



# How to Get a Remote Job

The complete guide to finding remote work

# About the Author



## Nicolle Merrill

Nicolle is the founder of Future Skills, a learning and development company that prepares employees for the future of work. She's the author of [\*\*\*Punch Doubt in the Face: How to Upskill, Change Careers, and Beat the Robots\*\*\*](#). In her book, she shows people how to build the skills that make them an in-demand employee in the future of work.

As a four-time (and counting) career changer, Nicolle excels in professional reinvention. A liberal arts graduate, she has written for Four Seasons and National Geographic private jet tours, taught digital communication skills to global executives, and sold adventure travel programs in New Zealand. As the former Associate Director of the Career Development office at Yale School of Management, she coached hundreds of MBA students and professionals through all phases of their career transitions.

Nicolle is the host of the popular career podcast, [\*\*\*50 Conversations\*\*\*](#), where she teaches listeners how to upskill, change careers, and navigate layoffs.

Nicolle's human-centered approach to the future of work, combined with a relentless curiosity about emerging career trends, has led to speaking engagements across the US, as well as in Canada and Ireland. Learn more about Nicolle here: [\*\*www.nicollemerrill.com\*\*](http://www.nicollemerrill.com)

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## Introduction

# Hello, Curious One

Job searches are a pretty big deal. So let's start by congratulating yourself on starting down a new path. Give yourself a quick "good job self," to celebrate your decision to change things up.

Job searches are a time of transition. Transitions are a bit awkward. But we can't let awkwardness stop us from a work lifestyle that works for us.

We have to put on our best professional self and throw ourselves into it, one awkward baby step at a time.

I designed this guide to help you master the remote job search. I want to help you build confidence and clarity so you can land a remote job.

In this guide, you'll find:

- [An overview of types of remote jobs](#)
- [Companies that hire remote workers](#)
- [A list of remote job boards](#)
- [Reflection questions to guide you](#)
- [Additional resources to support your search](#)

Reflection is an important part of any job search.

Reflection gives you the space to define what you want and why.

It gives you the clarity you need in a job search.

I encourage you to take time to reflect on your remote job search needs as you start the remote job search!

## Remote job perks

Working remotely offers plenty of perks. Here are some of the benefits of a remote job:

**Autonomy:** Having a flexible work schedule with the ability to dip in and out of the day and the freedom to manage your calendar with full trust of management is glorious.

**No commute:** No traffic means less stress. And we can all use a little less stress in our work. Plus, less money spent on gas.

**Access to interesting companies:** Not everyone lives in a place with interesting companies (and not everyone can afford to live in those cities!). Remote work opens up opportunities for people to work on different projects and teams at innovative companies.

**Skills, skills, skills!** Remote workers learn new collaboration tools, how to communicate better, and how to lead in a virtual environment. All of those skills are in demand in a modern workplace.



CHAPTER 02

# Remote Work 101

## Introduction

# Remote Work Defined

Remote work is a term that's often used to describe any job that doesn't require you to show up to a physical space. However, there are a few other terms in the remote work space.

