

THE BEGINNER'S GUIDE TO

# finding your dream work from home job

dream home b  sed work

DREAMHOMEBASEDWORK.COM

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FOUR QUESTIONS TO ASK YOURSELF BEFORE

# starting your job search

What type of job do I really want?

What skills do I have?

What benefits are important to me?

What don't I like doing?

# scam checklist

**P**eople running scams designed as work-from-home opportunities usually fall into one of two categories: those who want to steal your money, or those who want to steal your identity. If you find yourself in any of the following scenarios, it is a **red flag**.

- ❑ The company asks for your credit card and/or bank information.
- ❑ The “job” is requiring you to purchase a start-up kit, equipment, supplies, etc.
- ❑ The employer wants you to cash a check or wire money.
- ❑ The employer only wants to communicate via Skype.
- ❑ Direct solicitation. The company contacts you when you haven’t applied for the job.
- ❑ The “job” promises high pay for entry-level work such as data entry and mail processing jobs.
- ❑ You can’t verify the company name, website, address, phone number, etc.

You can protect yourself from scams if you know what to look for. Let’s put an end to falling victim to scams by staying informed and staying vigilant.

# HOW TO CRAFT A RESUME THAT **companies will love**

**W**hat can you do to stay ahead of the competition? You need to create a work-at-home resume that will catch the attention of potential employers and get them to schedule an interview for you.

If your resume is turning employers away, don't worry. Here are some tips for writing a powerful resume that will help you land your work from home dream job.

## **Highlight The Important Parts**

Employers don't have time to look at each resume for more than fifteen seconds. In that 15 seconds, you need to give them something that will **catch their attention**. The easiest way to do this is to highlight the items you want the recruiter to notice. Such items include degrees, places of employment, job titles, accomplishments and resume sections such as education, skills, and job experience.

Resume sections should be highlighted using all capital letters and bold text. Key points can also be highlighted using bold text or other design techniques.

## **Electronic Submissions**

It is very rare for a company to request a paper resume. Instead, most resumes are submitted online or through email. Therefore, you need to make sure that your resume is formatted correctly to be received as an email

attachment or as an electronic submission through a career website. It may even involve creating a text only version of your resume.

## Keywords

Keywords in a resume are very important. With the increase in electronic submissions, more and more companies are pre-scanning the resumes they receive with keyword-checking software.

If your resume does not contain any keywords or not enough keywords, it will be deleted before any human eyes read it. So ensure your resume is well adorned with keywords relating to the job you are applying for. On a final note, ensure you use bullet points on your resume as it catches the attention of employers faster.

Now that you understand what your resume should look like, I will be sharing with you a list of sites where you can get free resume samples online. Most of these sites have been tested personally so I can attest to the fact that their resumes are professionally written and well optimized. Some of these sites are:

- [resumegenius.com](https://resumegenius.com)
- [hloom.com](https://hloom.com)
- [themuse.com](https://themuse.com)
- [livecareer.com](https://livecareer.com)

A resume isn't always required especially if you're seeking work as a contractor but it's good to have something basic on hand.

Résumés are the key to landing an interview, which is the key to landing a job. For that reason, you want to make sure you know everything about crafting and perfecting your résumé, from its purpose to the content to sending it to an employer.

FIND YOUR WORK FROM HOME

# dream job

If you're ready to land a work from home dream job, there are plenty of legitimate opportunities available to you. There are hundreds of articles dedicated to helping you on [dreamhomebasedwork.com](https://dreamhomebasedwork.com) alone.

However, if you're not finding that perfect work from home opportunity, or if you've been applying for various opportunities with no luck, you might realize that landing a work-from-home job is more difficult than it seems.

First, make sure you're using the right keywords in your job search:

work from home

remote

home based

telecommute

virtual

freelance

Then make sure you're searching in the **right places**.

In the beginning, looking for work from home jobs can be confusing because of the sheer number of job search sites to choose from. From free job boards to job aggregators, to paid membership sites and social media, it's difficult to know where to begin.

On the next three pages, I will introduce you to the four main types of job search sites, and share a few of my favorites.

