



Presents

# The Jobs Online Toolkit

© 2008 Leslie Truex

This toolkit is a free resource offered by Work-At-Home Success (<http://www.workathomesuccess.com>). It offers general information that you need to know about work at home jobs, how and where to find them, and how to avoid scams. In any work-at-home job search, Work-At-Home Success recommends reading and learning about working at home in detail before setting out to find a work-at-home job. The Work-At-Home Success website offers much more information for free.

## Work-At-Home Jobs ... What You Need To Know!

Wouldn't it be nice to roll out of bed, slip on a robe and slippers and shuffle down the hall to your home office to work? Today over 137 million people world-wide do just that at least part time as more and more companies take advantage of the cost savings that telecommuting programs offer. One of the best places to find these companies is online, but you must beware. While more and more legitimate work-at-home jobs can be found online, so can scams. Here's what you need to know and do if you are looking for a real work-at-home job online.

1) Understand that you aren't going to sign up to work at home. Telecommuting work is found in the same way that traditional work is found and usually involves an application or resume, and interview process.

2) You can't pay to get hired. Any company that says you can work for it by sending some money is not offering a job. It's okay to invest in a good work-at-home job database or hiring a professional resume writer, but you should never, ever, ever, pay to get hired. Let me add here that a legitimate company will never need to use your personal bank account to do business either. Never pay money nor use your bank in a work-at-home job.

3) Be open to many job types. Instead of thinking, "I want to sit home and type," think about all the skills you have that can be used at home. Are you a good researcher? Do you have good phone skills? Are you highly organized? Are you creative? Can you write persuasively? Make a list of all your skills, experiences, talents and hobbies and search for jobs that need those attributes.

4) Learn to do a job that has a high demand for workers. There are certain job types that have many job openings right now such as copywriting, customer service, web and graphic design, medical transcription, writers, and more. If you can't do any of these

jobs, why not learn how? Most can be either self-taught or learned through an online or correspondence course.

5) Look for work where jobs are posted. Most people get in trouble because they look for the wrong types of jobs in the wrong places. Use job search sites not search engines to find work-at-home jobs. Visit reputable work-at-home websites (offer articles, tips and information beyond affiliate programs) to learn about working at home and also to get job leads.

6) Be professional. I can't believe some of the email I receive from people who want to work at home who tell me they can type and yet their letters have typos and grammatical errors. Or they say they want to work at home, but provide no information on what they are qualified to do. You have one chance to convince a potential employer that you can do the job. The employer doesn't care about your childcare hassles or illness. She only cares about finding the best person to do the job. All your interactions should focus on what you can do for the employer.

Today, the opportunities to get hired to work from home are endless and continue to grow. But if you are to get hired, its important to understand what work-at-home jobs are, why companies offer them, and how you can position yourself to get hired. By understanding the six telecommuting rules outlined here, you will find legitimate jobs faster and improve your chances of getting hired.

### **Three Steps to Getting a Work-At-Home Job**

Each week I find hundreds of work-at-home job announcements from companies looking for qualified employees to hire. Despite the abundance of work-at-home jobs, millions of people who want a work-at-home job continue to fall victim to scams and

deceptive schemes. If you have been struggling to work at home, here are the three steps you must follow to be successful.

### Step One: What can you do?

You wouldn't use a search engine and sign up for the first thing that sounded good in a traditional job search; yet, so many people take this approach to finding a work-at-home job. One of the most important ideas you need to understand is that work-at-home job searches are just like traditional job searches. Employers are looking for people with specific skills and experience to fill specific jobs. You won't simply sign up for a work-at-home job. Instead you'll need a professional resume or application that sets you apart from the competition. All this starts by listing your skills and experiences. Don't limit this list just to job skills. Also include volunteer experience, hobbies, and interests. Note the duties and activities your "jobs" involved and the things you've learned from your experiences.

### Step Two: Look for jobs

Most people get in trouble in their work-at-home job search because they look for the wrong jobs in the wrong places. In Step One you learned that work-at-home jobs are no different from traditional jobs and as a result you've made a list of all your experiences. In Step Two you need to begin to search where employers post jobs. You can find work-at-home job announcements on job sites such as Monster.com and Careerbuilder.com by using "telecommute" as your keyword. You still need to watch out for deceptive job ads on general job search sites. The best way to avoid them is to remember two rules: 1) never pay money to get hired and 2) never give or use your personal bank to help a company do business.

If you're serious about finding a work-at-home job, consider using a work-at-home job database. These services are not free (you're not paying to get hired, you're paying for

the service of having someone else screen work-at-home jobs and allowing you to access their database), but they make finding jobs fast and easy.

