

How To Find Telecommuting Jobs Online

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Where Are All The Legitimate Telecommuting Jobs Hiding?

Does it seem that trying to find a telecommuting job online is a lot like participating in a scavenger hunt? Off you go with your list in hand, eagerly scouring every step you take in effort to locate just one item that you can scratch off your list. Does it seem that those around you keep finding the things you keep looking for?

Take heart, finding a legitimate telecommuting job doesn't have to be akin to participating in an Easter Egg Hunt. Just as the eggs may be hidden in a tree or under a bush, bona fide telecommuting jobs are out there too. But don't expect them to drop into your lap. You will have to seek them out.

The Good, the Bad and the Ugly

Before discussing tips and techniques for finding actual jobs, it's important to review the pros and cons of telecommuting. Many telecommuting jobs will be of the virtual assistant nature – jobs which will require previous administrative experience. However, just because you have the knowledge, skills and abilities in virtual assisting, does not automatically mean you have what it takes to telecommute.

Take personal inventory before you spend countless hours job seeking. Are you disciplined to work hard without a boss looking over your shoulder? Are you easily distracted, unfocused and disorganized? Are you being honest with yourself about these areas? Working from home sounds wonderful – and it is pretty peachy; however many telecommuters have reported that it was much easier when they worked for someone else in their little cubicle.

Competition is keen (that's why it seems so difficult to land a nice paying gig!) You will likely need to work long hours and multiple jobs simultaneously. It won't always be like that – but starting out is no easy feat. Just as employers who want you to work onsite require reliable transportation; telecommuting employers require you to have a reliable computer and the ability to use the telephone at the same time you're online. You'll also need a decent printer and a fax machine. No excuses!

If you're genuinely confident that you have what it takes to telecommute – then aim high and do not accept failure as an option. Be vigilant in your quest. If you have been looking ... and looking... and looking for telecommuting jobs, you know that they are out there. The problem is that not all of them are legitimate. You'll easily find plenty of scams disguised as authentic jobs. You'll find "opportunities" disguised as jobs.

Good leads vs. Scams

So how do you recognize good leads and avoid scams? In order to save you time, and possibly money, it's vitally important to put each job listing to the litmus test. Message boards, forums and networking is discussed later in this report, however spending some online time with other like minded individuals can be a true asset in your quest.

Others who are telecommuters or who are seeking telecommuting jobs can be a great source to ask about the validity of job leads. They'll be quick to let you know if they've had a bad experience with a particular company or employer.

One of the easiest, but often overlooked determining factors is your own gut. If it quacks like a duck, and looks like a duck ... braise it, roast it, or smoke it and have it for dinner! Seriously, if the listing is far too vague, sounds too good to be true or list a link to an affiliate site, someone is merely trying to make money off of you. You're not looking for a golden opportunity. You're looking for a job which will offer honest pay for honest work.

Winning Resumes and Cover Letters

Before you start looking for telecommuting jobs online you need to be prepared. No, not prepared to look, but prepared to be hired. Once a job becomes available you have to have a winning resume and cover letter all ready to email. If you wait to whip those documents together once you've found that ideal job, two things will likely happen: You'll put them together haphazardly or by the time your needed documents are polished the job may already be filled.

You've heard it before, but it bears repeating: Your interview starts the moment you submit a resume and cover letter. Your competencies are being judged the moment the selecting official first lays eyes on your credentials. Fancy fonts, poor formatting and the ever terminal typos will only ensure your resume gets promptly clicked into the delete file.

There is no such thing as a generic resume. Okay to rephrase, there is no such thing as a generic resume that will land you a job. You can have a general template that you work off of, however each submission should highlight the particular knowledge, skills and abilities that the employer has stated are important.

For example, if organization and knowledge of PowerPoint are important factors listed in the posting, then your resume should reflect previous positions held where your use of the software program and your organization skills were paramount. Omit irrelevant information. If you were a hostess or server for years, is that really relevant to the administrative position for which you are applying?

Ensure your cover letter has zing! Tell the employer why they should bother to review your attached resume. Guaranteed your resume is going to be one among many. Avoid the use of too many I's (I did this and I did that and I, I, I). Wow the hiring manager with how you can make his life easier and what benefits you can bring to the company.

Bullets are always welcomed in cover letters. Too many words in too many paragraphs are the formula to ensure your letter only gets a skim at best. Grab the reader's attention and keep it there until the end. Hire a professional to help you with these documents if preparation is not your strong suit.