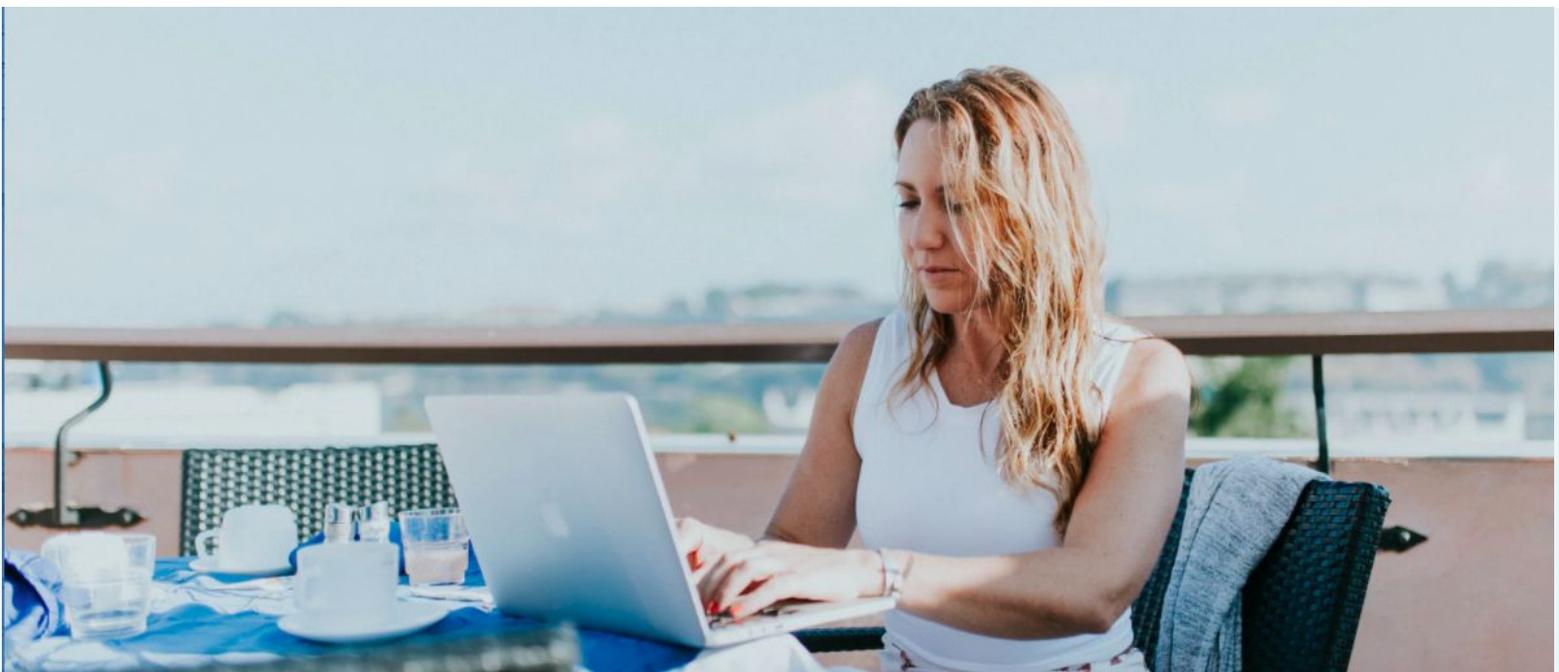
**Remote-first company:** A type of organization where everyone in the company works remotely, from the leadership to support teams. These companies have **fully distributed teams**, meaning their teams are distributed across diverse geographies.

**Remote-friendly company:** A type of organization that has remote teams, but not everyone works remotely. These companies have **partially distributed teams**, meaning that some teams may have remote workers, while others have workers in the same physical space. Some teams may be fully remote, while the rest of the company operates on-site.

**Flexible work:** The term refers to a job with flexible hours, meaning you are not required to be present/online between traditional 9-5 working hours. While some remote jobs have flexible hours, others might require you to be online during certain hours. Flexible work isn't always remote work, but they are often combined.

**WFH:** Work from Home, a throwback term from Craigslist job postings that you couldn't really trust ("WFH and make \$1000 a week!"). It's a term still in use today, used interchangeably with remote work: you do your work from home, pants optional. It's also a benefit if you work in a 9-5 job. Some companies may offer WFH days once a week. If you're negotiating for a new job, ask for one or two WFH days a week.

**Location independent:** A lifestyle or career goal. Location independence means simply the ability to work from anywhere. The work you do isn't as important as the fact that you don't have a permanent work location. Often conjures up images of working from a beach.



# Types of Remote Jobs

**You don't have to be a software engineer to get a remote job.**

A quick look at job boards and it's easy to think that only software engineers are hired remotely. While programmers, analysts, and product managers are in high demand for remote jobs there are plenty of other jobs for remote workers.

In-demand roles for remote work include:

- Virtual Assistant
- Customer Service Representatives / Customer Solutions
- Marketing
- Project management
- Design
- Healthcare
- Teaching
- Sales
- HR and recruiting
- Higher education (faculty and staff)

Remote work isn't just limited to these roles. Some companies offer remote opportunities that are specific to their services.

Consider Appen, a "global leader in speech and search technology services." Appen partners with leading tech companies to help them to expand to new global markets. They regularly employ multilingual people for remote jobs.

Appen offers jobs with flexible hours, contract remote work, and full time remote work. If you're bilingual, Appen is an ideal company for your skill set.