For a more detailed list of my favorite job search sites, visit:  
**[WWW.DREAMHOMEBASEDWORK.COM/SEARCH-WORK-FROM-HOME-ONLINE](http://WWW.DREAMHOMEBASEDWORK.COM/SEARCH-WORK-FROM-HOME-ONLINE)**

## Free to Use Job Boards

Job boards are employment websites designed for employers to post employment positions to be filled. In addition to my own job board at [dreamhomebasedwork.com](http://dreamhomebasedwork.com), there are many other legitimate, free job search boards, such as:

- ❖ **Rat Race Rebellion** - a large database of job listings covering different skills. To receive job leads by e-mail, you will need to sign up on the site.
- ❖ **ProBlogger Job Board** - a great place to find blogging jobs as well as other writing-based positions online. The site offers their most recent jobs at the top of their page allowing you to select those that match your skills.
- ❖ **Craigslist** - a good place to seek jobs in your particular region as the adverts on the site are categorized geographically. The site is a good place to find jobs of all kinds across the country.
- ❖ **Work from Home Happiness** - legitimate online jobs to job seekers that prefer to work remotely. The jobs on the site range from temporary to fixed basis, giving you a chance to have flexible work schedule.

### resource

**[WWW.ADHUNTR.COM](http://WWW.ADHUNTR.COM)**

To make your job search easier, use Adhuntr for finding jobs on Craigslist.

## Job Aggregators

A job aggregator is very similar to a job board, but it pulls job listings from all over the web, including listings from other job boards.

- ④ **Indeed** - one of the most popular sites in the aggregate category and is ideal for job seekers that have a good idea of the positions they are looking for on the site.
- ④ **Simply Hired** - offers jobs for different skills and makes it easier to switch from one online job to another. To increase your chances of getting hired, the site allows users to connect to platforms on social media and share information.
- ④ **Career Builder** - a leader in job sites for many years and has a large number of posting for open job positions.
- ④ **Startjobs** - arranged in various sections such as university, city, and category which are ideal for those looking for college and general jobs.

### resource

**WWW.INDEED.COM**

The world's #1 job site - with over 200 million unique visitors every month

## Social Media

- ④ **Remote Job Leads** - Remote Job Leads facebook group is dedicated to providing legitimate work from home job leads, interviewing advice, work experiences, and more.
- ④ **CareerArc** - a social recruiting firm that connects those seeking job positions with prospective employers. You can browse jobs on the site by location, career level, and industry to find one that suits your skills.

## Paid Membership Sites

Paid membership sites are job boards or aggregators that charge a fee, and provide additional services such as giving paid resumes precedence over others, getting your resume in front of recruiters, or offering personalized job search guidance.

- ❖ **FlexJobs** - a leading job board site that lists flexible and part-time jobs in all categories from all parts of the world. They are dedicated to hand-screening every single employer for legitimacy.
- ❖ **LinkedIn Premium** - offers job seekers an opportunity to get hired by various recruiters that use their platform to approach potential candidates for jobs in their companies. When using a premium account for your job search, your applications are given priority over others that have not paid for membership.
- ❖ **The Ladders** - a job site for those seeking vacant positions that offer salaries of six figures and above. When you become part of the site, you will receive snapshots of jobs across the country that pays well.
- ❖ **Jobomas Premium** - based in Latin America and allows job seekers to find positions according to the industry, name, and location. Applications and resumes are sent directly to employers looking for employees on the site.

### resource

**WWW.FLEXJOBS.COM**

A leading premium job search site dedicated to hand-screening every employer

In general, online resources to help you get jobs are varied which makes getting hired much easier. Even so, job seekers should always keep abreast of new sites to help them get better-paying jobs in the long run.

## TIPS FOR

# landing a job

**I**f you've been applying for various opportunities with no luck, it might be time to re-assess. That shouldn't deter you and doesn't mean you should give up on your search.

If you're having trouble landing your dream work-from-home job, be sure to follow these tips.

### **Check to See if the Job Posting is Legitimate**

Remember the work-from-home **scam checklist** at the beginning of this book? It's time to take another look at it.

If all you're finding are listings that raise red flags, make sure you're using reputable job sites, like the ones listed here and the ones found at **[dreamhomebasedwork.com](https://dreamhomebasedwork.com)**.

If you respond to a job ad and are asked to do something weird like send money for training materials or start-up costs, avoid those 'opportunities.'

### **Make Sure You Fulfill the Application Requirements**

Be sure to read the job ad carefully and make sure your response includes everything the employer asks for.

