



How to Find a Remote Job and Start Working From Home

Welcome to the definitive guide to finding a remote or work-from-home job, by FlexJobs!

FlexJobs has been the go-to job platform for professional-level, legitimate, remote jobs (a.k.a. work-from-home jobs) and other flexible jobs since 2007.

During that time, we've learned a lot about how companies hire for remote jobs and what makes job seekers successful in landing a remote position. And we want to share that knowledge with you.

Throughout this guide, we're going to give you the tools you need to land a job that lets you work remotely. We don't mean multilevel marketing, "business opportunities," or commission-only jobs. The jobs we want to help you find are professional-level, legitimate jobs ranging from entry-level to executive, in dozens of career fields that offer you the ability to work from home.

With the spread of the coronavirus pandemic, many companies have realized what we knew all along—that remote work is a viable option for jobs across many different career categories.

This guide includes information on finding high-quality remote jobs, avoiding job scams, and successfully launching or continuing your career as a remote worker.

Navigate the Guide

The Benefits and Challenges of Working Remotely.....	5
Is Working From Home for You?.....	5
Get to Know Work-From-Home and Remote Jobs.....	7
The Remote Job Market.....	11
Common Career Fields for Remote Work.....	11
Companies With the Most Remote Jobs.....	13
Job Search Tips to Find Your Remote Job.....	14
Where to Search for Remote Jobs.....	16
Remote Job Application Tips.....	18
Resumes and Cover Letters for Remote Jobs.....	19
Preparing for Remote Job Interviews.....	23
What You Need to Know About Job Scams.....	25
FAQs About Working Remotely.....	30
Your Next Action Steps.....	31

"A flexible job allows me to sleep better, travel more, work out, and spend more time on myself."

- Erica T., who landed a full-time remote job as a marketing manager.



The Benefits and Challenges of Working Remotely

Whether you've already been working remotely due to the pandemic, or you want to begin working remotely, there are some fantastic benefits to remote work, as well as some challenges that can be overcome if you know to plan for them.

Benefits:

- A reduced or eliminated commute (which lowers stress and saves time and money)
- Cost savings (commuting costs, dry cleaning, eating out, and tax breaks add up to [\\$4,000 saved annually on average!](#))
- Increased productivity and better focus
- More time for family, friends, hobbies, caregiving, self-care, travel, etc.
- A greener way to work
- More time for maintaining your physical and mental health
- A safer work environment
- A wider job market to find jobs outside your geographic area

Challenges:

- Feeling isolated working alone most of the time
- Being too close to a well-stocked kitchen
- Distractions at home (laundry, TV, neighbors, etc.)
- Technology troubleshooting
- Overwork (starting work too early and/or leaving work too late)

And don't forget: Remote work isn't just a perk for you, the worker...

Companies reap [tremendous benefits from a remote workforce](#), including better emergency preparedness, reduced operating costs, improved productivity, better hiring and retention, reduced stress and health issues, and the ability to hire excellent talent (like you!) beyond their geographic areas.

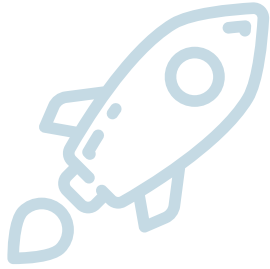
Is Working From Home for You?

Many people who switched to remote work during the pandemic (or before!) have found that it can provide fewer distractions than working at an office, reduce commute times, save money, and reduce stress. Here are some questions we recommend asking yourself to see if remote work is right for you.

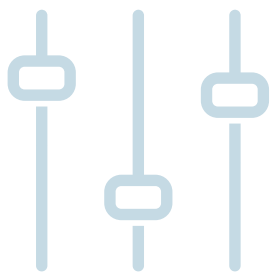
1. Are you a naturally self-motivated person who doesn't require a lot of structure and guidance to be productive?
2. Do you know specifically what distracts you at work and how you can avoid those distractions?
3. Would you be okay working without seeing people in person?
4. If you have roommates, children, or live-in relatives, are you capable of setting, and enforcing, boundaries so you have adequate time to work alone?
5. Can you foresee yourself establishing healthy work and life boundaries?
6. If you have children, do you have proper childcare, and do you understand that watching your children while working remotely is not advisable?
7. Are you able to clearly and effectively communicate over email, video calls, IM, and phone rather than face-to-face?
8. Will you be comfortable reaching out to other employees and your boss so you can stay in the loop and don't miss out on opportunities for advancement?