Here are a few recent openings at Appen:

- Social media evaluator (help improve social media around the world)
- Transcriber
- Linguistic Specialties (Text to Speech, Computational, Phonetics, Pronunciation, Annotation, etc.)

**Finding your place in a remote workforce requires learning where your skills and interests fit in the landscape of opportunities.**

# 7 Full Time Remote Jobs for Non Tech People

## BONUS VIDEO

Learn about the 7 most common, non tech roles in remote work

Watch this short 10 minute video covering the most common non-technical remote roles. You'll also explore some common benefit packages and perks at remote companies. This video covers jobs from entry level to director level, and everything in between.

[Click here to watch on YouTube.](#)

 **Project Director, Insights** 3 days ago  
Cision

 **Senior Project - Program Manager** 5 days ago  
Serco Group

 **Senior Product Manager** 5 days ago  
Simple - Simple Finance Technology Corp

 **Senior Product Manager - Server** 5 days ago  
CircleCI

 **Project Manager** 5 days ago  
Covestic



CHAPTER 03

# Finding Your Fit

## Reflection

# Your Role Fit

Before you begin your remote job search, take time to reflect on your skills and work experience.

Use these questions to learn where you fit in the remote work space. If you don't know the answers to these questions right away, that's ok. Give yourself time to get clarity.

**What type of remote work are you looking for?** (*contract, part time, full time, a remote job with a remote first team, a remote job on a partially distributed team*)

**What roles are a fit for your background?**

**What skills qualify you for a remote job?**

**What value do you add to any team/company?**

Knowing your target roles, skill set, and how you add value to any team/company makes you a competitive candidate.

## The Ideal Remote Employee

Remote employers are looking for future remote workers who understand the remote work environment and can collaborate virtually.

Here are a few skill remote companies look for in new hires:

**Communication:** Employers look for employees who can communicate well in online environments. Remote workers should be able to build relationships virtually and communicate well in writing.

**Problem-solving:** Without coworkers sitting next to you, it's hard to know who to turn to when you run into a challenge. Knowing how to work through challenges and solve problems on your own is key in remote work.

**Digital fluency:** Employers expect remote workers to feel comfortable working with digital tools like Zoom, Slack, and Trello.

**BONUS READING:** Get more insight into the hiring manager's mindset. Read [this article on remote.co](https://remote.co), a leading remote job board, to learn what traits remote companies seek in remote employees.

## Find Your Fit

# Explore Your Options

### What remote jobs are you a fit for?

Now it's time to start diving into the possibilities. In order to understand your remote job possibilities, start investigating the type of work that fits your background.

Let's return to the list of remote jobs, this time with a few more added. Each role links to current openings on various remote job boards.

Click on the role that best fits your background to explore the qualifications.

- [Virtual Assistant](#)
- [Customer Service Representatives / Customer Solutions](#)
- [Marketing](#)
- [Design](#)
- [Healthcare](#)
- [Teaching](#)
- [Sales](#)
- [HR and recruiting](#)
- [Higher education \(faculty and staff\)](#)
- [Software development](#)
- [UX/UI design](#)
- [Other](#)

Now identify **three** job postings that you are a fit for.

How do you know if you are a fit? If you are a **70% qualified** for a job and you will enjoy the work at that company, you are a fit!

**Don't see your specialty listed? Head over to [LinkedIn](#) and pop the word "remote" into the location. It's an easy way to discover remote jobs on LinkedIn.**

Start your job search here

Q Job title, skill, or company

📍 rremote

Remote

Search

## The Remote Job Search

# Research your role

Job titles and roles differ from organization to organization. In the remote job search, it helps to research your role beyond the job title to understand the foundational skills and responsibilities.

[Payscale has a useful tool to help you.](#) Using their research tool, you can search any job title and dive deeper into the role.

Payscale displays a role's average salary, career trajectory, and in-demand skills .

Looking up skills and description on Payscale helps you cut through the fluff that's common in poorly written job descriptions. You'll better understand the foundation of any role.

Use Payscale to help you when you encounter a new job title or want to improve your resume.

