

The Truth About Finding Data Entry Work



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What is Data Entry?



Data entry is one of the first things many people think of when they start searching for a way to make money from home.

A broad definition of data entry is processing information from its original format and putting it into a database, spreadsheet or other form.

Someone who is interested in pursuing an at home career in data entry needs to have very good typing skills; minimally typing at 60 words per minute with almost no errors. (More experienced are typing at speeds of 90-100 words per minute.)

- Data entry keyers should also be fluent with the numeric keys on the right of a keyboard.
- A data entry typist will need to be familiar with basic office software.
- Having the ability to sit for a length of time and focus on small details is necessary.
- People interested in data entry will need a basic home office set up to get started. Most companies will run Microsoft compatible software, so having Microsoft Office, including Word, Excel, and Access installed on your computer will be essential.
- While high-speed internet is not mandatory, it is recommended.
- Having a professional looking resume and cover letter is a must.

How Much Can You Make Doing Data Entry?

The pay for data entry jobs varies. Some companies will pay by the hour; others will pay per piece. Someone who is new to data entry can reasonably expect to make \$8 per hour and those with more solid experience can earn \$20 an hour or more.

Depending on the company, they may choose to hire data entry keyers on a freelance or contractual basis. The independent data entry keyer will be responsible for paying their taxes as they will be issued a 1099 tax form at the end of the year.

Other Options for Your Skills

The same skills that make you great for Data Entry can easily transfer over to other related virtual services. Why not think outside of the Data Entry box and create a business that serves a variety of needs for potential clients?

Medical Transcription

You may have heard of medical transcription in the past. People have been working from home in this field for a long time. A medical transcriptionist transcribes the medical records of patients. This could include medical history, clinic notes, psychiatric evaluations, laboratory reports and more.



- In addition to the basic data entry skills that have already been discussed, a medical transcriptionist will need to have good listening skills and they must be familiar with medical terminology.
- Someone who is new to medical transcription can expect to earn anywhere from \$8 - \$12 hours per hour. After they have a year or two of experience, they can expect to make \$20 per hour or more.
- A medical transcriptionist can choose to work directly for a hospital or physician. While this can be performed in office, in most cases this type of job allows for telecommuting.
- You may find jobs listed in your local classifieds or through online job boards. Listings of job lead websites are located near the end of this report, as well as keyword terms to use when searching the internet for work.

There are also medical transcription agencies that can help you find work in this field. They do the leg work and find the jobs, then they match qualified transcriptions to each opportunity. If you don't have time to spend looking for work, this could be a good option for you. However, the agency will take a portion of what the physician is paying per hour. For instance, if the agency is paying you \$10 per hour, the physician is probably paying the agency \$12 - \$15 per hour. Therefore, you could make more money by soliciting your own work.

That leads us to the third way to find medical transcription work – starting your own business. You can offer your services to local doctors. In the past, medical transcriptionists listened to tapes of the doctors' notes. With the advances in technology, physicians can record the audios using digital recorders and email you the audios. This will allow you to broaden your market base and work with physicians not located in your local area. Working from your virtual office, you can transcribe the information and email it back to them.

General Transcription

The general transcription field is growing rapidly. A general transcriptionist is someone who transcribes audio files into text. You may have noticed the growing number of websites that are adding audio to their websites in the form of teleseminars and podcasts.

- Many website owners offer written versions of these audios. A general transcriptionist will be hired to listen to the audios and transcribe them into text.
- You do not need any special skills to be a general transcriptionist.
- As long as you can type at a moderate speed, have good grammar skills and the ability to type what you hear, you are qualified.
- Free software is available to slow down the MP3 recordings, allowing you to transcribe them at a reasonable pace.

The potential for obtaining work in this field is very good. More and more opportunities will be arising as website owners embrace audio for their websites. Because of this, you may want to start your own general transcription business rather than work for someone else. This will allow you to set your own fees.

You can choose to set an hourly fee or base your fees on the length of the audio recording. When you are new and just starting out, you can expect to earn between \$8 - \$10 per hour. As you gain experience you can charge more.

If you would rather work for someone else, you can visit the job lead websites located near the end of this report. Also included are some keyword phrases to use when searching for these types of jobs.

Many jobs can be found by approaching websites that you know to have audio files, and simply offering your services. You can learn more about making transcription a part of your business by getting a hold of the [Transcription Starter Pack](#).

