

FREE GUIDE · WORK FROM HOME

Find Real Remote Jobs *Safely*

A plain-English guide to finding genuine work-from-home jobs: where to look, which roles suit beginners, how to apply, and how to spot job scams before they cost you.

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What remote work really looks like

Real remote jobs are normal jobs done from home: you apply, interview, and get paid by an employer or client. They are never "easy money," and a real employer never charges you to start.

Beginner-friendly role	What you do	Helpful skills
Customer support	Answer customer questions by chat, email, or phone	Patience, clear writing
Virtual assistant	Email, scheduling, and admin tasks for a business	Organization, office tools
Online tutor	Teach a subject or language over video calls	Subject knowledge
Content writer	Write articles, product descriptions, or emails	Good writing, research
Social media assistant	Schedule posts and reply to comments	Social platforms, design basics
Bookkeeping assistant	Record transactions and invoices	Spreadsheets, accuracy
Transcriptionist	Type up audio and video recordings	Fast, accurate typing
Sales or recruiting assistant	Contact leads or candidates and set up calls	Confidence, communication

What you'll usually need

- ☐ A reliable computer and internet connection
- ☐ A quiet place to work and take calls
- ☐ A simple, up-to-date resume

Be realistic

- ☐ Remote jobs are competitive
- ☐ Expect to send many applications
- ☐ Entry-level pay is usually modest

Search in trusted places

Use well-known job sites and go directly to company websites. Most legitimate employers list remote roles on their own "Careers" page too.

Where	How to use it
LinkedIn Jobs	Set the "Remote" filter, and follow companies you'd like to work for
Indeed and similar boards	Search your role plus "remote," and check where the job is open to
Remote-focused job boards	Sites that list only remote roles, such as We Work Remotely or Remote OK
Company career pages	The safest source. Apply directly on the company's own website
Freelance platforms	Upwork, Fiverr, and others for project-based work
Your own network	Tell friends, former colleagues, and groups what you're looking for

Search tips that save time

1. **Check the location:** many "remote" jobs are only open to certain countries or time zones
2. **Use exact job titles:** "customer support specialist" beats "online job"
3. **Set job alerts** so new listings come to your email daily
4. **Apply early:** remote listings get many applicants in the first few days

Job titles I'll search for

Make your profile easy to find

- ☐ **Headline:** "Customer Support Specialist | Clear Communicator | Open to Remote Work"
- ☐ **About section:** 3–4 sentences on what you do well and the roles you want
- ☐ **Turn on "Open to work"** and list "Remote" as a location preference

Spot job scams before you apply

Fake job offers are common, especially for work-from-home roles. If something feels too easy or too fast, stop and check.

12 warning signs of a job scam

- ❗ You must pay for training, a kit, or a "trial"
- ❗ High pay for very simple tasks
- ❗ A job offer with no real interview
- ❗ Interviews only by text or chat app
- ❗ They ask for bank details or ID early
- ❗ They send you a check to buy equipment
- ❗ You're asked to forward money or packages
- ❗ Personal email addresses, not company ones
- ❗ Vague job description and company details
- ❗ Pressure to accept or pay immediately
- ❗ "Get paid to post, chat, or review apps" sites asking for sign-up fees
- ❗ Spelling mistakes and copied company names

How to check a company

- ☐ Find its official website and careers page
- ☐ Check the job is listed there too
- ☐ Search the company name plus "scam" or "reviews"
- ☐ Look up employees on LinkedIn

If you've been targeted

- ☐ Stop replying and don't send money
- ☐ Contact your bank right away if you paid
- ☐ Report it to the job site
- ☐ Report it to your country's fraud authority

The golden rule: legitimate employers pay you. They never ask you to pay them to get or start a job.

Example: what a scam message often looks like

"Congratulations! You've been selected for a remote data entry position paying \$45/hour. No experience needed. Please reply on our chat app to complete onboarding, and send your bank details so we can mail your equipment check."

Red flags: no application or interview, unusually high pay, moving to a chat app, and asking for bank details.

Applications that stand out

Remote employers look for people who communicate clearly, manage their own time, and are comfortable with online tools. Show those three things everywhere.

A short cover message formula

1. **Line 1:** the role you're applying for and why this company
2. **Lines 2–3:** one or two relevant skills, each with a real example
3. **Line 4:** mention remote-ready habits, like working independently or using online tools
4. **Line 5:** a polite close and your availability for a call

Remote-ready skills to mention

- ☐ Email and chat tools (Gmail, Slack, Teams)
- ☐ Video calls (Zoom, Google Meet)
- ☐ Documents and spreadsheets
- ☐ Time management and reliability

Video interview checklist

- ☐ Test your camera, mic, and internet
- ☐ Light in front of you, plain background
- ☐ Research the company beforehand
- ☐ Prepare 2–3 questions to ask them

My application tracker

Company	Role	Applied	Next step

Your 30-day job-search plan

Treat your job search like a part-time job: a little every day adds up. Aim for quality applications rather than sending the same message everywhere.

Week	Focus	Done
Week 1	Choose 2–3 target roles, update your resume, and complete your LinkedIn profile	☐
Week 2	Set up job alerts and send 10 tailored applications	☐
Week 3	Send 10 more applications, and message 5 people in your network	☐
Week 4	Follow up on applications, practice interviews, and learn one new skill	☐

Build skills for free

- ☐ Free online courses in office tools
- ☐ Typing practice websites
- ☐ Free certificates from major tech companies
- ☐ Volunteer online to gain experience

Stay motivated

- ☐ Track every application
- ☐ Set a daily time limit for searching
- ☐ Celebrate replies and interviews
- ☐ Ask for feedback after rejections

Another path: some people build income online alongside a job search, by freelancing or starting a small online business. It takes time and effort too, but it puts you in charge. See the next page.

A simple 1-hour daily routine

- ☐ 10 min: check new job alerts
- ☐ 30 min: tailor and send 1–2 applications
- ☐ 10 min: follow up or network
- ☐ 10 min: update your tracker

YOUR NEXT STEP

Build your own online skills

A job search can take time. If you'd also like to learn an online business skill you can grow at your own pace, affiliate marketing is one honest, low-cost option to explore, and you can start learning it free.

FREE COURSE

Start the free Affiliate Marketing Course

Beginner-friendly

Starts from zero, with no tech or marketing experience needed.

Step-by-step modules

Short lessons you can follow in order, at your own pace.

Practical

Focused on real actions: choosing offers, creating content, building traffic.

Free to start

No credit card needed to join the course.

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Good luck with your search,

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