

# Find your first three remote jobs

This course is for people who can complete 100% of their work from a computer. But this doesn't mean you need a job title like writer, developer, or designer.

During my remote job searches I've seen full-time remote positions in accounting, customer service, finance, human resources, marketing, project management, recruiting, and sales.

I'll show you how to find and land full-time remote jobs in these fields and many others. Just follow the instructions and action steps below.

Speaking of action steps...

**Action Step:** Request to join the [Facebook group](#) for this course. When I approve you, introduce yourself to current and aspiring remote workers in [this thread](#).

**Important:** Don't wait for me to approve you to the Facebook group to start the course. Just come back to this action step later.

## Your goal for this course

**Your goal for this course is to apply to five full-time remote jobs.** If you're qualified for the jobs you apply to and follow my approach, I'd be surprised if you didn't hear back from at least one company.

Be patient though. Usually the applicant is in more of a hurry to find employment than a company is to employ. To increase your chances of getting an interview, apply to more remote jobs after finishing the course. It's that simple. Five is just a baseline. The job hunt is a game of volume.

**Action Step:** Make a copy of [this checklist](#) to keep yourself on track during this course. Select *File > Make a copy* to create an editable version of the checklist for yourself.

## Organize your job search

You're only applying to five remote jobs during this course, but you'll probably apply to dozens more after it ends.

Memorizing statuses of applications will get harder as time goes on. Having a spreadsheet that gives you an overview of important information for every job you've applied to will make your life easier.

**Action Step:** Make a copy of [this job tracking sheet](#) I use to organize my own remote job searches. It's simple but effective.

## Find three remote jobs

For now, find three remote jobs that you're qualified for and interested in and add them to your job tracking sheet.

Where can you find remote job opportunities? I mention a few places in [this video](#) (made just for you with my captivating monotone voice).

If you're not seeing many opportunities, don't get discouraged. In a following lesson I show you a remote job board that has tons of other opportunities not listed on the job boards I mention in the video.

Conversely, don't get overwhelmed by the amount of opportunities you come across. For now just find a maximum of three. Then move forward to the next lesson.

**Important:** Don't apply to jobs yet. Only do this after I show you how to create a compelling resume and cover letter in the following lessons.

**Action step:** Add three opportunities to your job tracking sheet and share it in [this thread](#). To share, click *Share* at the top of the sheet, then click *Get Shareable Link*. Select *Anyone with the link can comment* then click *Done* and copy the link.

# Create an online resume with VisualCV

In this lesson I'll show you how to create an online version of your resume that you can link to from cover letters, emails, portfolio sites, and anywhere else. You'll do this using a service called [VisualCV](#).

Multiple hiring managers have told that they love my online resume which validates that this service is worth the investment.

In addition to showing you how to create your resume with VisualCV, I'll show you what to write on your resume, and how to word it for maximum impact. If you're still using the same style resume you were taught to create in school, now is the time to part with it.

## Get going with VisualCV

There's a free and paid version of this service available. The paid version is \$12/month. It gives you access to premium templates, complimentary resume formatting, PDF versions of your resume, analytics (to see how many people view your resume), and much more.

If you don't have the money on hand for the premium service, don't worry. The free version is fine for now.

**Action Step:** Follow [this written tutorial](#) to create the content for your resume and publish it with VisualCV. When you're done, link to it in [this thread](#) of the Facebook Group.

# Make your resume sticky with a portfolio website

In the VisualCV tutorial I mentioned eight key ingredients of an effective resume. The second ingredient I mentioned is what we'll focus on creating in this lesson: showcase pages.

Showcase pages provide additional details about your accomplishments at an individual company. They're a long form version of the bulleted lists of accomplishments on your resume.

Having showcase pages lets hiring managers dive deeper into your experience at a company they're particularly interested in. By giving them this opportunity, you're making your resume stickier. You're increasing the amount of time they spend learning about you instead of other candidates.

The best place to publish showcase page is on your own website. In the lesson, I'll show you how to create a website and how to publish showcase pages on it that you can link to from your resume.

**Action Step:** Follow [this tutorial](#) that shows you how to build a website and create showcase pages. After you create your showcase pages, link to them in your VisualCV resume.

