



Remote Career Plan

SUCCESSFULLY
PREPARE FOR AND
NAVIGATE YOUR
REMOTE JOB SEARCH

WWW.VIRTUALVOCATIONS.COM



Thank you for trusting Virtual Vocations to help you with your search for a remote position.

Our team has specialized in the remote job industry since 2007, and has a wealth of knowledge and information to share with you that will benefit your remote career search.

Our comprehensive job search plan will provide direction and a clear path forward to help you reach your personal career goals.

Let's get started.

Path to Your Remote Career



This comprehensive job search plan has been prepared based on the path outlined above that has proven to be successful for many of our jobseekers when acquiring a remote career.

As you explore the job search plan and action steps on the following pages, be sure to look for ***action items and resources recommended by our team.***

Portions of this guide are fillable to help you create your own customized plan as you move through the document.



NAME

LOCATION

EMAIL

When identifying your career goals and income needed, be sure to create realistic expectations like whether your desired position is worth less if you are not onsite, any savings you foresee working remotely, and the overall competitiveness of the career field, especially in a virtual role.

JOB SEARCH TIP

Your Ideal Remote Career

 **Employment Type:**

 **Job Title:**

 **Remote Level:**

 **Income:**

 **Additional:**

Goals

1

Identifying the type of remote job you need, hours available, and income and benefit requirements is crucial before you begin the process of refining your application documents and begin searching for relevant openings.

Fill out the information above to help you identify your remote career goals, and to create a plan for yourself to find relevant remote job openings based on your goals and skills.



Every person has a unique value they can bring to a particular employer, in a specific employment position. **Identifying what is unique about your own background, life experience, education and skills is key** to presenting yourself to a potential employer, successfully.

Creating a career story is an exercise that is beneficial when you are seeking to identify your unique professional value, as well as hard and soft skills, quantifiable results and measurable results that should be showcased when applying for remote positions.

Unique Value

2

- Measurable Accomplishments (Numbers based results)
- Hard Skills (Demonstrable, skills tests, certifications, degrees)
- Soft Skills (Communication and relationship based)
- Professional Culture Values



Your Career Story

Based on your own background, education and training, measurable skills and accomplishments, write a brief, succinct career story for yourself -



Preparing for job search success includes **combining your identified career goals with your unique value and skills**, and **presenting them across all career documents and online channels consistently**, in an updated format, providing employers with the key information they are looking for when considering you as a potential candidate for a job opening.

Specific areas of consideration when preparing for your job search -

- Resume and CV Documents
- LinkedIn Profile & Online Portfolios
- Digital Footprint (online social media accounts and Google results)
- Email Address Client

Recommendations

Our team of job search specialists recommend that you take the following actions to prepare your professional documents and online presence before beginning to apply for open remote positions.

Each of the above sections has been broken down into one page recommended actions for ease of organization and implementation into your job search.

Prepare

3

Preparing career documents, online profiles and cleaning your digital footprint can be one of the most time consuming portions of your job search. We recommend setting aside two hours to complete each recommended action.

JOB SEARCH TIP



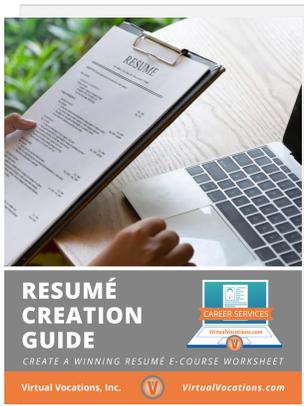
Prepare

3

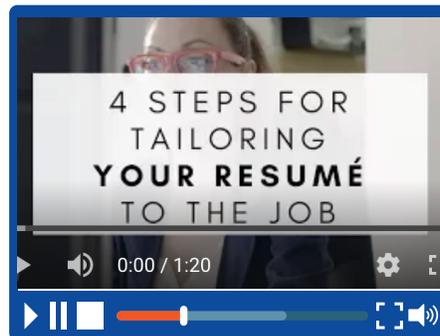
Resume Resources

Your resume is one of the key elements when applying for a remote position that determines if a hiring manager will consider you for the job. Use the following resources, or [work with a professional](#), to make sure your resume meets the following criteria -

- 1) Use an updated resume format that works with ATS systems.
- 2) Keep your resume to 1-2 pages at most.
- 3) Don't include dates for education or work history 10+ years old.
- 4) Include a professional summary at the top, not an objective.
- 5) Remove your home address (number and street) and self-images.