### What Do Marketing Directors Do?

Marketing directors are responsible for managing and directing marketing tasks on behalf of their organization. They oversee their organization's marketing professionals and specify the scope of its marketing requirements and needs. Their main duties include creating projects, concepts and budgets for successful marketing campaigns, as well as helping resolve team issues and maintaining communication with clients, vendors and other managers within their company. They are also responsible for facilitating dialogue in their organization on marketing needs and requirements, including customers' needs. Marketing directors help brainstorm ideas, suggest appropriate technology to complete marketing tasks, coordinate with marketing professionals to modify campaigns and measure the progress of marketing projects. They collect data and refine research techniques to improve marketing performance in future endeavors.

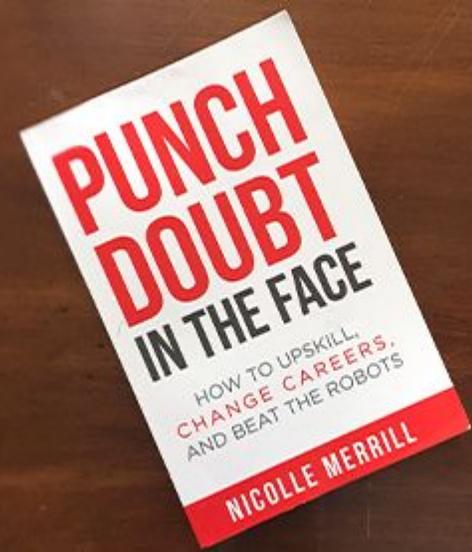
A bachelor's degree in marketing or a similar field is generally required for this position. Previous marketing experience is needed as well, and management experience is typically required or preferred. Marketing certifications may be beneficial. Marketing directors must have excellent problem-solving skills, the ability to multitask effectively, and the ability to work well on a team setting and on their own with minimal supervision. They also need to be able to use a personal computer to respond to inquiries, observe progress and approve marketing materials.

### Skills That Affect Marketing Director Salaries

*Different skills can affect your salary. Below are the most popular skills and their effect on salary.*

Strategic Marketing	▲ 10%
Strategic Planning	▲ 7%
Marketing Management	▲ 2%
Marketing Communications	▼ 3%
Branding	▼ 4%
Online Marketing	▼ 5%
Advertising	▼ 15%
Social Media Marketing	▼ 23%
Event Planning	▼ 23%
Graphic Design	▼ 32%

# Curious about the future of work?



## Career advice, upgraded

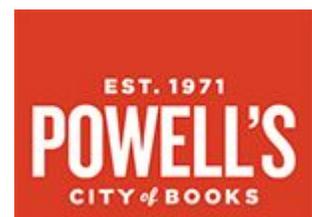
Are robots really taking our jobs? How do we keep our skills updated as the world of work changes? How do we change careers if we don't know where we're headed?

My new book, *Punch Doubt in the Face: How to Upskill, Change Careers, and Beat the Robots*, tackles these questions head on.

Get updated career advice for the future of work, learn how to reinvent yourself, and find your next professional opportunity.

Get the book that will help you navigate your career with confidence. Your future self will thank you.

Available anywhere books online are sold.



Listen to why I wrote this book in this short video about the book.  
[Click to watch the YouTube video here.](#)



CHAPTER 04

# Mastering the Remote Job Search

## The Remote Job Search

# The Remote Job Search Strategy

### Explore different approaches for finding a remote job

There are two strategies to find a remote job:

1. **Company First Approach:** Find remote-first or remote-friendly companies and identify which open jobs you qualify for.
2. **The Job Boards Approach:** Search for remote jobs on job search platforms and apply to jobs you're qualified for.

Either approach works. Some people do both. What matters most is that your strategy incorporates commitment and organization.

### Get organized before you begin your search

Any job search requires a lot of research. Whether you are researching roles, application due dates, or companies, you need to keep track of your work. Stay organized with a spreadsheet or Google doc.

Recommended columns or categories to track: *Company Name, Job Title, Link to Application/Job Post, Application Date, and Result.*

Company	Job Title	Application Link	Applied Date	Result
Zapier	Marketing - Marketing Manager, Partner Marketing Programs	<a href="https://zapier.com/jobs/4463437002/marketing-manager-partner-marketing-programs/">https://zapier.com/jobs/4463437002/marketing-manager-partner-marketing-programs/</a>	10/2	Interview
BuildWitt Media Group	Content Writer	<a href="https://buildwitt.com/careers/#careers">https://buildwitt.com/careers/#careers</a>		
Knack	Customer Success	<a href="https://www.knack.com/careers/customer-support-eu">https://www.knack.com/careers/customer-support-eu</a>		

## The Remote Job Search

# Companies that Hire Remote Workers

If you choose the Company First approach, you'll start by researching remote companies that hire remote workers. Once you find a company that interests you, search for jobs on their website that are a fit for your background.