You'll find a list of general and telecommuting job search website at the end of this report.

### Step Three: Apply, Apply, Apply

A successful job search requires creating a stellar resume or application. Remember, you're competing against hundreds, maybe even thousands of other applicants. Your resume or application needs to set you apart from all of them. You do that by tailoring your resume to the specific skills and experiences the employer is looking for. If the ad is for a transcriptionist to help a public speaker, share how fast you type, whether or not you have transcribed for other speakers or in the topic area the speaker specializes in. Indicate specific equipment or software you have experience with. Fit the resume to the job and you'll be showing the employer you're the exact person he's looking for.

Also, do as the application says, no more, no less. A common complaint with employers is that the applicants don't follow the directions. Don't try to be cute or creative. Use strong, active verbs to outline your skills instead of crazy font or gimmicks.

Finally be ready to apply to many jobs over time. Work-at-home employers are notorious for not getting back to applicants about their submissions, so you need to keep applying, following-up, finding more jobs and applying some more. Successful home-based employees find their jobs by never giving up the search.

With hundreds of employers looking for qualified home-based workers, the would-be telecommuter has many opportunities to find a job. However, like traditional jobs, work-at-home jobs are earned by showcasing skills and experiences.

## The Best Way to Avoid a Work-At-Home Job Scam

Each year, millions of people fall victim to work-at-home job scams. This happens despite all the great information in books and online on how to identify legitimate work-at-home programs and avoid scams.

One reason that people still get caught up in scams is because they look for the wrong kind of work in the wrong place. As a result, they are exposed to more scams and don't ever find the real jobs.

Here is how to avoid looking for the wrong work in the wrong places:

- 1) Don't expect to just sign-up for a job. You can't just sign up for a job in the traditional job world, even at McDonalds. And, you can't just sign up for a job in the telecommuting world. Any job ad you come across that gives you the impression that you can just sign up and be employed should be questioned.
- 2) Don't expect to get paid licking envelopes, gluing earrings, reading email, surfing the net, or "placing ads". This is where most people get in trouble. They search for work in areas that are almost always scams.
- 3) Don't expect to sign-up and type or do data entry. This is another area people get into trouble. There are legitimate clerical jobs BUT they almost always require passing typing tests for speed, accuracy, and grammar and punctuation.
- 4) Don't expect a \$25 (or any amount) processing fee will get you a job. Any company charging a fee to hire you is not offering a job. These "jobs" will tell you the fee is to process your application, support the cost of the website hosting, or to add you to payroll. **DON'T FALL FOR IT!** You wouldn't buy it in the traditional work world so you shouldn't fall for it in the telecommuting world.
- 5) Don't fall for 'no experience necessary'. Employers are looking to hire people who can do a specific job. While there are some jobs don't require experience, they do require skills such as a pleasant speaking voice, writing talent, or some other skill that can be measured to insure you have what it takes to do the job. In

the traditional work world, you need to show you have what it takes to do the job. You will need to provide the same proof in the telecommuting world.

- 6) Don't expect to find jobs through search engines. If you are looking for a legitimate job, you need to look where jobs are posted. Employers post jobs on their websites and on employment websites. There are many free and fee-based job sites that offer legitimate work-at-home jobs. It is okay to pay to access a job database as long as it offers real jobs (see number 2). Scammers are known to post their schemes on job sites but if you follow the rules above, you won't get caught up in them.
- 7) Stay away from any "job" that wants you to use your personal bank or credit card account to help it to business. These are fake check scams and can cost you a fortune.

Working at home is WORK. Any ad that tells you anything different is trying to sell you something or steal your money. Don't fall for it. To avoid a work-at-home job scam, you need to know what jobs you are qualified to do and conduct your job search in the same professional manner you would a traditional job search. By searching for 'real' jobs in the places that employers post jobs, you will not only have better success at finding legitimate work, but also you will decrease the number of scams you are exposed to.

## **Cyber-Resumes for Work-At-Home Jobs**

The Internet has created many new opportunities for job seekers to find, apply, and obtain a work-at-home job online. But simplified job searching capabilities and the ability to e-mail a prospective employer in an instant do not change the basic rules and etiquette of applying to jobs. A quick e-mail note to an employer letting him know you are interested in a posted job is not going to get you hired.

In the cyber-world as in the real world, your resume and cover letter are the first chance you have to make an impression on a potential employer. A well-written resume shows that you are a professional and will help you proceed to the next step in the job hiring process. A resume that falls short in terms of providing relevant information or a sense of professionalism will be discarded. Do not let your work-at-home resume end up in the reject pile.

