

RVer
JOB EXCHANGE
CAREER FAIR
POWERED BY ESCAPEES *RV* Club®

Targeting **Remote Work** in your Resume



What We'll Cover

- **Module 1:** Key Concepts & Elements of a Remote Work Job Search
- **Module 2:** Showcasing Remote Work in Your Resume

What Makes Me Qualified to Take Up an Hour of Your Time?

Lezlie Garr

- Director, RVer Job Exchange
 - Multi-Certified Resume Writer and Job Search Coach
 - 'Top Job Search Experts to Follow on LinkedIn' 2021 and 2022 - JobScan
 - Best Dallas Resume Service 2021 - Find My Profession
 - Featured in numerous podcasts, publications, and speaking events
-



Digital Nomad & Full-time RVer since July 2017



Module 1

Key Concepts & Elements of a
Remote Work Job Search

You Control Your Narrative

The only thing anybody ever knows about you is what **you** tell them.

You get to create your career story.
You decide how to present yourself.
You have the power.



What Recruiters & Hiring Managers are Looking For

AUTONOMY & RESILIENCE

Working remotely means you have to be able to set and stick to a schedule and get assignments and projects completed even when your boss isn't in the next room.

ADAPTABILITY & VERSATILITY

Being able to change gears and adapt to shifting priorities in an ever-changing world is becoming increasingly important to employers.

REMOTE WORK SKILLS

It may take some outside-the-box thinking to identify these, especially if you've never worked remotely, but it's definitely do-able - and worth it! .

Understanding Remote Work Skills

Remote Work Skills

differ from traditional job skills in a few key ways



But a lot of experience and skills developed through traditional roles can be translated to demonstrate value in a remote work setting.

Locational

- Cross-locationally
- Global
- National
- Nationwide
- Off-site
- Remote
- Remotely
- Virtual



Tech Related

- Remote SaaS Technology
- Remote Networking
- Tech Savvy
- Tech-Capable
- Virtual Collaboration

Reliability

- Accountability
- Dependability
- Progress Tracking
- Results-driven
- Trustworthiness