The advantage of this approach is that you'll get to know a lot more companies. Thankfully there are several lists out there to help you identify companies that hire remote workers. The internet has been hard at work for the last five years putting together lists of companies that hire remote workers. (We'll get to that on the next page!)

Since a lot of remote-first companies aren't consumer names, this approach doubles as preparation for the interview. The best prepared job seekers study companies, getting to know company products and services, giving them an advantage in positioning themselves as the right person for the role.

With the Company First approach, you'll open up the landscape of possible opportunities beyond what you might find on a job board. You'll also be better acquainted with remote company culture and perks, resulting in a better match for your career needs.

Below is an example of top remote companies that aren't well known:

001		<b>Clevertech</b> Building transformational technology solutions for the world's most innovative organiza...	Jobs Posted: 341
002		<b>Toptal LLC</b> Toptal is an exclusive network of the top freelance software developers, designers, and fi...	Jobs Posted: 173
003		<b>TaxJar</b> Hi, we're TaxJar. Come join us on our journey to eliminate sales tax headaches.	Jobs Posted: 121
004		<b>X-Team</b> X-Team provides high-performing, on-demand teams of developers for leading brands.	Jobs Posted: 121
005		<b>Hotjar</b> The fast & visual way to understand your users	Jobs Posted: 121
006		<b>Aha!</b> The world's #1 roadmap software	Jobs Posted: 103

The disadvantage of this approach is that it is more time consuming. Looking up each company and career opportunities takes time and solid organizational skills. Depending on your timeline for landing a remote job, this approach may feel too slow.

## The Remote Job Search

# Remote company lists

The internet has already been hard at work creating lists of companies that hire remote workers. So I'm not going to duplicate the already solid research efforts out there.

Instead, I'll offer a list of lists of companies that hire remote workers.

On these lists are remote-friendly and remote-first companies. Explore with abandon, add companies that interest you to your list. Keep yourself organized!

- Remote companies from We Work Remotely (also a remote job search website)
- Remote company list from Flexjobs (a membership based remote job search website)
- Remote companies from Outside
- Dynamic list of remote companies company list from Remote Ok
- Remote nonprofit organizations
- Startups hiring remotely from AngelList (you have to sign up for the full list – also includes remote job search engine)
- Established remote companies for software devs and engineers
- Worldwide list of companies that hire remote workers

## The most comprehensive remote list (probably ever)

There's one resource that may offer the most comprehensive list of remote resources ever. It's overwhelming (and kind of ugly) but it's full of everything you could possibly need for the remote job search, including a remote company list.

This list includes 200+ companies. So if you're out of options, check out this list here: <https://github.com/lukasz-madon/awesome-remote-job#companies-with-remote-dna>

These resources aren't pulled together by any company, just a guy on GitHub. Most of this list is geared towards tech workers and software engineers, but there are plenty of nuggets for anyone interested in remote work.

This list also has resources on remote conferences, podcasts, books, and so much more.

## Exploration

# 50 Remote Companies You Can Explore Right Now

Here are 50 companies of all different shapes. Some are small startups while others are large corporations. Use this section to get to know the variety of opportunities in remote work. Imagine where you might fight in.

The most successful job seekers are the most informed. Understanding the companies and types of remote work gives you more confidence for the job search.

Automattic	Doximity
Buffer	Cactus
Trello	Kaplan
Github	Lullabot
Invision	HelpScout
Adobe	Walden University
Zapier	Western Governors University
BCD Travel	Thermo Fisher Scientific
VIPKID	Collage
Hubbstaff	Kelly Services
AltSchool	Knack
VLP Law Group	CleverTech
Power to Fly	Teradata
Four Kitchens	SAP
Basecamp	nThrive
Harvest	Olark
Unilever	Accelerate Change
2U	The Adventure Project
Hudl	Varsity Tutors
Hippo	The Management Center
Elastic	Wikimedia Foundation
Moms Rising	Vivint Smart Home
Evato	Great Minds
Fastly	Toptal
Mozilla	Greenback Expat Tax Services

## The Remote Job Search

# Remote Job Boards

This is the most common approach to any job search, including a remote job search. It's simply visiting job boards and using filters to find opportunities that fit your background.