DOWNLOAD



VIEW



DOWNLOAD

 Notes:



Prepare

3 LinkedIn Resources



[VIEW](#)



[VIEW](#)



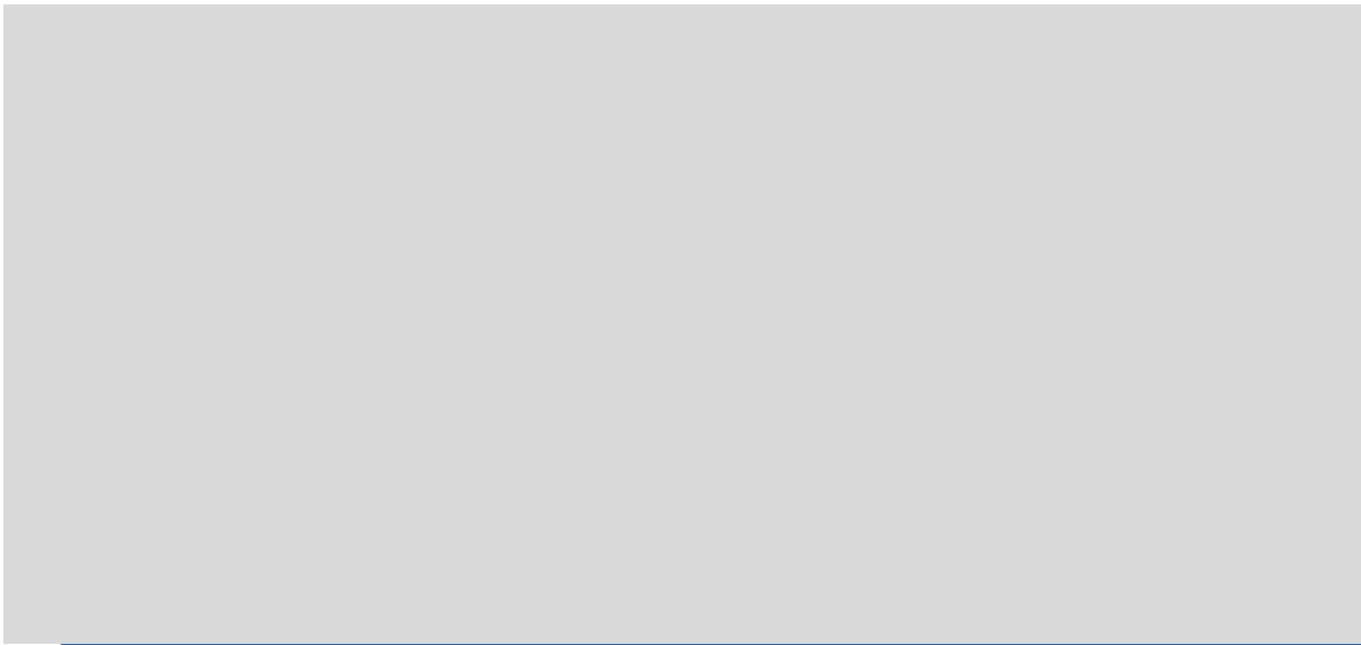
[DOWNLOAD](#)

Additional Reading:

[- How to Leverage LinkedIn for Your Remote Job Search](#)

Notes:

[Need Help? Work with a LinkedIn profile expert.](#)