Hiring managers don't like to deal with a candidate who can't listen and follow simple directions. You may think you're saving yourself time by

skipping the questionnaire or cover letter portion of the application, but you could be doing yourself a disservice.

Also, reread the job ad, application instructions, and all email correspondence 2-3 times before responding just to make sure you recognize and understand everything you've been asked to do.

## Rework Your Resume

**If your resume out-of-date or unrelated to the position you're applying for**, it's best to go over your resume make sure there are no grammar or spelling areas and that the work history you've listed is relevant to the job.

**If you're trying to break into a new niche**, being completely honest with the employer is the best route. You can also try to share experiences and examples from your life that relate to some of the duties outlined in the ad even if you've never held that position before.

Qualities like being a team player, meeting deadlines, working independently, and communicating well with others, are all skills that companies look for in a work-from-home employee.

## Try Less Competitive Leads

If you are looking on job boards for work, it may be harder for you to find something depending on how competitive the job openings are.

If a job listing is posted on Craigslist or Indeed, the person who posted the ad could receive hundreds of responses from candidates. If you don't respond in a timely manner, **your response can easily be overlooked or buried** in their email even if you are a qualified candidate. It's important to actively search for jobs and think outside the box as well.

## Schedule Follow Ups

One reason you're not landing a work-from-home job could simply be the fact that you aren't **following up** after submitting an application.

If you really want a job and haven't heard back in a few days about your application status after you've turned everything in, be sure to send a friendly follow-up email to check in.

## Try Freelancing

I know freelancing isn't as easy to get into and requires quite a bit of work upfront, but if you're not getting hired by someone else, you always have the option of **creating your own work** by offering services as a freelancer.

You'll have to create your own online platform, build up your network, and market yourself to clients but you can also enjoy working remotely while setting your own hours and rates.

## Don't Throw All Your Eggs Into One Basket

Just like with searching for a traditional job, you can't just look in one place and expect to find what you're looking for.

### Be persistent and exhaust all your resources:

- ▶ Check on job boards,
- ▶ Search online for keywords,
- ▶ Use sites like this one as a reference,
- ▶ Tell your family, friends, and neighbors about your job search,
- ▶ Connect with people on social media and join Facebook groups.

## HOW TO NAIL YOUR

# job interview

**T**o nail down your perfect work from home opportunity, you need to be prepared to give a killer interview. Here are five tips to help you land your dream work from home job.

## Be Prepared

Your work from home interview can come in the form of:

- a video call,
- a traditional phone interview,
- or emailing with the business/person you will be working with.

Be prepared for whatever format they choose.

- For a **video interview**, take the time to look nice. Even if you're going to be working from home, making yourself look presentable will leave a first impression that says "I'm professional."
- For a **phone interview**, take the chance to prepare your greeting and some answers ahead of time. You shouldn't write a script to follow, but be ready for those common interview questions in case they come up!
- For an **email interview**, you will find it rather easy as you will get the chance to think and type out your responses.

Most of the time, work at home interviews come in the form of phone or video as the businesses want to make sure you're presentable and professional.

## Ask Questions

A lot of people take the wrong approach during interviews and leave it up to the business to ask all the questions. This is a **big mistake!**

Most people think that asking questions will make them seem unknowledgeable, but it's actually the **complete opposite**. You should ask at least two questions during your interview.

Take the time to prepare four questions for your interviewer ahead of time (in case one or more of them are answered during the regular course of the interview). They don't have to be in-depth, but ask about the business, its background and express your interest in the job.

### EXAMPLE QUESTIONS:

- “What do you think are the most important qualities or skills one needs to excel in this position?”
- “How would you describe the company’s culture and priorities?”
- “What is the most challenging aspect of this position?”
- “What does your hiring process typically look like, what’s the timeline, and how soon can I expect to hear back from you?”

## Practice

If you're not a strong speaker or you don't have much interviewing experience, get a friend or family member to help you practice. They can help you with some of the questions that might be asked and prepare you for answering them.

Practice so that you're prepared, but don't go through the potential questions so many times that you end up speaking like a scripted spokesperson during the interview.

You just need a small amount of practice so you can speak clearly and confidently, it's okay to come up with answers off the tip of your head during the interview.