**Note:** If you already have a website, skip to [this section](#) of the tutorial where I provide a template for writing showcase pages. And if you don't have the money to create a website (~\$65), create showcase pages using public Google Docs.

This tutorial is the most extensive tutorial in this course but what it helps you produce has the most impact on hiring managers. Putting in the time will pay off later. I know this because hiring managers have complimented my website and showcase pages. Like VisualCV, it's validated.

**Action Step:** Post a link to your new website in [this thread](#) of the Facebook group.

## Write an idea-first cover letter

The type of cover letter that gets you interviews at remote companies is not the type of cover letter you were taught to write in school. Hiring managers, especially those at remote companies, are looking for something different.

I'll show you how to create something different in this lesson.

### Send cover letters that lead with ideas

Every remote company that has hired me is a company I sent an idea-first cover letter to. This type of cover letter leads with original, specific ideas about how you'd improve the company. It takes more time to create but increases your chances of getting an interview.

This is a show vs tell situation: An idea-first cover letter shows you're unique. It's more powerful than saying "I'm a creative thinker" or something like that. It also shows you took time to research the company which is important.

Here's an example of messages you'll receive in response to idea-first cover letters:



Austin

Aug 12 (2 days ago)

to me

Rob, you're the first recruiting email, out of about 250+ in the last month, that I actually read more than once and entirely.

Let's chat next week [\[redacted\]](#) call/text.

Let me know a couple of days/times you have available.

I received this from the CEO of a cool startup called Neighborhoody. You can view the email I sent to Austin [here](#).

### Spend fifteen minutes on each cover letter

The cover letter I sent to Austin is a bit long. Austin should have only needed to read it once. The cover letters I send now are shorter and more direct. They usually consist of three ideas for how I'd grow the company.

I recommend spending fifteen minutes on each cover letter. This should give you enough time to come up with three ideas. Maybe not great ideas, but that's okay. What matters is that you're differentiating yourself from other applicants.

**Action Step:** Apply to the companies you added to your job search sheet using [this cover letter template](#). Attach a screenshot of the cover letter you send in [this thread](#) of the Facebook group.

## Use AngelList to apply to remote jobs

[AngelList](#) is where startups list open jobs and information about their funding rounds. Because working remotely is more accepted in the startup world, there are hundreds of remote opportunities on AngelList.

In this lesson I'll show you how to use this job board and introduce yourself to founders, CEOs, and other hiring managers.

**Action Step:** Follow [this tutorial](#) to create an AngelList profile. When you're done, share your profile in this [this thread](#) of the Facebook group and apply to two jobs on AngelList. After applying, add them to your job tracking sheet.

## **Two must-dos for remote interviews**

Interviews with hiring managers at remote companies are similar to those with hiring managers at traditional companies. The main difference is that interviews usually take place via video conference instead of in an office.

This much is probably obvious. What's not obvious are two things I learned after interviewing with dozens of hiring managers at remote companies.

### **Download conferencing software before the interview**

I've arrived late to interviews countless times because I didn't install the video conferencing software before the call.

To prevent this from happening, click the video conferencing link in the calendar invite you receive for the interview. Don't worry, the interview won't start. Instead, installation instructions for the video conferencing software will appear.

Follow the installation instructions and make sure your microphone and speakers are working correctly with the software. Doing this now will prevent you from experiencing annoying technical issues before and during the call.

### **End the interview by proposing a test project**

The hiring manager won't expect this, which is why it works. It makes you stand out and shows you have real interest in the opportunity.

Before proposing a test project, ask the hiring manager what their goals are. Based on their response, propose a short project that can contribute to helping them reach those goals.

You'll have to think quickly on your feet here. Sometimes you'll come up with a good project idea; other times it will be mediocre. Either way, you're giving yourself an opportunity to reconnect with them in the near future.

Before the hiring manager can question your idea, tell them you'll deliver something in the next day or two. No hiring manager has ever denied this proposal from me because they have nothing to lose.



**Important:** Don't mistake these test projects as "free work" and a waste of your time. They're far from that. Because they increase your odds of landing a full-time job, they're probably some of the most valuable projects you'll ever work on.

## Get some interviews scheduled

And now for your final action step...

**Action Step:** Keep applying to remote jobs! And let everyone know how your remote job search is going in [this thread](#) of the Facebook group.

You're getting close. Keep going. Not many people make it this far.