Legal Document Coding

Legal Document Coding is a data entry specialization focused on taking information from legal documents such as court filings and financial reports and inputting that information into a form used for referencing. Someone who is in this field may also be called a document coder.

- When a coder is hired, they download software from the internet that will connect them to a company's coding system. Each coder will be given a user id and password which will allow them to access the company's documents which need to be coded.
- When the coder chooses a document to code, their computer screen will be split, with the document on one side and the other half will be the form where the coder inputs the information.
- Each project will vary, but a few examples of data that might need to be input include the names, dates and times on the document or perhaps the subject of an email.
- Since much of the work is computer based, you will want a high-speed internet connection as a document coder. Other than the basic data entry skills that have already been mentioned, no special skills are required. Some companies may even offer a small amount of training.
- Rather than a set hourly fee, coders can expect to be paid per document. The pay rate for each project will vary, usually depending on the amount of information that needs to be coded. The pay may range from six cents to twenty two cents per document. However, an experienced coder can expect to earn between \$5 and \$12 per hour.

Companies that offer this type of work often receive numerous applications, and it is not uncommon to be placed on a waiting list. These positions are not typically offered through generalized data entry job boards. Some websites to visit include: [Onsite Sourcing](#), [Cypher Services](#), and [Lighthouse Documents](#).

If you choose to pursue work in this field, try doing a Google search with the term "Legal Document Coding" in quotes. Your search results should yield some companies that offer jobs in this category. Take a close look at the employment section of each company's website to see if they offer telecommuting positions. Later in this report are some tips on using keywords when searching for telecommuting positions.

Virtual Assisting

A virtual assistant is someone who works from a home office and offers support services to others. A virtual assistant, also known as a VA, can offer generalized services or choose to specialize in a specific service such as administrative functions, ghostwriting, web design, marketing, or data entry.

- As a virtual assistant, you can perform almost any function that an in-office assistant would perform.
- You can choose to work locally, and have the option of meeting with clients face-to-face, or you can choose to work globally via the internet.
- The skills needed to become a VA will vary depending on which services you offer. A general virtual assistant who handles basic office support may only need moderate typing and grammar skills. However, someone who chooses to specialize in web or graphic design will need more specialized skills.

The pay rate will also vary depending on which services you offer. You can choose to be paid an hourly rate or per project. A general VA can expect to make around \$10 per hour, while someone specializing in a technical service can request upwards of \$20 per hour or more. To learn more about becoming a Virtual Assistant visit [How to Become a VA](#).

There are many options for finding work as a virtual assistant. You may have several long-term clients or may choose to work on many short-term projects with a variety of clients. Located near the end of this report is a listing of job boards to help you locate work as a telecommuter.

You can also choose to start your own VA business. There are a growing number of people starting home-based businesses. They are a great market for your VA services. Someone who starts a home business may soon get overwhelmed with trying to complete all the administrative and business functions of their new venture. As a VA, you can step in and help them with the administrative tasks, letting them focus on their business.

You can also contact local businesses, both big and small. They may have wanted to hire another person but didn't have the space or resources to add an additional workspace. By working from home, you are solving that problem for them.

Where Can You Find Data Entry Work?

The truth is that data entry and clerical work is difficult to locate. Getting the jobs that are out there is tough because of heavy competition.

When looking for a data entry job, many people turn to the internet. However, the internet is a big place, and it is easy to get lost trying to find legitimate jobs.

Many of the ads you see are scams. They offer jobs for a fee and will take your money and run OR they'll mislead you into thinking it's a job when all you'll be doing is placing ads on the internet trying to get people to pay for the "work" like you did.

If you want a legit data entry job it will be a challenge to locate, but it isn't impossible.

There are options for finding a job and some will include freelance websites like <http://www.elance.com> and <http://www.guru.com>. Freelance sites allow you to bid on projects and potentially be hired by a client.



There are pros and cons to using these types of websites. Since people are bidding against one another, to stay competitive you may have to set your fee much lower than you would otherwise. However, you may work with a client where the relationship you form ends up being long term. They will contact you directly when they need help, instead of going to a bidding site.

There are online agencies such as <http://www.workaholics4hire.com/> and <http://www.teamdoubleclick.com/> that help employers and telecommuters connect. Basically when you work with these agencies you accept work on a project by project basis. You're actually being paid by the agency rather than the end client so no long term relationship is built with the client.