The days of searching sketchy craigslist WFH opportunities are over. There are multiple, legitimate sites specifically for remote jobs, employers, and workers. Some sites curate their job openings. Other sites build large communities of remote workers, especially the global nomads. They're legit.

The sites below offers roles that span industries and functions. Filter by job type.

- [Weworkremotely.com](#)
- [Outsourcely.com](#)
- [Jobspresso](#)
- [Remote.co](#)
- [Virtual vocations](#)
- [Nodesk](#)
- [Working Nomads](#)
- [CareerBuilder Remote Jobs](#)
- [Power to Fly](#)
- [Remotive.io](#)
- [RemoteOk](#)

### Niche Remote Job Boards

- [Idealist](#) – For non-profit and social impact jobs, use “remote” filter
- [AngelList](#) – Remote jobs and internships at startups
- [Dribbble](#) – For creatives, “use” remote filter

### Paid service

- [Flexjobs.com](#) – This is a paid service. Use the search on this page to see the company list. Then just hop on over to Google to find their jobs page to get around the subscription fee.

### The ultimate list of remote job boards

Once again, the online curators have outdone themselves. Check out this list of [60 remote job boards](#).

## The Remote Job Search

# Avoiding Remote Work Scams

Even though we're in the glory days of legit remote jobs, there are still plenty of WFH scams. Here's how to know the legit from the scam.

**You should not have to pay to find a remote job:** There are plenty of remote jobs out there. You don't have to pay someone to find you one. Nor should you have to make a purchase and get reimbursed before you are officially hired (official: signed contract, interview rounds, etc).

**You shouldn't have to offer personal details (maiden name, credit card, social security number, bank account information, etc):** If you are being asked for specific information that is unrelated to your ability to do a job, and you haven't been offered a job, it is likely an identity theft scam.

**Do your due diligence.** Not sure about a company or job? Trust your gut and then research the shit out of them. Look them up on LinkedIn. Look to see they have legitimate employees, complete LinkedIn profiles, and other employees who are remote. Check their social media feeds and their corporate websites.

**Generic jobs that promise you will make \$1000 a week doing (X) with no experience:** While these may or may not be scams, they are sure to disappoint.

**Avoid the DMs:** This is advice for Facebook groups. I've seen several shady people inviting people into DMs for a further talk about WFH jobs. Some might be legit but others aren't. If someone promises you a remote job in a Facebook group, don't take it to the DMs. Ask for the public posting. If that's not possible, connect through LinkedIn where you can better vet them.

**That said, don't trust all links:** A common WFH scam is a link to a fake company page. If you see a link, Google the company and go to their jobs/career site, then navigate to the opening. If you don't see it there, it's likely a scam.

**Remember: If it's too good to be true, it likely is!**

**When in doubt, Google the company!**

## The Remote Job Search

# Save Time in Your Remote Job Search

Every job search takes more time than you expect it to. So use these easy hacks to help you save time in your search.

**Follow recruiters on LinkedIn:** Recruiters share updates on LinkedIn about jobs they need to fill. Follow recruiters from remote companies on LinkedIn and make sure you're the first to know about a new opening.

**Ask if a position is remote:** Wondering whether a position is remote or not? Find a contact email and ask! This ensures you don't waste time on jobs that aren't clearly remote. Emailing a recruiter or hiring manager is also a very good way to get noticed and stand out from the crowd.

**Set up job search alerts:** Big job engine sites like LinkedIn and Indeed allow you to save your job search history and give you the option to jobs emailed to you. Get remote jobs emailed to you daily to save time.

**Automate your resume review:** Use an automated resume review platform like [jobscan.co](https://www.jobscan.co) to review your resume and make sure it's a match for the job you're applying to.

**Ask your network to look out for you:** Telling your friends or former colleagues that you are looking for remote work ensures that other people are looking out for you. Having other people look out for opportunities that fit your background is essential.

