Narrows the search)

Candidates willing to relocate

Dallas, TX, USA
E.g.: City, State/Province or ZIP/Post Code

Find candidates within...
50 miles (US and Canada)

HOW TO USE SIX SIMPLE BOOLEAN OPERATIVES TO QUICKLY FIND THE PERFECT RESUMES:

2. AND - Use AND to narrow your results. AND searches require that all of the terms you have listed are found in your results.

"Managing Director" AND Healthcare

Use Quotation Marks around each search phrase e.g.: "acquisitions associate".
Combine search phrases with Boolean Operatives (AND, OR, NOT) which **MUST** be typed in CAPS.

[Quick Start Guide to Boolean Search](#)

Boolean Operator **AND** e.g.: acquisitions AND associate.
The system searches for both terms. (Narrows the search)

Boolean Operator **OR** e.g.: analyst OR associate. The system searches for either term. (Broadens the search)

Boolean operator **NOT** e.g.: analyst NOT associate. Excludes keyword(s) from your search. (Narrows the search)

Location

Find candidates within... ▼

Candidates willing to relocate

E.g.: City, State/Province or ZIP/Post Code

50 miles (US and Canada)

EXAMPLE: “Managing Director” AND Healthcare The results would be only those who have both “Managing Director” as well as “Healthcare” in their resume. * Try “Health Care” as well. Or Multifamily vs “Multi Family”

HOW TO USE SIX SIMPLE BOOLEAN OPERATIVES TO QUICKLY FIND THE PERFECT RESUMES:

3. OR - Use OR to broaden or increase your results. OR searches require that your results contain only one of the terms being searched.

"Property Manager" OR "Community Manager"

Use Quotation Marks around each search phrase e.g.: "acquisitions associate".
Combine search phrases with Boolean Operatives (AND, OR, NOT) which **MUST** be typed in CAPS.

Quick Start Guide to Boolean Search

Boolean Operator AND e.g.: acquisitions AND associate.
The system searches for both terms. (Narrows the search)

Boolean Operator OR e.g.: analyst OR associate. The system searches for either term. (Broadens the search)

Boolean operator NOT e.g.: analyst NOT associate.
Excludes keyword(s) from your search. (Narrows the search)

Dallas, TX, USA

Find candidates within...

E.g.: City, State/Province or ZIP/Post Code

50 miles (US and Canada)

Candidates willing to relocate

EXAMPLE: "Property Manager" OR "Community Manager"
The results will present everyone who has either "Property Manager" or "Community Manager" in their resume.

HOW TO USE SIX SIMPLE BOOLEAN OPERATIVES TO QUICKLY FIND THE PERFECT RESUMES:

4. NOT - NOT searches mean that a term or terms can be disqualified from your results.

The screenshot shows a job search interface with a search bar containing "Sales NOT Agent". Below the search bar, there are instructions: "Use Quotation Marks around each search phrase e.g.: 'acquisitions associate'." and "Combine search phrases with Boolean Operatives (AND, OR, NOT) which MUST be typed in CAPS." A link for "Quick Start Guide to Boolean Search" is also present. Below these instructions, there are three columns of information:

- Boolean Operator AND** e.g.: acquisitions AND associate. The system searches for both terms. (Narrows the search)
- Boolean Operator OR** e.g.: analyst OR associate. The system searches for either term. (Broadens the search)
- Boolean operator NOT** e.g.: analyst NOT associate. Excludes keyword(s) from your search. (Narrows the search)

Below the columns, there are two input fields: "Location" (with a subtext "E.g.: City, State/Province or ZIP/Post Code") and "Find candidates within..." (with a subtext "50 miles (US and Canada)"). To the right of these fields, there is a checkbox labeled "Candidates willing to relocate" which is checked.

EXAMPLE: Sales NOT Agent The results would display those that have Sales in their resume, excluding those that have Agent.

HOW TO USE SIX SIMPLE BOOLEAN OPERATIVES TO QUICKLY FIND THE PERFECT RESUMES:

5. ~ Use the tilde key (“~”) to search terms within a certain amount of words from each other to find the most relevant resumes.