You could also sign up for job lead websites if you want to access leads in one location. I can't promise any of the job lead websites posts many data entry or clerical type positions, but it would be an option for you to research further. There is a huge listing of different job lead websites at the end of this report.

You can use job search websites like <http://www.craigslist.com>, <http://www.monster.com> and <http://www.hotjobs.com>. It will be difficult to locate legit jobs on these boards.

Keep your eyes trained to skip over the hype. Use very specific search phrases when searching these websites. The more specific you are about a particular job

the more likely you are to locate a legit ad. There is a listing of keywords to use in a later section of this report.

On the other hand, if you search for 'work at home' you're more likely to find opportunity ads and that isn't what you're looking for.

Some recommended paid job lists:

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>

While there are many real opportunities online, there are also some scams. If a company asks you to pay for something upfront or if they are making outrageous claims (such as being able to make several thousand dollars a week in exchange for typing two hours a day), it is probably a scam.

Offline Options

Someone looking for data entry jobs shouldn't ignore their hometown, as there are many jobs available offline, too!

Look in your local papers. Sometimes you will find a local company that advertises needing data entry help. It may involve you'll going to the business to pick up your work for the week, bringing it home and taking it back when you're done.

Honestly, any company can profit from a data entry keyer. Many companies have piles of data on their customers and products. Most often, the data sits there and the company doesn't do anything with it. Someone who is interested in data entry work can certainly approach these companies and offer to organize their data for them.



- Your local florist may know everything about roses, but may be at a loss when it comes to setting up a database to keep track of inventory.
- Perhaps there is a restaurant owner who is thinking of turning their recipes into a cookbook, but they need someone to transform their recipe cards into computer type.
- Do you know someone in a party plan company who has stacks of customer files? It would be more beneficial to them to have a database or spreadsheet that lists each customers name, address, email and perhaps birthday or anniversary... but they may not have time to compile it. That is where you step in!

After you have found a client and performed great work for them, ask for referrals. This is a great way to find your next job!

Tips For Creating a Resume to Win That Data Entry Job.

Everyone knows that a professional resume is essential when applying for a job, and that rings true for jobs that you can do from home too. Just because you are applying for a job you can do in your pajamas doesn't give you a free pass on a sloppy resume.

In fact, it is more important to have an effective resume when applying for a telecommuting position because your potential employer may never see you face-to-face. Your resume is their sole impression of whether or not you are a professional who can get the job done.

Your resume should be clear, concise, and properly formatted. I recommend that you either have a professional resume writer draft a cover letter and resume or at the very least use a good cover letter and resume builder software.

Recommended Resume Builder:

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

If you do go it alone, be sure to include key information.

At the top of your resume, under your name and contact information, include an "Objective" or "Goal" section which makes it clear what type of position you are applying for. You will then want to include a section where you list the skills you have that relate to that job.

- How many words per minute can you type?
- What technology and software are you familiar with?
- Do you have any special skills that might give you a "leg up" on other job candidates; for instance, are you familiar with medical terminology or can you read and write another language? If so, list those things here!
- Now it is time to list your past work experience. It is important to be honest.
- If you have never held a data entry position before, list the type of positions you have held, including the duties you performed and how they can help you in a data entry position.
- You will want to include a brief summary of your educational background, including the dates you graduated and the type of diploma or certificate you received.
- Once your resume is complete, you will want to proofread it and do a spell-check.

It is vital to have a professional resume that stands out of the crowd.

How to Avoid Data Entry Scams on the Internet

For the most part, the internet is a wonderful source of information and an essential tool for those looking to work from home. However, there are scams to look out for. If you have been trying to find work in the data entry field, here are some tips on finding legitimate work and avoiding scams.

Some signs to watch out for include websites that give very vague details about the type of work that is to be performed and websites that claim they will pay you an outrageous amount. There is no such thing as a data entry job that pays \$30,000 per month. If that were possible, everyone would be doing it!

It is best to stay away from any company that charges you upfront or requires a registration fee. A common data entry scam involves a company requiring people to buy “special software”, when in actuality, that software is an e-book that teaches people how to scam others the same way.

If you keep your eyes open and trust your instincts, you will be able to find legitimate jobs. Remember, if it sounds too good to be true, it probably is. A legitimate company will pay you to do legitimate work; they will answer your questions and be open about the details of the job.

If you are unsure about a company, check them out by doing a Google search. If others have been scammed, the search results will be full of complaints! If you happen to frequent any work at home message boards, you can put up a post asking if anyone has experience with them.