**Commit to 30 minutes a day:** You don't need to spend all day looking for remote jobs. Block off 30 minutes a day to find a job that fits you, fix up your resume, and submit it. Then you're done for that day!



# Free career advice for your ears



**50 CONVERSATIONS**  
WITH CAREER CHANGERS

## A podcast for career transitions

The days of having a single career for your lifetime are over. But nobody really teaches us what to do when our career interests change.

Whether you're interested in changing up your career or struggling with a layoff, the [50 Conversations Podcast](#) helps you navigate new career transitions.

Featuring interviews with every day career changers and advice on how to navigate our changing world of work, 50 Conversations offers short bursts of career advice to put in your ears on the weekly.

Get started with these episodes:

- If you're thinking about a midlife career change then listen to [Don't get too comfortable: How to make a change in the middle of your career.](#)
- If you've recently been laid off, listen to [Laid Off: Rejecting shame and finding solidarity after a layoff](#)
- If you're thinking about learning a new skill for your career, listen to [Upskilling yourself: How to learn new skills for any career path](#)

Listen to 50 Conversations wherever you get your podcasts: Apple Podcasts, Spotify, Stitcher, and at [www.50conversations.com](http://www.50conversations.com).



Come hang out on Instagram too: [@50Conversations!](https://www.instagram.com/50Conversations/)



CHAPTER 04

# Stand Out in the Remote Job Search

Stand out

# Adapt a Competitive Mindset

The remote job search is fiercely competitive.



**Samantha Bateman**

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1w · Edited

You've applied to a position that's been posted and you're wondering what is taking the recruiter so long? Here's just a snapshot of what's happening in the background:

1. 150 people applied to that job posting on Indeed.
  2. Another 100 applied via the posting on LinkedIn.
  3. 50 applied via the company's career portal
  4. 2 people have applied internally
  5. 2 people have been referred by employees
  6. The recruiter has reached out to 60 people and responses are coming in daily.
- If it takes the recruiter at least 10 seconds to scan each resume (sometimes much less if the applicant is overseas or even out of province) imagine the time consumption.

Now imagine that said recruiter is working on 10 or maybe even 40 roles at the same time. They're also pre-screening, phone interviewing and sometimes interviewing in person. Add to that, working with the hiring manager to schedule interviews up the food chain for additional meetings.

On top of that, recruiters can be overseeing a wide range of projects - on-campus recruitment, branding efforts, etc. So while I'm extremely sensitive to how candidates feel during the process, I do think there needs to be a bit of a reality check re what a Recruiter's reality looks like as well.

6,064 Likes · 623 Comments

Any job search is competitive. Above is a peak into what it's like for recruiters who are reviewing your resume. Recruiters are overwhelmed with applications.

The average (non-remote) job post gets over 200 applications. For remote jobs, some recruiters report receiving *over 500 applications* for an open remote role.

**To stand out in the remote job search, you need to go above and beyond!**

## Stand out

# The Remote Toolkit

Remote job candidates need three tools to stand out in a remote job search:

- **professional documents**
- **a professional story**
- **a digital identity**

## Make your professional documents shine

The resume and cover letter are still the foundation of any job search. However, sophisticated automated tracking systems (ATS) are increasingly scanning resumes without a human seeing them. If a human does see your resume, they only spend about 6 seconds on it.

So make sure your resume is at it's best. [jobscan.co](https://www.jobscan.co) is a tool that uses artificial intelligence to help you beat the ATS system. Upload your resume to get feedback on how well you've communicated your skills and experience for the job you're applying to.

When writing a cover letter, follow the 3 paragraph rule:

- 1st paragraph: Tell them why you're interested in their company (compliment!)
- 2nd paragraph: Share 3 impressive things you've done that qualify you (impress!)
- 3rd paragraph: Persuade them to hire you and share what you bring to the team (pitch!)

## Create a professional story (your elevator pitch!)

Companies that hire remote workers are curious about your motivations and reasons for working remotely. They want to know who they're hiring onto their team.

A professional story communicates your interests and motivations. The goal of your story is communicate your background so the employer knows why you're a fit. It makes it easier for them to know why to hire you!