Here is a sample portion of a cover letter that may give you an idea of how to highlight your strengths (obviously tweak it to your own skills and that of the required qualifications):

Some of the assets I bring to the table include:

- Education & Experience in Business Management
- Experienced Public Speaker
- Strong Written and Verbal Skills
- Diversified Customer Service Background

In addition to my extensive leadership experience, I have excellent communication skills. I always maintain a mature, gracious and professional manner when communicating with people, even when difficulties arise.

My broad experience and range of skills make me a superior candidate for enhancing your administrative department. I have attached my resume to further highlight my knowledge, skills and abilities. Please contact me so that we may discuss my affiliation with _____.

Remember to not use fancy fonts and formatting. It's best to send it in a RTF – text file. Just because your document looks like a beautiful piece of art developed in a Word .doc doesn't guarantee that the receiver will have the same finely formatted resume once opened on his end.

Where Are The Good Jobs Hiding?

If you're wondering where the good telecommuting jobs are hiding – know that you definitely need to look for them. However there are some places to look and some hunting methods you can use to cut down on your time investment. Oft times it is a matter of being at the right place at the right time. With that in mind, you should be checking for new jobs daily.

Subscribing to newsletters is a good way to have new job prospects sent directly to your inbox. The only downside to this method is that countless other job seekers will receive the same newsletter with the same job information. While job competition from those posted in newsletter may be keener – you certainly can't win if you don't play.

If you're not already hooked up into online forums and networks you're missing out. Online networking is paramount when it comes to the finding jobs (and the scams) and letting others know about you and your skills. Forums are places where you can get honest feedback and assistance from other like minded individuals. You won't get any sales pitches because most participants don't have any hidden agendas.

Additionally telecommuting can foster an environment of isolation if you're not careful. Networking with others who are telecommuting can help you from feeling out of touch with the outside world. Many forums have the option of reading from the Web or having messages sent directly to your in-box. Both methods require strict time management skills or you could easily spend hours networking online. Balance is the key.

Two highly recommended forums where you can get to know others are: www.justonlinejobs.com/bb and www.internetbasedmoms.com/bb. Here you will find questions and answers and camaraderie on both professional and personal topics.

While you are at the above two forum sites, stick around and thoroughly review the information contained on these sites. Both of these WAHM sites contain a plethora of information specific to telecommuting but also generic to any home or small business.

In addition to the work at home communities you may also find telecommuting jobs posted through large job portals. These are web sites which contain listings from all over the country. While a majority of the jobs found on these portal sites are for onsite positions, you will find some telecommuting positions posted too. Try www.monster.com or www.careerbuilder.com

Yet another option worth consideration is the Paid Job Sites. Paid job sites are just what they sound like – websites which require a membership fee to have access to their job listings. You may have heard "if you have to pay for it, then it's not a job." While that is true, it's then an opportunity; here you are not paying for a job – you are paying for information and access. It's really no different that paying college tuition where you also essentially pay for information and access (to open doors via your degree).

These paid job sites can be in the form of recruiters and head hunters where you pay them a fee to help you find a job. More recently there are more freelance sites popping up such as www.elance.com which offer professionals the opportunity to bid on projects. Most of these types of sites offer a free membership; however the fine print is that you will not likely be allowed to bid on the "good projects" unless you have a paid membership which can range from \$40-\$90 a month or more.

- The best advice is to be vigilant. You really can't be too eager or too trusting when it comes to finding work at home. As previously mentioned, there are many legitimate, genuine telecommuting jobs out there; conversely there are also many scams and too good to be true offers.

Whatever method or methods you choose to implement in order to launch your telecommuting career, start today. Don't let your best laid intentions blow away. The jobs are out there – now go get them!

Recommended Telecommuting Resources:

Work at home job databases

Home Job Stop: <http://www.justonlinejobs.com/hjs.html>

Jobs Online Toolkit: <http://www.justonlinejobs.com/jobstoolkit.html>

Home Job Group: <http://www.justonlinejobs.com/hjg.html>

Virtual Assistant Jobs: <http://www.justonlinejobs.com/vajobs.html>

Hire My Mom: <http://www.justonlinejobs.com/hmm.html>

Cover Letters and Resumes

Resume Builder: <http://www.justonlinejobs.com/resumebuilder.html>

Cover Letter Builder: <http://www.justonlinejobs.com/coverletterbuilder.com>