

Let the job search emails file themselves.

Two Gmail filters. Rejections in one label, confirmations in another. Your inbox stays clear for the replies you need to answer.



SETUP, BOTH FILTERS

1

Click the sliders icon at the right end of Gmail's search bar.

2

Paste the query below into the matching field(s).

3

Click Search. Check what comes up before you save.

4

Reopen the panel, click Create filter. Check Skip the Inbox and set the label.

5

Optional: apply to matching conversations. Skip it if years of old mail would flood the label.

FILTER 1

Rejections

Label: **Job Search/Rejections**

HAS THE WORDS, GROUP 1: A REJECTION PHRASE

("not to move forward" OR "not move forward" OR "not moving forward" OR "not be moving forward" OR "move forward with other" OR "move ahead with other" OR "pursue other" OR "pursuing other" OR "not to proceed" OR "will not be proceeding" OR "regret to inform" OR "more closely align" OR "more closely fit" OR "more closely match" OR "overwhelming response" OR "no longer under consideration" OR "has been filled" OR "position has been closed" OR "role has been closed" OR "job has been closed" OR "has now been closed" OR "position is closed" OR "role is closed" OR "job is closed" OR "position is now closed" OR "role is now closed" OR "job is now closed" OR "position was closed" OR "won't be moving forward")

SAME FIELD, AFTER GROUP 1. GROUP 2: A JOB WORD

("application" OR "candidacy" OR "position" OR "role")

FILTER 2

Confirmations

Label: **Job Search/Applied**

HAS THE WORDS

("thank you for your application" OR "thank you for applying" OR "thanks for applying" OR "we have received your application" OR "we've received your application" OR "application has been received" OR "application was sent" OR "application sent")

DOESN'T HAVE

("not to move forward" OR "not move forward" OR "not moving forward" OR "not be moving forward" OR "move forward with other" OR "move ahead with other" OR "pursue other" OR "pursuing other" OR "not to proceed" OR "will not be proceeding" OR "regret to inform" OR "more closely align" OR "more closely fit" OR "more closely match" OR "overwhelming response" OR "no longer under consideration" OR "has been filled" OR "position has been closed" OR "role has been closed" OR "job has been closed" OR "has now been closed" OR "position is closed" OR "role is closed" OR "job is closed" OR "position is now closed" OR "role is now closed" OR "job is now closed" OR "position was closed" OR "won't be moving forward")

Why two groups in Filter 1? A rejection phrase alone also catches client email. Paste Group 1, a space, then Group 2, all in Has the words. Gmail then needs one of each.

Left out on purpose. "Unfortunately" and a bare "closed" catch too much, so the list uses "position has been closed" and similar. "Not selected" appears in confirmations ("If you are not selected...").

Check the labels now and then. Both skip the inbox. An interview request with rejection wording would land in a label.

Why "Doesn't have" in Filter 2? Plenty of rejections open with "Thank you for your application." The rejection phrases keep those out of Applied.

When one slips through. Gmail matches exact wording, so each variation needs its own entry. Add new rejection phrases to Filter 1 Group 1 and Filter 2 Doesn't have.



Rob Ainbinder

rob.ainbinder@gmail.com
linkedin.com/in/robainbinder

THANKS FOR THE "CLOSED" CATCH



Heidi Miller

linkedin.com/in/heidimiller



Daniel Towers

linkedin.com/in/danieltowers