## **Change the Subject**

During the interview, if they happen to ask a question that you haven't prepared for and just don't know how to answer, change the subject as smoothly as possible. Answer their question as much as you can, and **lead into another topic**.

You can also try asking one of your questions after a short reply to re-direct the interviewer's attention to something else (such as your skill-set). This is helpful if you completely freeze during a question and have no clue what to say.

## **Make It a Conversation**

An interview shouldn't be a series of questions you answer. Good interviews come across like a conversation. **Talk to them**, don't just answer their questions!

When they ask a question, answer in a complete sentence. Don't stop after a few words and wait for another question. Make it into a conversation between you and the interviewer and you will find that it goes a lot more smoothly.

Once you get your first question, answer in full, and then continue speaking about relevant topics or ask the interviewer a question. Interviews aren't just for the business to get to know you. They are also for you to learn more about the company and what your position will require.

# tools for typists

**T**he ability to type well (and quickly) is an invaluable skill when choosing a home based dream job. The following **free online tools** can enhance your overall typing speed and make you a professional typist. If you currently type 10 words per minute these resources will help you double your typing speed, with practice of course!

## Typing.com

**Typing.com** has a separate login for teachers and students, and if you're working with a teacher, he or she can set goals for you, track your progress, etc. However, if you're just looking to take a typing test or play some games to brush up on your typing skills, **you don't need to create an account.**

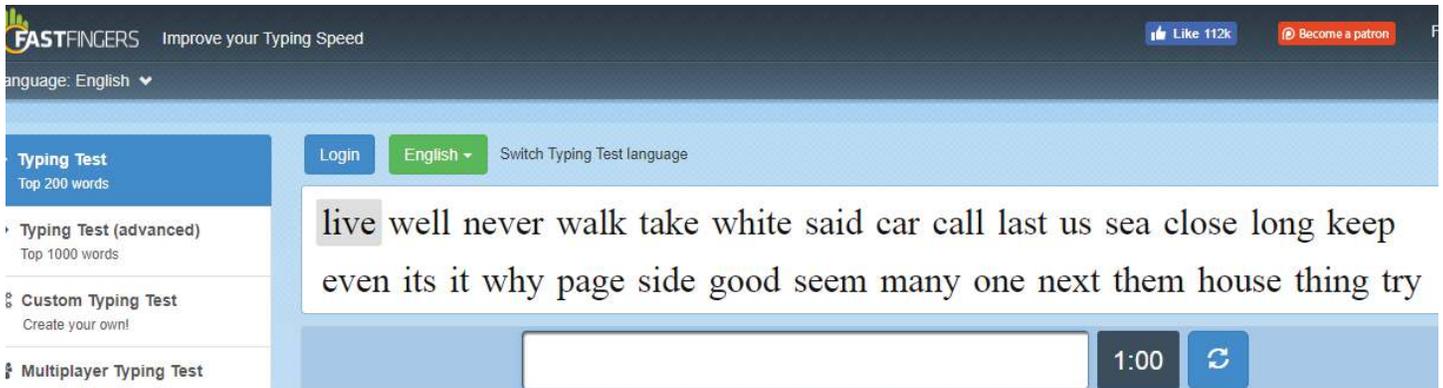
The image shows a screenshot of the Typing.com website. At the top, there is a blue navigation bar with the 'typing.com' logo on the left and links for 'Teachers', 'Students', 'Typing Test', 'Typing Games', and 'Blog'. Below the navigation bar, the main content area has a blue background. The heading 'How Fast Are You?' is prominently displayed in white. Underneath, it says 'Test yourself with our 1 minute, 3 minute, or 5 minute test and earn a free high quality printable typing certificate.' There are three yellow buttons: 'TAKE 1:00 TEST', 'TAKE 3:00 TEST', and 'TAKE 5:00 TEST'. To the right of the text, there are three stylized stopwatch icons in silver, gold, and bronze.

All of the games, lessons, and typing tools available on **typing.com** are completely free to use. The upside to creating an account is the ability to track your lessons and your progress.

# 10FastFingers.com

**10FastFingers.com** is a straightforward site that tests the typing speed of the user for 60 seconds. After this period, it compares it to your average score. You get a percentile score as well as your positional percentile.

It features three tests or typing modes and a competition is also included.



No login is required; simply visit [10fastfingers.com](https://10fastfingers.com) and begin typing against the timer.