See the next pages for your results!

Results: Is Working From Home for You?



If you answered a strong “Yes!” to six or more of these questions, you are probably ready to work from home.



For any statements you did not check, think about the adjustments you can make to align yourself better with what is required for remote work.

"It does take a lot of self discipline, focus, and time management skills to be successful in this type of role, but after making the change, I doubt I will return to a brick and mortar office again."

- Steven, who found a full-time remote job as a Business Development Director



Get to Know Work-From-Home and Remote Jobs

There are over a dozen ways to describe a job that lets you work remotely. Below is a list of ways we've seen companies on FlexJobs describe these types of jobs. Most of these are synonyms, but each company chooses different wording so it's important to be familiar with them all.

Common Keywords for Remote Jobs

- Remote work
- Work from/at home
- Telecommuting/telecommute
- Telework
- Anywhere job
- Virtual job
- Home-based
- Online job
- Off-site job
- Distributed team



Different Levels of Remote Work and Location Requirements



Did you know?

Not all remote jobs let you work 100% from home.

Some remote jobs are a combination of at-home and in-office work. Pay close attention to job descriptions to discern which level of remote work is being offered for each job.

It's also important to know that most remote jobs have some kind of [location requirement](#).



Did you know?

Not all remote jobs let you work in any geographic location!

Here are some of the most common reasons why at-home jobs may require a specific geographical location:

- Legal: Companies may only conduct business in some locations due to licensing requirements or government regulations.
- Taxes: Companies may only collect or pay taxes, like sales or employment taxes, in some locations, like specific U.S. states.
- Professional licensing: Companies may hire for jobs requiring location-based certifications or licenses, like teaching or nursing.
- Travel: Remote jobs that require travel may need to be based near a certain airport or close to a company's office to ease travel plans.
- Clients: Remote workers may need to be close to clients for in-person meetings, sales pitches, or troubleshooting.
- Training or meetings: Some companies prefer ongoing, on-site training or meetings to be done in person.

Which Level of Remote Work Is Right for You?

At FlexJobs, we divide our remote job listings into different levels to help job seekers find the right fit.

- [100% Remote Work](#): Remote jobs that can be done completely from home, and may have location requirements.
- [Remote - During Pandemic](#): Temporarily remote jobs that are only remote during the pandemic.
- [Partial Remote Work](#): Remote jobs that include a mix of on-site and at-home work.
- [Option for Remote Work](#): Remote jobs that can either be remote or can work from a designated office.
- [Remote - Any Level](#): Remote jobs that include any of the above remote work levels.

"I make my own hours and can work from anywhere in the world with an internet connection. We've been sightseeing, hiking, kayaking, checking out national parks, and enjoying time together."

- Tovah B., who landed a part-time remote job as a program manager.



Remote Work Myth: Remote Jobs Pay Less Than In-Office Jobs

The real deal: At FlexJobs, we regularly compare the advertised salaries of remote job listings with the average salaries for traditional versions of those jobs, and there is very little difference.

Some remote jobs pay more, some pay less, and some are exactly inline with the traditional salary level.

What changes the pay ranges for remote positions tends to be how each company sets salaries for its remote jobs.

There are three main ways companies set remote job salaries:

- Based on the company's office or headquarters location
- Based on the location of the remote worker
- Based on general market trends nationally, regardless of the specific location

To estimate your remote job salary range:

1. Go to a salary range estimation site like [Salary.com](https://www.salary.com) or [PayScale](https://www.payscale.com).
2. Search for the job title and your location.
3. Then, search for the job title and the company's location.
4. Combine the ranges to see the full range of what you might be paid in that job as a remote worker.