Cyber- resumes differ only slightly from traditional resumes. You should prepare a text-only resume that can be copied and pasted into an email, as most companies will not open an attachment. Nevertheless, you should have a formatted or “scannable” resume that you can send via snail mail or as an attachment if the company asks for one.

Before sending your resume and cover letter to a potential employer, check to make sure you follow the guidelines below:

Do:

1. Follow the job announcement’s instruction for applying to the job.
2. Limit your resume to one page.
3. Use 12-pt font size.
4. Avoid fancy style fonts and formats. Not all computers can accurately decipher special fonts and formatting (i.e. bold, italics).
5. Spell out all abbreviations; even those that should be obvious.
6. Include your full name, address, telephone number and e-mail in all documents.
7. Outline relevant work experience using your most recent occupation first.
8. If you are recent graduate, consider listing your education before your work experience.
9. List other relevant experience such as volunteer work, certifications, course work, etc.
10. Address your cover or introductory letter to a specific person. You can get this from the job announcement or the company’s web site.

11. Your letter of introduction should include the position to which you are applying and where you saw the position advertised.
12. Highlight your skills and experience that are specific to the job in the body of your letter.
13. Proofread, proofread, and proofread your resume and letter of introduction (cover letter). It doesn't matter how qualified you are for the job if your resume has typos and grammatical errors.

Don't:

1. List skills or experience that are unrelated to the position offered in your resume or cover letter.
2. Exaggerate or falsify anything.
3. Give personal information such as marital status, age, etc.
4. Have any grammatical or typographical errors.
5. Use a personal or buddy-like tone in your cover letter.
6. Send bulk, generic resumes and cover letters.
7. Sound desperate. Companies want the best person for the job. Your financial situation will not sway a decision one way or another.
8. Be over enthusiastic. 'Salesmen' type hype does not impress employers.
9. Refer to yourself in the third person in your cover letter. Instead, use "I", and "me", etc.
10. Send your resume as an attachment unless you are told specifically to do so. Most companies delete e-mail with attachments for security purposes.

Finding a work-at-home job has become much easier with the growth of the Internet. Nevertheless, you must maintain the same professional manner that you would in applying for a job in the traditional work world. You can avoid getting a rejection letter by following the rules and etiquette of applying to jobs that have endured since the invention of the resume.

## TELECOMMUTING JOB SITES

These are sites specifically designed to offer work-at-home jobs. Some of these sites charge for their list of work at home jobs. They have been marked with a \$ sign at the end of their listing.

**HomeJobStop** \$ <http://hop.clickbank.net/?wahsuccess/homejob>

**Rat Race Rebellion** <http://www.ratracerebellion.com/>

**Real Deal On Telecommuting** <http://members.aol.com/siennapco/telejobs.htm>

**SOHO Jobs** – Free and (\$) <http://www.freesohojobs.com/>

**Telecommuting Job Opportunities** \$ <http://www.tjobs.com>

**VirtualAssistance.com** \$ [http://www.virtualassistants.com/cgi-bin/affiliates/c.cgi/wahsuccess\\_ad](http://www.virtualassistants.com/cgi-bin/affiliates/c.cgi/wahsuccess_ad)

**Work-At-Home Success** <http://www.workathomesuccess.com>

### *FREELANCE – GENERAL WORK*

**E lance** <http://www.elance.com> \$

This site offers on-line job matching services for freelance work.

**E-Work** <http://www.ework.com/exchange.cfm>

This is a good resource for work-at-home projects. You need to register and fill out a profile but its free and makes searching easy. Be sure to leave the state box blank and use a work-at-home keyword (i.e. Telecommute) for your search profile.

**Free Agent** <http://www.freeagent.com>

This is another freelance or contract work search site. Keyword “telecommute” yielded the most results.

**Freelance Help** <http://www.freelancehelp.com/>

Currently upgrading its site. Offers work through bidding process.

**Guru** [www.guru.com](http://www.guru.com)

This is another great site for freelance and contract work.

**HomeworkersNet** <http://www.homeworkersnet.com/jobs.html>

This link will take you directly to their job listings. It uses many of the job search resources listed in Jobs At Home.

**Money Making Mommy** <http://www.moneymakingmommy.com>

This is a great overall resource for learning about and finding work-at-home jobs.

**MTjobs** <http://www.mtjobs.com/>

Free medical transcription jobs

**Portajobs.com** <http://www.portajobs.com>

FREE work-at-home job resource with database and lots of helpful information and services.

**Women's Work** <http://www.womens-work.com>

This site helps women find alternative work arrangements.

**Workaholics4Hire** <http://www.workaholics4hire.com/main.htm>

This site provides a great database of telecommuting jobs.