Once your time is up, you will be shown your score alongside scores from other players. If you want, you can even grab a code to embed your score and share it with friends.

# valuable digital skills

**Y**our potential as a work from home employee lies with your skillset. It's still true that having a degree can help you land a job, but without the right skills, how long can you keep that job?

There are plenty of people earning money without a degree, and you can be one of them – by updating your skillset with one (or more) of these valuable skills.

## Learn To Transcribe

If you want to learn to transcribe audio and video, take this in-depth, all-inclusive [transcription course](#) that was designed to help newbies learn exactly what transcription is and how to be successful working from anywhere.

## Learn To Write

What if in the next 30 days you could start a successful business from scratch using a skill you already have? If you're ready for an always-in-demand work from home career or side job, [click here for more details](#).

## Learn To Become A Virtual Assistant

[30 Days or Less to Virtual Assistant Success](#) will show you step-by-step how to create a lucrative virtual assistant business – a field that's more in-demand every year.

## Learn Touch Typing

Like we talked about in the last section, you can significantly improve your keyboard skills through free typing lessons. By learning to rely on the feel of the keyboard, rather than sight, you can substantially improve your typing speed and accuracy.

## Learn Excel

Microsoft Excel (and spreadsheets in general) is a valuable skill to have in today's job market, and can significantly improve your chances of landing a job. Head over to [Chandoo.org](https://www.chandoo.org) to take a free course that will teach you the basics of Excel.

## Learn Microsoft Office

After you learn Excel, you'll already be a step ahead when you begin using the rest of Microsoft Office, Microsoft's professional software suite. Skills in Excel, Word, and Powerpoint make valuable additions to your resume and make you a more attractive employee in nearly any field.

You can get started for free at the [Microsoft Office 365 Training Center](https://www.microsoft.com/training).

## Learn To Code

Another important skill in the modern job market is coding. From HTML/CSS to Javascript, JQuery, Python, etc., you can significantly improve your attractiveness to potential employers. Fortunately, this is a skill that can be learned with relative ease.

If you want to learn to code for free, head to Code Academy ([codecademy.com](https://www.codecademy.com)) for over a dozen in-depth coding courses.

## Learn How To Learn

Learning how to learn information quickly is invaluable to someone navigating an ever-changing job market. Coursera is offering a free course on just that topic.

**Learning How to Learn: Powerful Mental Tools To Help You Master Tough Subjects** is a four-week course that consists of one hour-long lecture a week to help you improve your memory, beat procrastination, and learn the techniques you need to tackle complicated subjects with ease.

## Learn A Second Language

In addition to opening up new job opportunities and making your resume more attractive, learning a second language can improve your memory, your brain functionality, your multi-tasking and problem-solving skills, and even help stave off dementia.

You can try **Duolingo.com** - a free, gamified web or smartphone app that will help you have fun and compete against others as you're learning Spanish (or Portuguese, French, German, or Dutch - just to name a few of many).

Once you complete your learning tree, you can head over to the translation center to test your skills (and level up) by translating documents.

## Learn Better Time Management

Time management is extremely important for work-at-home types – there's often no one to keep us on track but ourselves. Luckily, you can find **An Introduction To Time Management** at Allison.com, and **Effective Time Management – Get 10X More Done in Less Time** at Udemy.

## Pick A Design Software & Learn To Use It

Web and graphic design are sought-after skills that you can use in many fields and many positions.

Everyone has heard of Photoshop, but few are using it correctly. To improve your photo editing or graphic creation skills, start with the **free course offered by Adobe**, then move on to the '**You Suck At Photoshop**' series on Youtube.

Illustrator is the gold standard in vector-based art (logos, print and web graphics, icon design, real-world signage, and more). You can start with the **Learn Adobe Illustrator in 30 Days Crash Course**.

To begin creating professional quality print and web materials (like ebooks, workbooks, mail advertisements, and pdfs), move on to InDesign. You can begin with **thirteen free training videos** before moving on to the **19-hour, paid course at Lynda.com**.

READY FOR MORE?

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 dreamhomebasedwork

**I'm Shay.** I am dedicated to helping individuals just like you find legitimate work from home jobs from around the globe.

Connect with me on social media, or come find more resources on [dreamhomebasedwork.com](https://dreamhomebasedwork.com)