The Remote Job Market: Careers, Job Titles, and Companies Hiring

Common Career Fields for Remote Work

FlexJobs tracks the number of job listings for flexible and remote work in [over 50 career fields](#) every month. These career fields tend to have the most job listings:

1. [Computer & IT](#)
2. [Medical & Health](#)
3. [Project Management](#)
4. [Sales](#)
5. [Accounting & Finance](#)
6. [Customer Service](#)
7. [Marketing](#)
8. [Education & Training](#)
9. [Business Development](#)
10. [Account Management](#)
11. [Administrative](#)
12. [Consulting](#)
13. [Mortgage & Real Estate](#)
14. [Internet & Commerce](#)
15. [Writing](#)
16. [HR & Recruiting](#)
17. [Insurance](#)
18. [Research](#)
19. [Graphic Design](#)
20. [Legal](#)



Click any career field above to see current flexible and remote job listings! Or, try our [advanced search](#) to find any job you're looking for.

Most Common Remote Job Titles

The FlexJobs Research Team spends an average of 200 combined hours every day searching for, screening, and posting remote and flexible job opportunities to the [FlexJobs database](#). These 20 job titles have been identified as repeatedly offering a large number of at-home options.

Those options include various levels of remote work, from 100% (all the time) at-home work, to partial or optional remote work.

Click any job title below to see currently available remote jobs.

1. [Accountant](#)
2. [Engineer](#)
3. [Teacher/Faculty/Tutor/Instructor](#)
4. [Writer](#)
5. [Consultant](#)
6. [Program Manager](#)
7. [Project Manager](#)
8. [Customer Service Representative](#)
9. [Business Development Manager](#)
10. [Account Manager/Executive](#)
11. [Recruiter](#)
12. [Sales Representative](#)
13. [Web Developer](#)
14. [Medical Coder](#)
15. [Territory Sales Manager](#)
16. [Nurse](#)
17. [Data Analyst](#)
18. [Editor](#)
19. [Case Manager](#)
20. [UX/UI Designer](#)



These are only 20 out of thousands of different types of flexible and remote job titles, so research your options.

One place to start? Browse FlexJobs' list of [100 of the Most Surprising Flexible Jobs](#), including remote positions!

Companies With the Most Remote Jobs

Each year, FlexJobs analyzes the job posting histories of the over 57,000 companies in the FlexJobs database to find the 100 companies that posted the most remote-friendly job openings throughout the last year.



Here are the top 25 from our annual list of the [“Top 100 Companies for Remote Jobs”](#):

1. [Lionbridge](#)
2. [TTEC](#)
3. [Liveops](#)
4. [Working Solutions](#)
5. [Kelly/KellyConnect](#)
6. [Williams-Sonoma](#)
7. [TranscribeMe](#)
8. [Sutherland](#)
9. [Robert Half International](#)
10. [Transcom](#)
11. [UnitedHealth Group](#)
12. [Cactus Communications](#)
13. [Citrix](#)
14. [EF Education First](#)
15. [Randstad](#)
16. [K12](#)
17. [Supporting Strategies](#)
18. [Aerotek](#)
19. [Kforce](#)
20. [BELAY](#)
21. [Amazon](#)
22. [VocoVision](#)
23. [Oracle](#)
24. [Thermo Fisher Scientific](#)
25. [Salesforce](#)

Click any company name to learn more about its remote job listings!

