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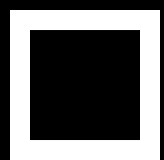
# **The Ultimate Job Search Checklist**

**Use this to get your  
next job:**





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## 1. Evaluate what YOU want

Before submitting applications, understand what you're looking for.

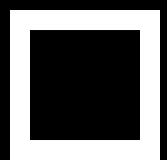
Ask yourself what matters most in your next role:

- Learning / growth
- Compensation
- In person vs. remote
- Industry or role type

And whether you have the skills / experience needed to get that job.



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## 2. Set your mindset

Looking for a job is HARD (particularly right now).

Mentally, you need to prepare for a potentially months-long endeavor and frequent rejection, no matter how good you are as a candidate.

Build your support system and figure out your process to stick with it.

It's a marathon, not a sprint.



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### ☐ 3. Revamp your Resume(s)

Create a unique Resume for each type of role you want to apply for.

Focus on:

- Matching your experiences to the role
- Communicating impact / value
- Keeping it simple

If you need some help, check out the free AI Resume builder at [rampedcareers.com](https://rampedcareers.com).



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## ☐ 4. Build your Cover Letter Template

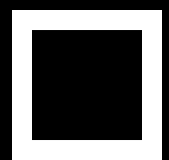
Similar to your Resume, you'll likely want to have slightly different versions of your Cover Letter based on roles / companies.

In this case, it's best to have one standard template that you can quickly update with new information for each application.

Again, if you want some quick help to save you hours, use the free AI Cover Letter Writer on [rampedcareers.com](https://rampedcareers.com).



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## **5. Contact your close connections**

By close connections, I mean literally people you can ask for a job / referral.

Former managers / colleagues, friends, family members, anyone who fits that bill.

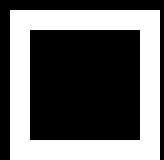
Ask for two things:

1) Direct referrals / introductions to hiring managers for roles you want

2) Intros to people in the role / companies you're interested in (more on this soon)



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## 6. Post on LinkedIn

I know it can feel awkward, especially if you don't post frequently on here.

But there's no shame in looking for a job -- **EVERYONE** has gone through.

And that's what this platform is for!

Share a little about what you're looking for, relevant experience, and ask for introductions to relevant professionals.





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## ☐ 7. Reach out to 50 target people

These should be relevant professionals at target companies or in the role you're interested in.

You're reaching out to 50 with the goal of actually talking to 10-15.

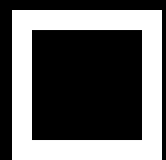
Start with any warm intros from your network / LinkedIn post.

Meet with them for 20-30 minutes to learn about them and their recs (don't ask for anything).





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## 8. Submit 100 job applications

Apply to companies in this order:

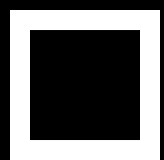
- Any places with direct referrals
- Any places from your networking
- Places that fit your criteria

"Mass-applying" is ok, but try to avoid the "Easy Apply" options. At least go to the company website.

For your top targets, take the time to message the hiring manager / recruiter.



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## 9. Repeat

Repeat steps 7-8 until you start to get interviews coming in.

If you haven't gotten any offers for referrals from networking, re-evaluate how you're approaching those conversations.

If you're not getting any interviews from your blind applications, ask a friend to review your Resume / Cover Letter.



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## ☐ 10. Create an experiences sheet

Create a document that categorizes your most important professional experiences.

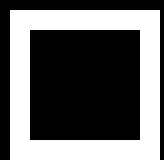
This should include what common behavioral questions each experience would apply to.

It should also include relevant data points / information that help communicate value added and impact of each experience.

Comment if you want a template to steal.



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## **11. Interview practice with a buddy**

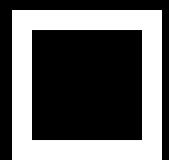
Find someone else also going through the job search or a trusted mentor.

Conduct at least 1-2 practice interviews to shake the rust off and get candid feedback.

If you want to do more prep on your own, check out the free AI interview prep tool at [rampedcareers.com](https://rampedcareers.com)



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## **12. Negotiate your offer**

Once you get an offer (from following steps 1-11), don't panic and immediately accept.

Almost every time, you should attempt at least one round of negotiation.

Those that do get more in their careers.

Conduct some market research, define what elements of the offer are most important (salary, equity, PTO, etc.), and then counter with a fair alternative.



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## ☐ 13. Start your new job :)

You did it! Checking this one off might feel like it will never come when you start, but you got this.

Start your new job and crush the first 90 days -- it's the most important time to make a great first impression.

And don't forget to pay it forward to other job seekers you see out there whose shoes you were just in.



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