**Watch: [How to Create a Personal Elevator Pitch](#)**

**Watch: [The Best Elevator Pitch](#)**

**Example stories: [How to Give an Elevator Pitch \(With Examples\)](#)**

## Stand out

# The Remote Toolkit: Digital Self

## Show off your digital self

When you're not physically meeting a team, you need to show off your digital identity.

Employers always Google potential remote workers. If they can't verify you're real beyond a resume, they're going to be unsure about hiring you. (Employers don't want to get catfished).

Having an online presence helps you stand out in the crowd. Go beyond the resume by adding extra content online to show off your skills and personal brand. Give employers more to explore!

Tools to showcase your digital self:

- [LinkedIn profile](#) (*required*)
- [Personal website](#) (*optional*)
- [Digital portfolio](#) (*optional*)
- [Personal blog](#) (*optional*)
- [Podcast/YouTube videos](#) (*optional*)

A simple personal website can help you stand out from other candidates.

For a personal website, use a free resources like [wix.com](https://www.wix.com) or [squarespace.com](https://www.squarespace.com).

Your website should have at least three pages:

- [About page](#) - Tell employers who you are, in your own words!
- [Resume/qualifications page](#) - Add your resume or summarize your work history
- [Contact page](#) - Add social pages and email to contact you

Optional pages:

- [Portfolio](#) - Show off projects you've done in prior jobs
- [Blog](#) - Use your blog for writing short posts about companies or products you admire!

Once you have a personal website, add it to your resume header and include it on your email signature. Remember to direct employers to your personal website in your cover letter too!

**BONUS READING:** [Your Step-by-Step Guide to Building Your Personal Website in a Week](#)

## Stand out

# Get noticed in the remote job search

Once you've got your tool kit, it's time to apply and get noticed. This is actually the hardest part. Here's how to do it.

**Don't apply through job search engines:** Instead, apply directly on a company's website. Find the name of the recruiter or hiring manager by researching on LinkedIn.

**Pay attention to company employees on LinkedIn:** Follow recruiters from companies you want to work. Look up the hiring manager or head of the department you'd like to work in. Every time you look at someone's LinkedIn page, they'll get notified, which means they may look at your profile. It's an easy way to get seen!

**Network with people who work on teams where you want to work.** Reach out to team members and ask for a quick chat to learn about what it's like to work remotely on their team. You'll get noticed, position yourself for an internal referral, and show off your communication skills.

**Engage with the recruiter:** Send an email asking the recruiter questions about the role/team. Include your personal website or LinkedIn profile in the email message so they can easily learn more about you. *NOTE: Never send a resume in an unsolicited email!*

**Talk about the company's work:** If you write your own blog or host a podcast, talk about the company. Or share content from companies you admire on your public Twitter or Instagram page, and tag the company so they see your thoughts. If they reach out to you, mention that you've just applied and tell them how excited you are to hear back from them.

**Attend an industry learning event online:** Many organizations online learning events with company representatives for webinars and talks. Attend an online event, engage in discussion with the company representatives to get noticed.

**Do more than submit resumes online:** You're competing with hundreds of job seekers for remote jobs. Go beyond apply and wait. Engage with people, attend online events, share your enthusiasm for the company's work, and get noticed beyond the resume!



CHAPTER 05

# The Future Is Yours: Claim It

**The future belongs to you**

# The Future Is Filled with Opportunity

Our workplaces are very different from our parents generation. New technology and new business models are reshaping the way we work together. Remote work is part of that new world of work.

Finding a remote job requires a curious mindset, one that embraces learning and growth in our careers.

It also requires a rethinking of how to apply your skills in different work environments.

Remote work provides the opportunity to work in new ways and build new skills. Working remotely builds your digital skills and improves your communication skills, making you a more in-demand employee for future roles.

The future is filled with new opportunities. Whether they are remote roles in exciting organizations or new types of jobs created from new technology, the future of work is filled with potential.

By looking for a remote job, you've already started your journey towards the future of work.

Keep making progress towards the future by embracing your curiosity and investigating all the possible opportunities.

# Thank you!

**For more career support, follow these links:**

**Book:** [www.nicollemerrill.com](http://www.nicollemerrill.com)

**Podcast:** [www.50conversations.com](http://www.50conversations.com)

**Training (for companies):** [upskillnow.io](http://upskillnow.io)