Job Search Tips to Find Your Remote Job

How to Find Remote Jobs for You

1. Look for the “right fit” remote job for your situation. A [FlexJobs career coach](#) can help you pinpoint your ideal work requirements. Answer the following questions to determine which type(s) of remote work would best fit your needs:
 - Do you want to work completely from home, or would you be okay going to an office some of the time?
 - Are you looking for full-time or part-time hours?
 - Do you want to be an employee, working for one company in a remote job? Or a freelancer, working with multiple clients as a remote contractor? Or, a combination—for example, where you’re a part-time or full-time employee and also freelance on the side?
 - Are there other types of flexibility you want or need, such as a [flexible or alternative schedule](#)?
2. Seek out people in your life who already work remotely, even occasionally. Ask them how they started working that way and what tips they have for you based on their experiences.
3. Expand your typical networking conversations with this simple addition: Don’t just ask people what they do for work, ask them how they do it. Do they work in an office or from home? You may be surprised by how many people you know who work from home!

4. Find other people who work from home in your career field to talk to. LinkedIn is a great resource for this. Search for people with the job titles you're interested in, along with the keywords "remote," "telecommute," etc. You can also search LinkedIn Groups to find groups for remote workers in your career field. The more people you reach out to, the more helpful advice you'll receive!

5. Already employed? It's worth discussing whether you can incorporate remote work into your role permanently. Use [this guide on how to negotiate a permanent work-from-home arrangement](#) with your current employer.

"Working from home will allow me the time I need to focus on my art while still earning a paycheck."

- Jeannette D., who landed a full-time remote job as a scheduler.



Where to Search for Remote Jobs



1. First and foremost, we of course recommend FlexJobs!

FlexJobs is the most comprehensive resource for remote and flexible jobs. We post pre-screened, legitimate remote jobs in over 50 career fields, and we guarantee you won't find scams, ads, commission-only jobs, or so-called "business opportunities" on our site. Just a clean, easy-to-use database of thousands of remote jobs, updated daily.



2. Remote.co, a sister site of FlexJobs, is also a fantastic resource.

Because the site features [only jobs that are 100% remote](#) where you can work from almost anywhere, Remote.co has fewer jobs than FlexJobs but is excellent for people who want to adopt a remote lifestyle, working from home or away without the location restrictions that most remote jobs come with.



3. Research companies that offer remote work options.

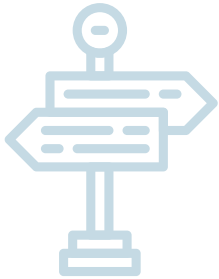
Start with FlexJobs' "[Top 100 Companies for Remote Jobs](#)" list, a yearly ranking of companies that have offered the most remote jobs in the last year. This list, released each January, showcases 100 companies that regularly hire remote workers from a variety of career fields.





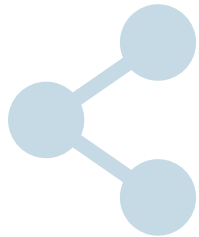
4. Look at company career pages for signs that they offer remote jobs.

Sections on [company career pages](#) like “work-life balance” or “work flexibility” may give you clues into the flexible work options a company supports.



5. Use the guide to the “Best Companies That Hire for Remote or Flexible Jobs” to research companies.

Created by FlexJobs, [this guide features thousands of companies](#) that have offered flexible and remote jobs in the past, with information searchable by career field, location, and more.



6. Try social media.

If you’re active on sites like [Facebook](#), [Twitter](#), [LinkedIn](#), [Pinterest](#), and [Instagram](#), you can connect with remote workers, recruiters, and companies that may be hiring. Not only will you potentially find out about open remote jobs—social media is great for researching companies, finding recruiters to connect with, and learning from successful remote workers.

“I will be able to continue to see my child grow up and not miss the important moments that a long commute would take away from me.”

- Todd M., who found a full-time remote job as an instructional design manager.



Remote Job Application Tips

Resumes and Cover Letters for Remote Jobs

The rule of thumb for resumes and cover letters for remote jobs is the same for traditional jobs in one major way:

You should [tailor each resume](#) and [cover letter](#) you send so that they really match the job and company.

This doesn't mean you have to create resumes and cover letters from scratch—far from it. But you should add and change keywords depending on the description of different jobs, and what each company's job description says is important or required.

On the next few pages, we detail several specific things you'll want to add to a resume or cover letter for remote job applications.



