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How to Write a Work at Home Resume

By Stephanie Foster

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Finding a work at home job is not easy. The field is very competitive, and it can take months to land a job. You can improve your chances by having a well-written resume.

The first thing to remember is that if you aren't qualified for a job, there is very little point in applying for it. Take a good look at your skills. Do you know what data entry involves? How fast can you type? Do you have a quiet room for taking telephone calls? These are questions you may need to consider, depending on the kind of work at home job you are applying for.

List your relevant skills first. If you are applying for a range of job types, you may need to rearrange these so that the most relevant skills come first for each kind of job. Remember, employers are often looking at hundreds of applicants, so you need to catch their eye right off the bat.

List your employment history starting from your most recent or current position and going back. Particularly if you have never held a work at home position, emphasize anything that shows your ability to work without supervision. Remember, this is a vital skill for work at home employees, no matter the job. Especially if you have had a work at home position before, tell why you left the position. List about 4 jobs at the most. More tend to indicate you either change jobs too often and have had a lot of jobs in only a few years, or go back too far in time to be considered relevant. If a job was short term by its nature, say so. Call it contract, seasonal or freelance, depending on which is most relevant.

If you have very little employment experience due to recent graduation from high school or college, emphasize your education history over your employment history. Take a look at the classes you took and how they might apply to the job you are interested in. If you have a college degree, do not bother listing your high school education. Include any achievements as well.

Do you volunteer? This is the time to let employers know, and how it is relevant to the job you are interested in. You can develop great skills from volunteering. Skip ones related to religion in general, as this could lead to discrimination.

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If you have a relevant hobby, you can list it, but not otherwise.

For work at home positions, it is a very good idea to include your references. Three to six are sufficient. No family members or roommates, please. Former co-workers or people who work in management are good choices.

Keep your resume clean and straightforward. Do not change fonts all over the place.

If you are emailing your resume, put it in plain text at the end of your email. Do not send as an attachment unless requested. Many people will not read attachments for fear of viruses. Email your resume to yourself before sending it to an employer to ensure that the text version comes through cleanly. You may want to consider formatting it to a 65 character line to ensure that the lines wrap

correctly. It's pretty much the only formatting you can do with plain text. Most people can receive HTML email now, so if you want to format, it is most likely okay, but there is always the chance that they will not be able to read it correctly, so decide if you want to format your resume that way.

Consider having a webpage with your resume on it. A free hosting service works well enough for this if you are looking for a job, but not if you are freelancing. Do not get fancy with this page. You want your online resume and portfolio if relevant to be as clean as it would be on paper.

You will want to consider having more than one version of your resume. Tailor to each job title you are considering, so that you can emphasize the skills most relevant to that job. It's not much extra work, but might just get you that job.

Finally, write a good cover letter. It should give more detail to your most important points on your resume. Do your best to give the impression of a hard worker who can work independently.

Stephanie Foster is the owner of Home with the Kids, a resource that knows that there's more to staying home with your family than just business. From money saving tips to parenting and marriage tips, to work at home jobs and businesses, you can get information and support here. You can visit the site at <http://www.homewiththekids.com>

Resume Writing and Preparation is Free Online

By Donna Monday

Creating a strong resume is a very important part of applying for a job, either online or off line. There are many resume writing services that will help you build an impressive resume for job interviews.

You can also learn how to write a resume for free by surfing the Internet for resume writing help. Many sites will show you tips and advice on choosing a resume style that works best for you.

You can also find samples of resumes, resume templates, resume software, and examples of resume

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cover sheets or letters.

Whether you're looking to create a business resume, marketing resume, military resume, electronic resume, accounting resume, nursing resume, acting resume, sales resume, teacher resume, executive resume, student resume or a customer service resume, you can find great advice online with a little research.

When preparing your resume, keep in mind that employers use resumes for several purposes:

Screen Applicants - Most employers will only look at a resume for about 30 seconds to determine whether or not an applicant is a good fit for their organization.

Develop Interview Questions - Statements on your resume can be used to formulate questions they may ask during an interview.

Communication Skills - Employers want to see how well you express yourself.

Qualifications - Employers will reference your resume when making hiring decisions based on how closely your qualifications match their needs.

Writing a resume isn't easy, but by studying various tips and advice, you can learn to create a type of resume that will get you one step closer to your ultimate goal of finding a great job.

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Donna Monday writes employment related articles for

Resume Writing and Preparation is Free Online
How To Choose The Right Resume Format
Tips For Writing Your Winning Resume
Understanding Resume Styles
The Resume: What It Is And How To Use It

The Ultimate Guide To Acing ANY Job Interview
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