*FREELANCE - TECHNICAL WORK*

**Freelance** [http://www.freelance.com/\\_C125675B0014F649.nsf](http://www.freelance.com/_C125675B0014F649.nsf)

Freelance work in the IT field.

**Project Spring** <http://www.projectspring.com/freelance/index.html> \$

Freelance work for programmers worldwide.

**Rent a Coder** <http://www.rentacoder.com/RentACoder/default.asp>

Find programming work.

**Telecommute Programming Jobs** <http://www.ifpresources.com/jobtele1.html>

Just what it says ... job announcements for programmers.

### *FREELANCE - WRITING WORK*

**Absolute Writers** <http://www.absolutewrite.com/Markets.htm>

Writer's markets and resources.

**Avalanche of Jobs** <http://www.sun oasis.com>

Avalanche of Jobs offers lots of freelance jobs mostly in the area of writing.

**Freelance Writing** <http://www.freelancewriting.com/forumdir/fjb/>

Writing related jobs.

**Newslink** <http://newslink.org/joblink/>

Journalism jobs.

**WritersWeekly.com** <http://www.writersweekly.com>

The publisher at Booklocker and the co-author of How to Publish and Promote Online publishes this site with great tips, articles and freelance resources for writers.

## *WEB SITES FOR GENERAL JOB SEARCHES*

These sites offer general job announcements. Once you hit the site, use key words such as “telecommute” and “work at home” to search the databases. See the chapter on Finding a Work-At-Home Job for information on how to find the telecommuting jobs listed in these job sites.

### **6 Figure Jobs** [www.6figurejobs.com](http://www.6figurejobs.com)

This site is for professionals and executives. It offers keyword searches. Not a lot of telecommuting jobs posted but worth checking out now and again.

### **Absolutely Health Care** <http://www.healthjobsusa.com>

You can search positions conducive to working at home such as medical transcription.

### **America’s Job Bank** <http://www.ajb.org>

Need to search by state.

### **Best Jobs USA** <http://www.bestjobsusa.com/>

You can easily search by leaving the “Category” and “State” boxes to “all” and typing in your keyword. “Work at home” yielded the most results.

### **CareerBuilder Network** <http://www.careerbuilder.com>

This site is highly recommended. I find some really good jobs here.

### **Dice** <http://www.dice.com/>

Technical jobs.

### **HeadHunter.Net** <http://www.headhunter.net> (Now Career Builder)

Easy searching capabilities on this site and many opportunities where listed.

### **HelpWanted.com** <http://www.help-wanted.com>

Easy searching on this site.

**Hireability** <http://www.hireability.com/jobseekers.html>

Job search and information site for IT professionals.

**Job.com** <http://www.job.com/my.job>

Many jobs and job resources.

**KellyCareerNetwork** <http://jobsearch.kellycareernetwork.com/>

Kelly Services frequently has work-at-home jobs posted.

**Manpower** <http://www.manpower.com/mpcom/index.jsp>

Staffing services worldwide. Choose your country and then use a keyword such as “work at home”.

**MBA Global Net** <http://www.mbaglobalnet.com/login.html> \$

A networking resource for MBA's.

**Media Bistro** [www.mediabistro.com](http://www.mediabistro.com)

This site offers media related jobs such as writing, art, photography, television and more. It has easy search capabilities with keywords.

**Metor Job Search** [http://www.metor.com/\[9006-054A-EFD0\]/js/](http://www.metor.com/[9006-054A-EFD0]/js/)

This site will search 5 job resource sites using your keyword.

**Monster.com** <http://www.monster.com>

This site is highly recommended. Many options are listed particularly in the areas of computing, marketing, and recruiting.

**Net-Temps** <http://www.net-temp.com> formally America's Employers

<http://www.americasemployers.com>

**Planet Recruit** <http://www.planetrecruit.com/channel/int/>

This site has easy to use search boxes. Can search internationally.

Portfolio <http://www.portfolios.com/>

Offers a place for creative people to post their work and find jobs.

**Recruit USA** <http://www.recruitusa.com/>

This site searches job newsgroups daily and allows you to use just the “keyword” box to enter your search criteria (i.e. Telecommute).

**Wanted Jobs** <http://wjo.wantedjobs.com/wjo/search.jsp?cb=wjo>

This site reports that it searches over 300 sites for jobs meeting your criteria. You can leave “Category” and “Location” to “Select All”, and enter your keyword in the keyword box. “Work at home” and “telecommute” both yielded good results.

**WorkTree.com** \$ <http://www.worktree.com/>

Worktree calls itself a job search portal. Does allow easy searching choosing “telecommute” from the drop down menu. It requires a membership, which is currently \$47 for three months.