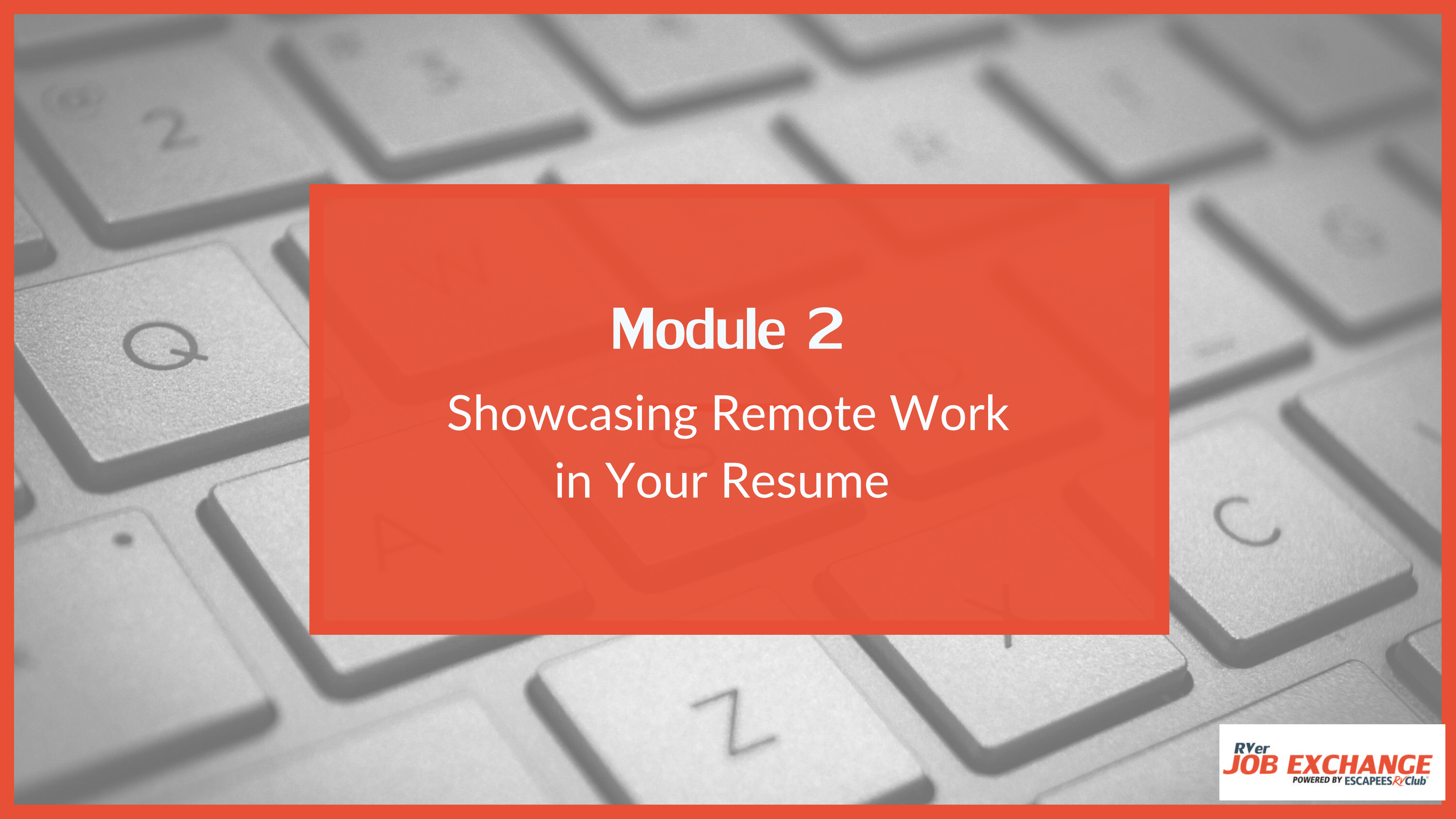
Creativity

- Complex Problem Solving
- Critical Thinking
- Curiosity
- Troubleshooting
- Innovation

Top 50 Transferrable Skills for Remote Work

Categorized to help make it easier for you to identify them in your own work history and communicate them effectively in your resume and during interviews.

[\[Download\]](#)



Module 2

Showcasing Remote Work in Your Resume

Strategic Targeting

Well-Identified Target Audience

Even though a resume is technically all about you, it's **not really** all about you.



IDENTIFY:

- Who your resume is targeting
- What their needs are
- Absolutely necessary
 - If a resume is too general, it won't make it through online ATS

UNDERSTAND (RESEARCH):

- Job descriptions that match your target jobs
- Companies where you'd like to work
- Note important skills, experience, and 'company culture'

PROVE YOUR VALUE:

- **As it relates to your target audience.** focusing on only the most important things to your audience

Strategic Targeting

3 Ways / Areas to Target



INDUSTRY

- Industries that lend themselves to remote work
- Industries that are growing
- Innovative industries


COMPANY

- Companies embracing remote work
- Companies with people- and tech-friendly brands
- Innovative companies

JOB TYPE

- Job types that don't require on-site equipment
- Job types that require autonomy
- Job types that are commonly remote

Job Boards for Remote Work



[RVeJobExchange.com](#)

- Powered by Escapees RV club

[FlexJobs.com](#)

- Fully vetted job listings

[WeWorkRemotely.com](#)

- Tech-focused roles

[Crossover.com](#)

- Long-term, full-time positions

Online Job Boards

Use online job descriptions to better understand the needs of your target audience.

Territory Sales Manager - Medical Supplies and Equipment

office. Qualified candidates will possess strong written and verbal skills, exceptional work ethic and enjoy working in a fast-paced environment. This is an entry level position however there are tremendous growth opportunities within the company.

As we grow our brand in new markets across the US, we want you to be part of our exciting expansion. If you are passionate about sales, love to win and want to work with an established, world-leading brand, please contact us today.

What You'll Be Doing:

- Tracking and exceeding sales goals while working within your sales team
- Working with current customers within your assigned territory to assist with purchasing medical equipment and supplies
- Developing new business opportunities through creative prospecting, lead follow up and quoting
- Work directly with Universities, hospitals, long term care facilities, and surgical centers through email, phone, online quote requests and more

Financial Operations Processes and Systems Manager

MAJOR RESPONSIBILITIES:

1. Assist with the strategy and deployment of Continuous Improvement (CI) principles and practices for Financial Operations.
2. Represent Financial Operations on Continuous Improvement Voice of the Business (CIVOB) teams in identifying, scoping and prioritizing opportunities for improvement (OFI's).
3. Manage projects with multiple component projects. This will include providing oversight to support and coordinate project-level activities to make sure program goals are met.
4. Elicit, document and manage requirements and related acceptance criteria.
5. Ask probing questions to fully understand user requirements with the ability to provide feedback on possible implications of any and all requests.

Rethink your Experience

[Download]

ASK YOURSELF

When did I use these skills in my previous jobs?
What tasks could be creatively described using these keywords?

RESEARCH

Use online job boards to research jobs similar to the ones you've held to see if you can find descriptions that utilize these keywords.

TAKE INVENTORY

Are there skills gaps that you may need to address through additional experience or training? Be honest, and make plans to get prepared.