For more individual resume and job search support, check out the [FlexJobs Career Coaching and Resume Writing](#) services available exclusively to FlexJobs members.

Have previous remote work experience? Highlight it!

Recruiters and hiring managers offering remote jobs often look for people with previous experience, so [having any past remote work experience on your resume](#) will help you stand out. Your experience can be temporary, during the pandemic, or occasional—the most important thing is that you're able to demonstrate how efficient and productive you were when working remotely.

Don't have remote work experience? Showcase your remote-savvy skills.

Employers are also [looking for specific remote skills and attributes](#) that tell them whether an applicant could be a successful remote worker, and chances are you possess some of those! We detail the most in-demand skills for remote workers in the next section.

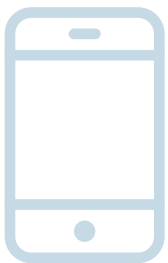
"My boyfriend has a flexible job. His productivity and quality of life are off the charts. After seeing the flexibility in action, I knew I had to join him."

- Rachel M., who found a full-time remote job.



Most In-Demand Skills for Remote Workers

The following skills are those that remote companies repeatedly tell us are highly desirable. And almost anyone can master them, so whether or not you have previous remote work experience, build and hone these skills and make sure to include them in your resumes and cover letters.



- Digital communication skills: excellent verbal and written communication through digital communication tools.
- Self-motivation and focus: the ability to motivate yourself to work hard every day.
- Time management, task management: understanding what your goals are every day and using time wisely to accomplish them.
- Proactive communication: being comfortable speaking up, asking questions, asking for more or less work, etc.
- Growth mindset: embracing change and learning on a regular basis.
- Comfort with technology, troubleshooting: using basic troubleshooting techniques for when the Wi-Fi goes out, your computer unexpectedly freezes, or you encounter other common remote work bumps in the road.
- Familiarity with remote communication tools: using effective digital communication techniques.

Remote Team Tools to Learn and Use

Digital communication skills are some of the most important skills a professional will need to succeed as a remote worker (and that you'll need to showcase in order to land a remote job).

These go beyond understanding email. Someone with great digital communication skills is comfortable using a variety of digital platforms to communicate effectively with team members, clients, and others, such as web and video conferencing, instant messaging (IM), file sharing and collaboration, and the like.

Remote companies use these [digital communication tools](#) most often:

- Instant messaging: Slack, Skype, Google Chat
- Video conferencing: Zoom, GoToMeeting, Google Meet
- File-sharing: Google Drive, Dropbox, OneDrive
- Project management: Trello, Pivotal Tracker, Basecamp
- Virtual office environments: Yammer, Sococo

Most of these tools offer free versions or free trials, so sign up and start learning how they work—you'll gain valuable knowledge to add to your resume.

"I am happier. I have more time for myself and my loved ones. Having a flexible job has taught me that work is not everything."

- Natalie S., who landed two part-time remote jobs. ([Read her full success story](#))



3 Different Ways to Add Remote Work Skills and Experience to Your Resume

These resume samples, created by our [FlexJobs career coaches](#), do a great job of incorporating both previous remote work experience and/or skills for successful remote work.

1. Add keywords to the areas containing your job titles, company names, and employment dates:

Senior Customer Service Technician (Remote) 04/2007 – 08/2013
Amazing Service LLC Irvine, CA

- Worked remotely and independently to support 50+ customer calls daily, earning a 98% satisfied rating
- Job duty and accomplishment
- Job duty and accomplishment

2. Include remote-friendly tech skills in a “Technology Skills” section, along with other related skills:

Technology

Remote Communication and Project Management: Zoom, Skype, Slack, Microsoft (Teams, Project, OneNote, OneDrive), G Suite (Chat, Hangouts, Drive), GoToMeeting, GoToWebinar, FileZilla, Cisco WebEx, Remote Desktop Application

Document Management: Microsoft Office (Word, Excel, PowerPoint, Visio), Google Drive (Docs, Sheets, Slides)

Additional: WordPress, HTML, Camtasia, Adobe Creative Cloud (Photoshop, Illustrator, InDesign, XD)

Adopting new technology quickly and independently

3. Discuss your strong skills and/or previous experience in the “Summary of Qualifications” or “Key Competencies” sections at the top of your resume:

SUMMARY OF QUALIFICATIONS AND KEY SKILLS

Customer-focused, impact-oriented, self-starting business development professional. Repeatedly recognized for delivering and exceeding aggressive business goals through expert lead generation, business development, and sales management. Works well remotely and on-site with teammates, clients, management, and senior-level officers.

