

# 10-POINT TELECOMMUTING ACTION PLAN



VIRTUAL VOCATIONS, INC.  
[WWW.VIRTUALVOCATIONS.COM](http://WWW.VIRTUALVOCATIONS.COM)

## DEFINE YOUR GOALS

Let your goals guide your job search and help you seek and apply for positions that align with your short- and long-term career, financial, and personal objectives.

1

## SET JOB SEARCH CRITERIA

Consider points like whether you want to work full-time or part-time, if you want to freelance, how you feel about work travel, and if you will need a flexible schedule.

2

## UPGRADE YOUR RESUMÉ

Revise your resum  before applying to remote jobs. It should be friendly for applicant tracking systems (ATSs) and tailored for your industry, occupation, and skills.

3

## APPLY TO JOBS QUICKLY & FREQUENTLY

Use the Virtual Vocations telecommute job board filters to refine your search and apply for jobs that align with your goals and search criteria.

4

## SIGN UP FOR EMAIL JOB ALERTS

Virtual Vocations email alerts for job categories, titles or locations reduce search time and alert you when new jobs are posted so that you can apply with ease and efficiency.

5

## DO YOUR RESEARCH

Use the Virtual Vocations Companies Database to research employers before an interview. Our profiles offer company descriptions and info on hiring and company culture.

6

## FOLLOW-UP LIKE A PRO

Sometimes, just making the effort to contact a recruiter can push your application forward. Creating a simple follow-up routine of checking in after 5-7 days is ideal.

7

## CREATE A GREAT REMOTE WORKSPACE

Decide what environment works best for your line of work. Do you need a quiet home office for calls? Or are you more of a digital nomad with a laptop and adventurous spirit?

8

## SET STRONG WORK-LIFE BOUNDARIES

Determine to what extent you want to integrate your professional and personal lives, then set clear boundaries to help prevent getting overwhelmed or distracted.

9

## ENJOY THE RIDE!

Just like any job search or career transition, looking for telecommute jobs is a learning experience that takes time. Virtual Vocations is here to do the heavy lifting for you.

10

# A MESSAGE FROM LAURA SPAWN, CEO

**This 10-point plan is a telecommute job search road map developed exclusively for Virtual Vocations members.**

**Follow these steps during your next remote job search - or whenever you feel the need to reassess your career goals.**

**Reach out to us anytime to let us know how we can help you in your telecommute job search.**



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