The screenshot shows a search interface with a search bar containing the query: "Property Manager" AND "Retail" ~ 50. Below the search bar, there are three columns of instructions: "Use Quotation Marks around each search phrase e.g.: 'acquisitions associate'. Combine search phrases with Boolean Operatives (AND, OR, NOT) which MUST be typed in CAPS."; "Boolean Operator AND e.g.: acquisitions AND associate. The system searches for both terms. (Narrows the search)"; "Boolean Operator OR e.g.: analyst OR associate. The system searches for either term. (Broadens the search)"; and "Boolean operator NOT e.g.: analyst NOT associate. Excludes keyword(s) from your search. (Narrows the search)". There is also a link for "Quick Start Guide to Boolean Search". Below these instructions, there are two input fields: "Location" with a subtext "E.g.: City, State/Province or ZIP/Post Code" and "Find candidates within..." with a subtext "50 miles (US and Canada)". To the right of these fields, there is a checkbox labeled "Candidates willing to relocate" which is checked.

EXAMPLE: “Property Manager” AND “Retail” ~ 50

This will allow you to search for resumes with “Property Manager” and “Retail” within 50 words of each other.

NEED TO PUT YOUR OPERATIVES TOGETHER IN A SEARCH?

() - Parenthesis can combine exact phrases with the Boolean operative's AND,OR,NOT to construct a targeted search sometimes called a “Boolean String”.

The screenshot shows a job search interface with a blue background. At the top, a white search bar contains the Boolean string: ("Acquisitions Associate" AND "Investment Analyst" AND Fund) NOT (Hospitality OR Healthcare OR Government). Below the search bar, there are three columns of instructions: 1. "Use Quotation Marks around each search phrase e.g.: 'acquisitions associate'." 2. "Combine search phrases with Boolean Operatives (AND, OR, NOT) which MUST be typed in CAPS." 3. "Quick Start Guide to Boolean Search" with a link. Below these are three columns of Boolean operator explanations: "Boolean Operator AND e.g.: acquisitions AND associate. The system searches for both terms. (Narrows the search)", "Boolean Operator OR e.g.: analyst OR associate. The system searches for either term. (Broadens the search)", and "Boolean operator NOT e.g.: analyst NOT associate. Excludes keyword(s) from your search. (Narrows the search)". At the bottom, there are two input fields: "Location" (with a subtext "E.g.: City, State/Province or ZIP/Post Code") and "Find candidates within..." (with a subtext "50 miles (US and Canada)" and a dropdown arrow). To the right of the second field is a checked checkbox labeled "Candidates willing to relocate".

EXAMPLE: (“Acquisitions Associate” AND “Investment Analyst” AND Fund) NOT (Hospitality OR Healthcare OR Government)

THE SECRET OF OUR HIRING SUCCESS

- ❖ Working with Cornell University, we created and refined, the definitive “Real Estate Job Ecosystem” of 19 Real Estate Fields, 43 Job Functions, and 8 Sectors
- ❖ Whatever the title, the Real Estate Field selected by the employer, works with our bleeding edge search engine to categorize all jobs posted to match the way candidates search.
- ❖ The combination of listing your job openings with us and our site acting as an extension of CBRE Careers site, as well as searching our database puts recruiters in the driver seat to find and hire the best talent in our industry



CAN THE SMARTEST REAL ESTATE JOB SEARCH ENGINE ***DELIVER LONGER-TERM, SMARTER HIRES?***

...WE KNOW SO!

LETS PRACTICE SEARCHING COMMON CBRE JOBS

The screenshot shows the Select Leaders Job Network search page. At the top, there is a navigation bar with links for Find Jobs, About, Clients, Resources, Candidates, Employers, My Account, and Log Out. The main search area includes a large text input for Keyword(s), a Location input, and a dropdown for Find candidates within... (50 miles). Below these are several filter dropdowns: Real Estate Field, Job Functions, Industry Sectors, Education, Years Experience, Compensation (Base + Bonus), Accreditations/Skills, Language(s), International Experience, US Dept. of Labor Ethnic Classification, and Resume Last Updated. A large blue button labeled 'FIND RESUMES' is at the bottom. A dropdown menu is open from the 'Employers' link, showing options like Post Job, Power Posting, Pricing & Discounts, Buy Credits, Services & Products, Search Resumes, Featured Employer, ProSelect, and Advertise Your Brand. Two red arrows point to the 'My Account | Log Out' link and the 'Search Resumes' option in the dropdown menu.