Account Management | Solution Sales | Sales Process | Sales Management | Process Improvement
Inside Sales | Field Sales | Direct Sales | Channel Sales | Sales Cycle Compression | Customer Service
Cross-selling | Up-selling | Renewals | Account Closures | Cross Functional Collaboration
Analysis | Negotiation | Highly Organized | Independent and Team Work | Remote Work

Preparing for Remote Job Interviews

Remote job interviews are most often conducted over the phone and/or video calls through Zoom, Teams, or similar programs. It's vital to set up your interview space ahead of time, practice using technology, and troubleshoot before the interview. If you'd like to practice with a live person and receive helpful feedback, the [FlexJobs career coaching team offers mock interviews!](#)

Here's a preparation checklist for remote job interviews:

- Find out the format: When you schedule the interview, ask how it will be conducted (phone or video, which video chat platform, etc.). It's also worth asking how many people will be interviewing you and their names, so you can research them to prepare.
- [Phone interview tips](#): Only use a cell phone if you have excellent cell phone service. Otherwise, opt for a landline to ensure a high-quality connection and no dropped calls.
- Internet connection: Are you using Wi-Fi? For video interviews, it can be unreliable. To make sure your video chat doesn't fail, consider using an ethernet cord to connect directly to your router so you're hardwired to the internet.
- Video picture quality: For [remote video interviews](#), adjust your computer's camera beforehand. Make sure you are lit from the front, that your head and shoulders are fully visible, and that your [background is clean](#) and professional-looking.
- Noise levels: For phone or video interviews, ask a friend or family member to help test your microphone or phone connection, and use a quiet space during the interview.
- Wardrobe: [Dress just as you would](#) for any other interview. Even though you're not in person, your appearance is a crucial part of your first impression.

Common Remote Job Interview Questions

Remote hiring managers often ask these questions in addition to more traditional interview questions. Be sure to prepare for both—the interview questions about your ability to do the job, and the interview questions about your ability to work remotely.



- Have you previously worked remotely?
- Do you [work best independently or with others?](#)
- What is your home office like?
- How do you stay organized and on top of deadlines?
- Why do you want to work remotely?
- How would you describe your communication style?
- What experience do you have with digital communication tools like IM and video conferencing?
- Are you able to [work with minimal supervision?](#)
- Do you have a quiet, dedicated place to work and minimal distractions at home?
- How do you handle [distractions and getting unfocused?](#)



[Watch our webinar about preparing for a remote job interview with a FlexJobs career coach.](#)

