Remote Job Resume Writing

This playbook outlines the steps to adapt a traditional resume to one tailored for remote positions. It emphasizes the specific skills and attributes necessary for success in telecommuting roles.

Step 1: **Research**

Research the common skills and attributes that are required for remote jobs. Look for keywords and recurrent competencies in various remote job descriptions. Note any certifications or tools frequently mentioned that relate to remote work.

Step 2: **Revision**

Revise your current resume to incorporate the skills and tools you found in your research that match your abilities. Be sure to emphasize communication, self-discipline, and time management skills.

Step 3: **Format**

Choose a clear, professional layout for your resume that emphasizes readability. Remote employers may screen a lot of candidates, so clarity is key.

Step 4: **Highlight**

Highlight any previous remote work experience prominently. If you don't have direct experience, emphasize any related experience that required autonomy, digital communication, and self-management.

Step 5: **Customize**

Customize the resume for each application. Tailor the summary statement and skills section to match the job description of the remote position you are applying for.

Step 6: **Proofread**

Carefully proofread your resume to eliminate any errors. Attention to detail is especially important for remote positions, as it reflects your ability to work independently.

General Notes

Keywords

Pay special attention to industry-specific keywords, as these will vary depending on the field you are targeting for a remote job.

Software Proficiency

Be sure to include specific software or tools that you are proficient in that are relevant to remote work, such as communication platforms or project management tools.

Online Presence

Consider including links to a professional online presence, such as a LinkedIn profile, GitHub repository, or personal website, which can help remote employers verify your skills and experience.