

6 Steps to Finding a Job Where You Can Work Remotely

Summary: Finding a job that lets you work remotely is not impossible anymore if you take the right steps and have the right attitude about the search.



Just about every millennial and even more workers of other generations are dreaming of finding that perfect job that lets them work remotely. The reasons people have for working from home are endless – health, commute, children, relocation, creativity, etc. While more and more companies are offering up flexible work hours for their employees, it still takes some work to get to where you can work from home or wherever you want.

1. Know What You Are Capable Of

Be honest with yourself. You only have the skills, abilities and experiences you have at that time. Consider what you are able to accomplish and whether you can commit enough time when working from home. Flexible schedules are great but you have to have the ability to make yourself work without getting distracted by the temptations of being in your home.

2. Use Specific Keywords When Searching

When conducting searches for jobs with flexible schedules on search networks, be specific in your words. Refine searches in your industry to remote-working positions. Keywords include “telecommute,” “off-site work,” “flexible hours,” and a few more.



3. Use the Proper Job Sites

Traditional job search sites may not be the best option to find flexible jobs. [WorkatHomeCrossing](#) and the [Work at Home category on Hound.com](#) may produce better options. You can set up alerts and subscribe to emails weekly or daily that let you know when new positions are posted on both of these sites.

4. Research Companies Carefully

Find out what companies specialize in and offer the most telecommuting jobs. Look for ones that advertise being family-friendly or specifically outline telecommuting policies on their website. When searching, visit the company website to make sure the position is real and not part of a get-rich-quick or independent consultant type job that relies on your ability to sell products in order to collect any money. Look for careers with benefits at home to find more legitimate jobs.

5. Be Clear about Your Expectations

Once you find a potential job, be very clear about what your expectations are from the beginning. Use your cover letter as a place to outline what you are looking for. You can state something along these lines, "I found position X on (name of website) and feel that I am a great candidate for the position. I am particularly interested in where it notes that there is the ability to produce quality work from home." Stating your intentions like this make it clear you are looking for a telecommuting job, but that you are also a qualified candidate. You don't want any miscommunications to come to light during the interview.

6. Use Your Network to Find Hidden Opportunities

Get the word out to those in your network that you are looking for a flexible job. Quite often the best jobs come from word-of-mouth and not through search engines. You may have friends that already work from home that can give you suggestions or ideas of where to search. You can take things one step farther by joining a professional association or organization. Attend meetings and events where you can share your business card. The more people that know about your intentions, the more opportunities you will have.

Read more about jobs that let you work remotely here:

- [Computer Occupations Are Where the Job Security Is At](#)
- [51 Essential Services Virtual Assistants Can Do](#)
- [7 Tips to Becoming the Best Real Estate Agent](#)