What You Need to Know About Work-From-Home Job Scams

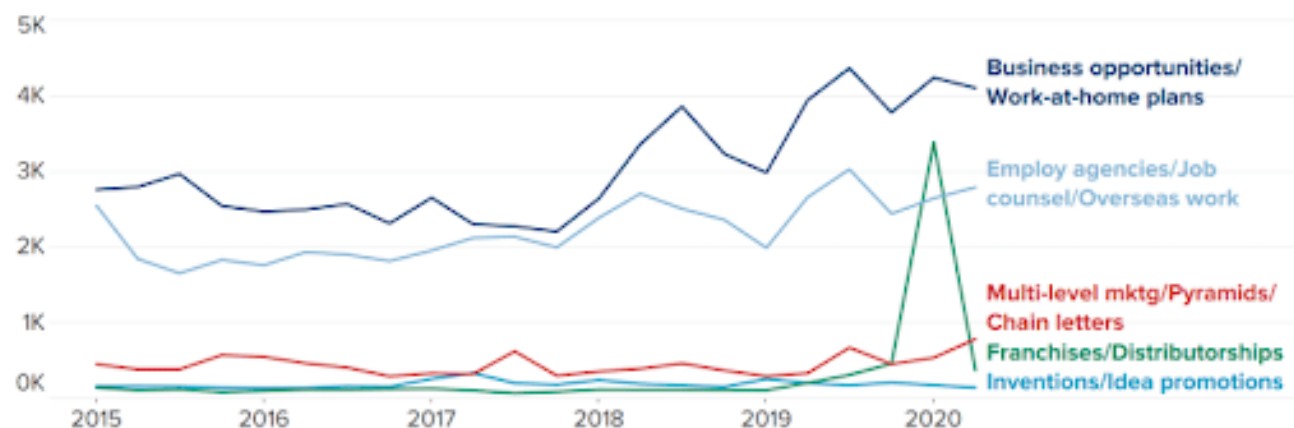
Scams in the Work-From-Home Job Market

Why should you care about job scams? According to the FTC, work-from-home job scams are on the rise. And while some are obvious, many scams are sophisticated and difficult to identify.

If you want to find a legitimate job that lets you work remotely, you've got to know how to identify and avoid scams.

Fraud reports about business and job-related opportunities

By subcategory, quarterly since 2015



SOURCE: Federal Trade Commission



Common Work-From-Home Job Scams

- Data entry scams
- Product testing or reshipping
- Pyramid marketing
- Rebate processing
- Money wire transfers
- Assembling crafts or products
- Unsolicited job offers
- Copycat companies*

Find descriptions of these scams and many others in [this comprehensive list of work-from-home job scams](#).

*A Special Note on Copycat Company Scams

Some scam companies use common company names, logos, and branding to trick job seekers into thinking they're interacting with an established company. Scammers have pretended to be well-known companies like Google, CNBC, and GE. Job search website names have also been used by scammers, including FlexJobs, ZipRecruiter, Indeed, and Upwork.

How to Spot Job Scams

There are at least 14 different kinds of job scams involving working from home. While job scammers have adapted tactics over time, there are some [warning signs that a job could be a scam](#). If you encounter a red flag, STOP and do more research before proceeding. When in doubt, walk away from the job or company and search elsewhere.

- The job listing mentions lucrative pay for little work.
- They lure you to a well-designed but fake website that looks like the real company's site.
- You may be asked for personal financial information—Social Security or bank account numbers, home address, date of birth, etc.—early in the job interview process. Or worse...the “employer” asks you for money upfront to cover training, equipment, or software you supposedly need to do the job, sometimes promising to reimburse you.
- The “recruiter” says they found you on a popular job search site.
- They use oddly formal wording, and poor grammar and spelling.
- They may offer you a position immediately or very quickly after a brief interview and then urge you to accept right away so you don't have a chance to think things through.
- The “employer” uses a generic email like Gmail or Yahoo Mail.

What To Do if You Think a Job or Company Might Be a Scam

Do you think you've come across a job scam online? There are several actions you can take to determine whether you're dealing with a scam or a legitimate opportunity.

1. For any job or company:

- Open a fresh browser and search for the job title, or company name, and the word "scam."
- Browse the results for any mention of this job or company being a scam or bogus opportunity.

2. For a well-known company that may be a copycat:

- Open a fresh browser and search for the company name to find the real company's website.
- Compare the domain name of your suspicious company's site and the real company's career site. Look for small differences, like these, or even larger ones:
 - www.company.com vs. www.company-inc.com
- If the domain names are different, or if you can't find the job listed at the real company's site, you've probably found a copycat scam company.

3. When in doubt, walk away and continue your job search elsewhere!

4. Think you found a scam?

- [Contact FlexJobs!](#) Ask our Client Services team if the job you've found (on any site) is a scam—we're happy to help keep you safe!