Prepare

3 Managing Your Digital Footprint

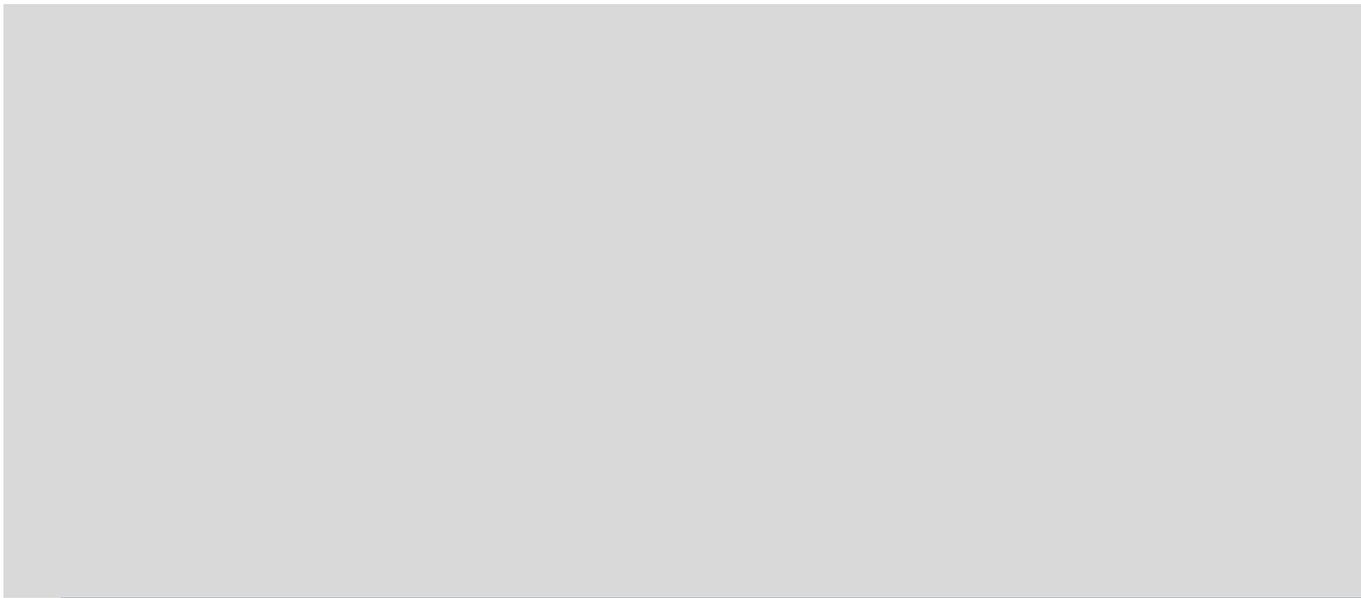


Incognito Mode Instructions by Browser Type:

- Chrome
- Safari
- Firefox
- IE or Edge



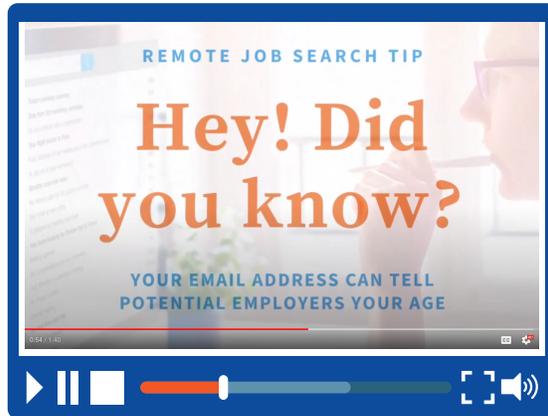
Digital Footprint Research Notes:





Prepare

3 Importance of Your Email Address



[VIEW](#)



Using a Personal Domain -

*If you elect to use a personal email address at a private domain, such as

alicia@aliciastinsmore.com

Be prepared to spend time creating an online portfolio or profile at that domain so a potential employer does not try to visit the domain only to find a placeholder (site not created) page.

 Notes:





Undoubtedly, the actual searching for and locating of remote jobs that you are qualified for and that meet your career goals is one of the most difficult parts of the job search process.

Our team of job search specialists and researchers have over 15 years of experience finding remote positions from thousands of sources, and we are here to help by providing some of our tried and true tips to make the search process simpler.

Search

4

1) **Start your search organized.** The job search process with accompanying research and follow-up can quickly leave you overwhelmed without an organization system in place. Use a service such as [Huntr](#), or our free [Job Search Tracker](#).

2) **Complete online profiles on job boards.** Aside from your LinkedIn profile, some job board services also provide online profiles that when filled out, allow recruiters and employers to contact you directly. Take the time to fill these out completely when provided. Let the jobs come to you.

