



THE COMPLETE GUIDE TO FINDING YOUR NEXT JOB



A comprehensive guide for
frustrated job seekers.

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To my wife and children:

Thanks for your continued support. Your love and companionship are the backbone of my personal and professional accomplishments.

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INTRODUCTION

The journey to finding a new job can feel like navigating uncharted waters, (believe me, I've been there). Whether you're starting your career, changing industries, or seeking growth, this guide will serve as your compass. We'll walk through each step of the job search process, providing practical advice, real-world examples, and actionable strategies to help you succeed.

This guide is designed for:

- Students or recent grads entering the workforce
- People with non-technical backgrounds breaking into tech
- Professionals returning after a career break
- Anyone seeking career advancement or new opportunities



I've been on both sides of the table. As an interviewee, I lacked many of the skills I discuss in this book and had to (painfully) learn by "trial and error", which of course, drastically reduced my chances of landing a new job.

After joining LinkedIn, I had a chance to become an interviewer and was able to get a deeper understanding of how the hiring process works at a big company. I've performed hundreds of interviews, spanning different levels and experiences, and more lately, I've also been part of the hiring committee for the [LinkedIn REACH](#) program.

Aside from interviewing, I've always been passionate about helping others grow, so mentoring others on different forums like [Braven](#), [Year, Up](#), [MLT](#), [LinkedIn Social Impact](#) and more recently, at [adplist.org](#) have become a part of my career as well.

Throughout this journey, I've been fortunate enough to talk to thousands of people from all walks of life.

Listening to each person has given me new perspectives on how people approach problems, deal with failure and resiliently find their way to success. After hearing the same struggles over and over again, I felt compelled to create this book to help many more, who like me, have felt frustrated and hopeless while finding their next job.

1. THE



SEARCH

One of the most important things to understand before starting to look for a job is learning how to market ourselves effectively. The job market is essentially an arena where qualified candidates compete for the same goal: landing their ideal position, and the key to success lies in distinguishing yourself from other applicants.

Employers use Curriculum Vitae (CV) screening software, called **Applicant Tracking Systems (ATS)**, to auto-reject CVs that don't seem to have the experience or skills the job requires. In fact, a whopping 95%+ of Fortune 500 employers use them to screen out resumes. They want to save time and avoid having to manually go through every resume.

For example, if you were applying for a supply chain role, but the phrase 'supply chain' wasn't on your resume, your resume would probably not progress to the next stage (where a recruiter manually reviews it). Most resumes don't even reach a recruiter.

a. CV and LinkedIn Profile (Tips and Best Practices)



Curriculum Vitae, a.k.a Resume

Your CV is a key part of your marketing campaign. It should be designed to help you stand out from the competition and get you in the door.

The following rules are designed to make sure your CV impresses everybody.

- Keep it simple, one page only, regardless of experience. Anything longer will 99% of the time get ignored.
- Use bullet points, not paragraphs when describing your work experience. Recruiters and hiring managers do not want to read paragraphs and in most cases, won't.
- Provide the result and impact of each bullet point as much as possible. I can't stress this enough. See example
- Make sure your CV is error free. Multiple studies (1, 2) have found that one of the most frequent causes of CV rejections is the presence of typos.
- Formatting should be clean and legible and unless you are in graphic design or another artistic field, you should stick to a traditional look and feel. No photos, logos or other distractions. Consistent spacing and fonts are key. Speaking of fonts, don't go smaller than 10pt.
- Your CV should be relevant to the job you want. Remove credentials, certifications and additional information that could be confusing to the reader.
- Make sure you can speak to everything you have on your CV. If a recruiter asks you about a bullet point on your CV and you can't elaborate, they may assume you're lying or stretching the truth.

The next page shows an [example](#) (Template link) of what a good CV that follows these rules looks like.