Another way to avoid scams while still working from home as a data entry keyer is to approach companies yourself and offer to organize their data. Every company can profit from your services, so think big! Don't be afraid to offer your services to a company. The worst they can say is “not interested”. But who knows? You may find a wonderful and well paying client!



Job Lead Websites

[Office Recruit.com](#) (UK)

[Bilingual Career](#)

[The Ladders](#)

[Career Exposure](#)

[Career Matrix](#)

[Virtual Jobs](#)

[Career Park](#)

[Career Shop](#)

[The IT Job Board](#)

[Jobs 37 Signals](#)

[Jobs Pro Blogger](#)

[Vault](#)

[Computer Work](#)

[Journalism Jobs](#)

[Jobs – Women for Hire](#)

[Publishers Market Place](#)

[Career Board](#)

[Placement USA](#)

[USA Jobs](#)

[MNCN](#)

[Career Surf](#)

[Job 1 Global](#)

[Employers Online](#)

[Accounting Board](#)

[I Want Media](#)

[Employment](#)

[Job Sniper](#)

[Writers Weekly](#)

[E Work](#)

[Freelance Posting](#)

[Freelance Work Exchange](#)

[Media Recruiter](#)

[Talent Zoo](#)

[Dev Bistro](#)

[Jobs.Internet](#)

[AP](#)

[News Jobs](#)

[News Room Jobs](#)

[Sun Oasis](#)

[Snag A Job](#)

[Workoplis](#)

[Job Bus](#)

[Call Careers](#)

[Career Builder](#)

[Monster](#)

[Hot Jobs](#)

[Craiglist](#)

[Dice](#)

[ABYZ News Links](#)

[Americas Job Bank](#)

[All Job Search](#)

[Best Jobs USA](#)

[Career Exchange](#)

[Career Mag](#)

[Career Net](#)

[Flip Dog](#)

[Go Jobs](#)

[Indeed](#)

[Job](#)

[Job Bank USA](#)

[Job Warehouse](#)

[Law Jobs](#)

[Local Job Board](#)

[Net Temps](#)

[Now Hiring](#)

[Spherion](#)

[Work Ministry](#)

[Americas Career Info](#)

[Career](#)

[Hiring Network](#)

Keyword Terms To Use When Searching For Data Entry Jobs

General keywords

Telecommute
Telecommuting
Telework
Teleworking
This is a telecommuting position
This is a telecommute position
Must have a home office
Must have home office
Must be willing to work at home
Must have high speed internet
This is an independent contractor position
This is a freelance position
I/C
Independent contractor
Must have two phone lines
Remote contractor
Offsite position

Data Entry/Clerical Keywords

At home data entry
Clerical
Clerical data entry
Coder
Coordinator
Data entry clerk
Data entry employment
Data entry freelance
Data entry operator
Data entry typist
Data keyer
Document coder
Document indexer
Editor
Executive assistant
Executive office assistant
Freelance writer
From home data entry

Ghost writer
Home-based data entry
Home-based keyer
Legal document coder
Legal office assistant
Litigation coding
Litigation support
Online data entry
Online keyer
Proofreaders
Remote data entry
Remote keyer
Researcher
Reservationists
VA
Virtual accounting assistant
Virtual admin assistant
Virtual admin support
Virtual administrative assistant
Virtual assistant jobs
Virtual assistant position
Virtual assistant work
Virtual career
Virtual customer service
Virtual data entry
Virtual executive assistant
Virtual jobs
Virtual keyer
Virtual litigation support
Virtual office
Virtual office jobs
Virtual office professional
Virtual office services
Virtual office staff
Virtual office work
Virtual personal assistant
Virtual position
Virtual receptionist
Writer

Searching Tips

When searching for jobs online, you can visit job lead websites to find concentrated lists of available jobs.

You can also do Google searches for telecommuting data entry positions using keywords. A list of possible keywords is included in this report. When you do a search, put quotation marks around the search term, for example “telecommuting positions”.

When searching this way, your results will likely include companies that offer these type of positions, as well as forum posts where people were discussing these keywords. Look at the forum posts closely, as they may be dated from a while ago.

Closing:

Data entry options do exist but please always remember it's harder to get a data entry job than any other job. You'll need to be persistent and patient and possibly invest in a resume or database of jobs.

Wishing you the best,

JustOnlineJobs.com Staff