3) **Start with niche job sites to look for openings.** The biggest job boards like Indeed and Monster will have you reviewing hundreds of positions before you are able to narrow results down effectively. Start your search by visiting niche job boards that specialize in jobs within your career field.

4) **Search for potential job openings by your skills, rather than just job title.** This is especially helpful if you are willing or looking to transition to a new career field altogether. By searching for openings based on your experience, educational background or skills, you may find opportunities you would not have known your skills were relevant to.

Popular Niche Job Boards with Remote Jobs -

- [Idealist.org](#)
- [JournalismJobs](#)
- [StackOverflow](#)
- [CreativeCircle](#)
- [ProBlogger](#)
- [FreelanceWriting](#)
- [RemoteMedicalJobs](#)
- [HigherEdJobs](#)

JOB SEARCH TIP



Search

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5) **Use Job Email Alerts.** Wherever you choose to search for remote jobs, it is essential that you setup job email alerts to receive the latest matches for your search. When possible, select the send frequency to **send immediately** when a job matches your criteria.

7) **Set aside time each day to search for job openings.** Depending on how soon you need to begin working remotely, you will want to set aside anywhere from 1-3 hours per day to search for relevant remote jobs that fit your skill set and career goals. Consistency in the process of searching, applying and following up is key to success in your job search.

8) **Spend time networking each day.** An important part of your daily job search should be spending a few minutes networking with former coworkers if possible via LinkedIn, as well as forming new connections with recruiters and hiring managers through commenting and following posts as well as researching companies in your industry and following them.

Interested in working with our
concierge remote job search service?

[CONTACT US](#)



Notes:



Apply

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When applying for remote positions, the number one thing to keep in mind, is that potential employers are screening you at every step more closely than if you were going to be working in an in-office position where management oversight levels are high.

3 Steps Successful Remote Job Applicants Take Every Time -

1) **Read the job ad carefully.** In your organization document, be sure to track key application instructions and timelines the employer laid out in the job ad for how to apply, when to followup, closing dates, and when you can expect to hear back.

2) **Customize your resume and/or cover letter for every job.** Using a service like [Jobscan](#) or [Jobalytics](#), compare the job description qualifications and experience text with your resume and cover letter text. Make adjustments to your documents that highlight the relevant skills you have, using the same keywords the employer is using. They will be looking for those key skills as they glance over your career documents.

3) **Follow application instructions perfectly.** One of the number one reasons applicants are rejected immediately when applying for remote positions is because they are unable to follow simple directions. Clues that tell potential employers if you can follow directions remotely include asking applicants to -

- Adjust the subject line of their application email
- Answer a seemingly silly question in their email response
- Requesting that applicants not call to follow-up

Employers immediately reduce their potential candidate list by excluding those who do not follow directions.



Thank you for allowing us to assist you with your remote job search by providing this comprehensive plan created for you by our job search specialists, with actionable steps to help you achieve success.

Recap of Action Items:

- 1) Identify your goals.
- 2) List your unique value and skills.
- 3) Prepare for your search.
 - Resume and cover letter formatting
 - LinkedIn profile and online portfolio review
 - Digital footprint research and adjustments
 - Email address for job applications
- 4) Search for relevant remote jobs each day.
- 5) Apply for positions consistently, and follow directions.

Reach out to us if you would like personalized service, or more help. [We're here!](#)

MESSAGE FROM LAURA SPAWN, VIRTUAL VOCATIONS CEO



"In 2007, Virtual Vocations was founded to meet a need I had personally, to work from home and continue to be able to care for my children. **Over the past 13 years** as remote work has experienced consistent growth, and now in 2020 has become a necessity for many, **we continue to work towards helping jobseekers by providing tools** that will lead them to success in their own career path towards remote work.

We have seen countless times the success of **implementing a job search strategy and plan** in terms of landing a remote job. It is our hope this **new tool will be a valuable resource** for many jobseekers in need of direction as they transition to a remote position."



VIRTUAL VOCATIONS RESUME RESOURCES & CAREER SERVICES

Remote Jobseeker Resume Tips on the Blog



[7 Resume Formats to Land a Remote Job](#)



[10 Expert Resume Evaluation Tips](#)



[LEARN MORE](#)

Virtual Vocations Career Services

Virtual Vocations Career Services are conducted by
EXPERIENCED, CERTIFIED EXPERTS
offering quick turnarounds and personalized experiences.