How FlexJobs Works to Protect Job Seekers From Scams

FlexJobs knows that there's a ton of junk out there for job seekers, whether it's the too-good-to-be-true business opportunities, endless ads, broken links, repetitive postings, or just straight-out scams.

FlexJobs can change that, [making your job search experience better, easier, faster, and safer](#). Here's how:

1. Researching Jobs

- We have a team of excellent, educated, trained researchers who go out and scour hundreds of online job resources every day. They spend an average of 200 combined hours each day searching for jobs.

2. Pinpointing Legitimate Flexible and Remote Jobs

- Our researchers specifically look for professional, legitimate jobs that offer some kind of flexibility—remote work, part-time or flexible schedules, or freelance contracts.

3. Evaluating Each Opportunity

- When our researchers find a promising job listing, they research the company for legitimacy. If it passes critical evaluations, the researchers find the most direct way for you to apply to that job.

4. Posting Real Jobs

- The legitimate job is then added to our site, along with job summaries, company descriptions, company headquarters, and other useful information.

FAQs About Working Remotely

What equipment is provided to people who work from home?

This is different with each employer. Some employers provide specific equipment (laptop, headset, etc.) to their remote workers. Others offer a stipend to cover some of the cost of upgrading or adding to your home office equipment.



Finally, some operate in a B.Y.O.D. environment, or “bring your own device,” where the remote worker is responsible for all home office equipment. This is especially true for freelancers who work remotely but may apply to some employees as well.

Do remote jobs offer benefits like health insurance, 401(k)s, etc.?

If a person is an employee (rather than a freelancer), he or she is usually offered the same benefits as in-office counterparts.



Which benefits a company offers its employees typically depends on whether the employee works full-time or part-time hours.

If a person is a freelancer or contract worker, they will be responsible for providing their own benefits.

Your Next Action Steps

Now that you've finished this guide, it's time to act! Here are some of the next steps you should take to land a job that lets you work from home.

1. Decide which level(s) of remote work you'd ultimately like to work.

- Fully, 100% from home? Some kind of hybrid in-office and at-home arrangement? This will help focus your search. [Learn more about the different levels of remote work available.](#)

2. Research your career field and professional network.

- Who do you know who already works from home? What parts of your job, or jobs in your career area, can be done in a remote environment? Which [companies are hiring for remote jobs](#) in your field?

3. Start researching jobs to scope out the lay of the land.

- Identify your best remote-friendly skills. Which of your skills would make you an excellent remote worker? Do you have any previous experience working remotely, even on occasion?

4. Update application materials and online profiles.

- Resumes, cover letters, [LinkedIn profiles](#)—it’s time to update these with your best skills and experiences related to remote work.

5. Apply for remote jobs on reputable sites like [FlexJobs](#) and [Remote.co!](#)

- Be sure to remember the warning signs of job scams if you’re using other job boards. Tailor each application to the specific position and company to increase your odds of being asked to interview.

“Honestly, I was skeptical at first. I figured it was just another ‘pay-us-get-nothing’ website. Wow, was I wrong.”

- John T. from Berlin, Germany, who found a full-time remote job.



Your Next Steps

We know that was a lot to take in and we hope you feel better prepared with new information and the confidence to get started!

As a FlexJobs member, you have access to:

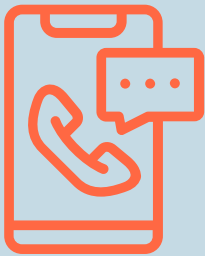
- Account support from our great [client services team](#).
- Weekly group [career coaching Q&A sessions](#) with expert career coaches and discounted [one-on-one career coaching support](#).
- Job search advice like this guide and [thousands of articles](#), videos, and guides.
- [Comprehensive checklists](#) for each step of your remote job search.
- [Special discounts and deals](#) on job search-related products and services.
- And so much more!

Be sure to [check out FlexJobs](#) for additional resources and support to find flexible and remote jobs.

Find Out More About



www.flexjobs.com



1-866-991-9222
(9am-6pm MT, M-F)



More ways to contact FlexJobs:
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