



Remote Starter Toolkit

Everything You Need to Land Your First Remote Job – Fast

Remote Job Resume Template (Customizable)

Use this structure to tailor your resume for remote work opportunities:

Tips:

1. **Start strong** with a summary that says you're remote-ready
2. **Include remote tools** you've used: Zoom, Slack, Trello, Google Docs
3. **Highlight soft skills:** communication, time management, attention to detail
4. **Use metrics** to show impact:

“Handled 50+ customer emails per day with 98% satisfaction”

1. **Keep it to one page** if you're just starting out

Bonus Line to Include in Your Summary:

“Seeking a remote role where I can contribute independently and collaborate virtually in a fast-paced environment.”



Top Entry-Level Remote Job Boards

Platform	Best For	Link
FlexJobs	Vetted remote jobs across industries	flexjobs.com
We Work Remotely	Customer support, marketing	weworkremotely.com
Remote OK	Tech, marketing, global roles	remoteok.com
Remotive	Startup and entry-level roles	remotive.io
Jobspresso	Writing, support, non-tech jobs	jobspresso.co
Hubstaff Talent	Freelance work, no fees	talent.hubstaff.com
PeoplePerHour	UK and global freelance gigs	peopleperhour.com



Remote Interview Prep Tips

Prep like a pro with these tips:

1. **Test your tech** – Check webcam, mic, internet at least 30 minutes before
2. **Create a distraction-free zone** – Clean background, good lighting, no noise
3. **Know your remote story** – Be ready to explain how you stay focused at home
4. **Practice virtual body language** – Smile, look into the camera, nod while listening
5. **Prepare for these common questions:**
 - “Have you worked remotely before?”
 - “How do you stay organized working from home?”
 - “What tools are you familiar with?”
 - “How do you communicate in a remote team?”




Bonus Tools & Resources

To boost your productivity and credibility:

- [Free Resume Builder – Zety](#)
- [Free Online Courses – Coursera](#)
- [Grammarly – Writing & spelling checker](#)
- Google Sheets or Trello – Track job applications
- Canva – Design your freelance profile graphics, resume, or cover letter

-  Payoneer or Wise – Get paid easily as a freelancer

Want More?

 Get access to:

- **Remote Job Application Tracker (Google Sheet)**
- **Editable Cover Letter Template (Copy & Paste Friendly)**
- **Weekly job alerts and freelancing tips**

➡ Join the OnlineJobTips.com email list and start building your remote career today.