IMPROVE YOUR HIREABILITY WITH VIRTUAL VOCATIONS CAREER SERVICES LIKE THESE:

- Professional Resume Assessments
- Mid-Level or Executive-Level Professional Resume Writing Services
- Resume Service Add-ons Including Cover Letters and LinkedIn Profile Makeovers
- Career Coaching Sessions

[EXPLORE
CAREER SERVICES](#)

Visit the Virtual Vocations website and social media profiles for more remote work content, resources, and conversations.





5 WEEK JOB SEARCH PLAN

WEEK 1

- Identify your career goal.
- Fill out Job Search Plan.
- Explore your optimal career field with the free career test.

MONDAY

- Register for job boards you want to use.
- Complete profiles on job boards that offer them.
- Review your LinkedIn profile and update.

TUESDAY

- Sign up for relevant job alerts on job boards.
- Email alerts can be job titles and/or specific skills.
- Sign up for Google alerts for key job titles.

WEDNESDAY

- Review your current resume.
- Consider utilizing a resume service for reformatting.
- Get an immediate resume review via a Job Search Chat Session.

THURSDAY

- Review job alerts and add them to tracking sheet.
- Apply for 1 -2 jobs today.
- Take a well earned break this weekend!

FRIDAY

WEEK 2

- Review new job emails.
- Apply to relevant jobs.
- Add information to the tracking sheet.

- Review new job emails.
- Apply to relevant jobs.
- Add information to the tracking sheet.

- Review new job emails.
- Apply to relevant jobs.
- Add information to the tracking sheet.
- Consider setting up career coaching for virtual interviews.**

- Review new job emails.
- Apply to relevant jobs.
- Add information to the tracking sheet.
- Review LinkedIn connections for networking opps.**

- Review new job emails.
- Apply to relevant jobs.
- Add information to the tracking sheet.
- Follow-up with on job applications 5+ days old.

WEEK 3

- Review new job emails.
- Apply to relevant jobs.
- Add information to the tracking sheet.
- Spend time on LinkedIn making connections.**

- Review new job emails.
- Apply to relevant jobs.
- Add information to the tracking sheet.
- Follow-up on job apps 5+ days old.

- Review new job emails.
- Apply to relevant jobs.
- Add information to the tracking sheet.
- Follow-up on job apps 5+ days old.

- Review new job emails.
- Apply to relevant jobs.
- Add information to the tracking sheet.
- Follow-up on job apps 5+ days old.

- Review new job emails.
- Apply to relevant jobs.
- Add information to the tracking sheet.
- Follow-up on job apps 5+ days old.

WEEK 4

- Review new job emails.
- Apply to relevant jobs.
- Add information to the tracking sheet.
- Follow-up on job apps 5 & 10+ days old.

- Review new job emails.
- Apply to relevant jobs.
- Add information to the tracking sheet.
- Follow-up on job apps 5 & 10+ days old.

- Review new job emails.
- Apply to relevant jobs.
- Add information to the tracking sheet.
- Follow-up on job apps 5 & 10+ days old.

- Review new job emails.
- Apply to relevant jobs.
- Add information to the tracking sheet.
- Follow-up on job apps 5 & 10+ days old.
- No interview offers? Consider a career coaching session**

- Review new job emails.
- Apply to relevant jobs.
- Add information to the tracking sheet.
- Follow-up on job apps 5 & 10+ days old.

WEEK 5

- Review new job emails.
- Apply to relevant jobs.
- Add information to the tracking sheet.
- Follow-up on job apps 5 & 10+ days old.

- Review new job emails.
- Apply to relevant jobs.
- Add information to the tracking sheet.
- Follow-up on job apps 5 & 10+ days old.

- Review new job emails.
- Apply to relevant jobs.
- Add information to the tracking sheet.
- Follow-up on job apps 5 & 10+ days old.

- Review new job emails.
- Apply to relevant jobs.
- Add information to the tracking sheet.
- Follow-up on job apps 5 & 10+ days old.

If you have not received any responses, or interview offers, consider professional resume services and a career coaching session to help progress in your search.