Showcase Your Remote Experience & Skills



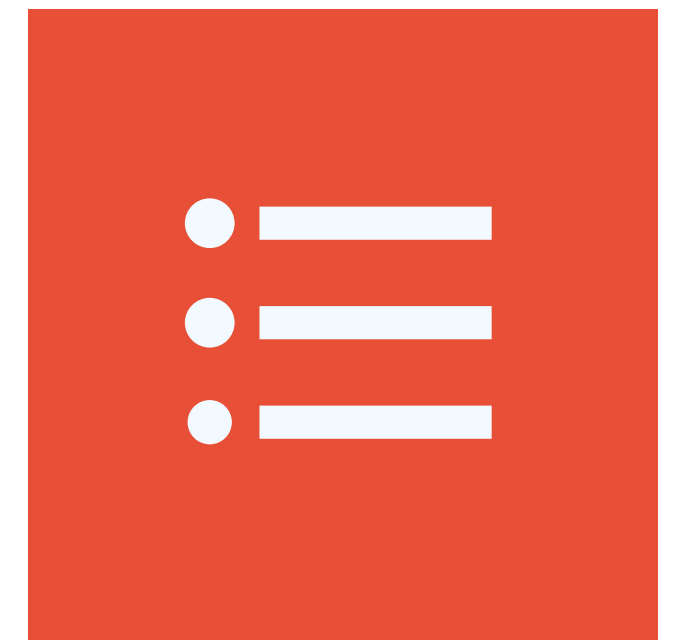
Profile Section



Remote Work Section



Location or Job Title



Job Description

Profile Section

Most Important
(Arguably)

TELL YOUR STORY

- Must engage the reader

SNAPSHOT

- Of the most important things about you

BIG PICTURE

- 'Big Picture' summary of the unique value you offer

KEEP IT RELEVANT

- Tell them what they need to know

LENGTH

- 1/3 Page

Components of Your Profile

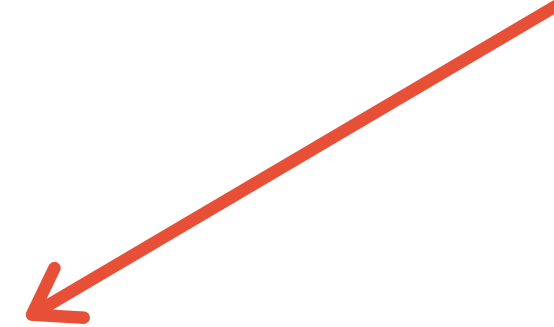
Targeting Statement



BRANDED TITLE

Leadership Specialty | Functional Specialty | Specialty 3

Profile Paragraph



This is your professional profile – your unique value proposition. It serves to engage the reader and emphasize the ‘big picture’ of your what you have to offer as an educator, including your skills, expertise, and career highlights. This should represent your prestige and focus the reader's attention on the potential value you offer to them. This should be no more than 5 lines. No first-person language (throughout resume).
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Core Competency | Skill | Core Competency | Skill | Core Competency | Skill | Core Competency
Skill | Core Competency | Skill | Core Competency | Skill | Core Competency | Skill | Core Competency
Core Competency | Skill | Core Competency | Skill | Core Competency | Skill | Core Competency

Skills



Profile Wording

COMPELLING & CONCISE

- Exactly what the reader wants to know

PRESENT TENSE

- More compelling
- Easier to visualize
- Best practice

NO 1ST-PERSON LANGUAGE

- I, me, my
- Omit subject

Profile Example 1

MARY MAY

1234 Address Street, City, State 12345

Phone: 123.456.7890 Email: MaryMay@email.com

CUSTOMER CARE SPECIALIST

Sales and Branding Focused | Experienced Remote Worker | Motivated Team-Player

Customer care specialist with exceptional communication skills and an aptitude for salesmanship through customer service. Experienced remote employee with ability to troubleshoot connection issues and maintain a high level of service while working in an out-of-office setting. Proven success in executing both independent and leadership responsibilities, and achieving success in a team setting. Ability to learn and adapt quickly to new challenges and ideas, coupled with an enthusiastic attitude, and a passion for sales and branding.

Enthusiastic | Problem Solver | Call Center Service | Inbound and Outbound Sales
Conflict Resolution | Logistics and Inventory | Cold Calling | Remote Ready | Brand Focused

Profile Example 2

PROJECT MANAGER

Target: Energy & Sustainability

Accomplished project manager with 10+ years' experience managing projects and budgets up to \$1.5 Million across a variety of industries. Dramatically increases profitability by maximizing opportunities to upsell services. Reduces costs by continuously improving processes, reducing material waste, and championing sustainability. Proven ability to lead oversight of up to 25 remote staff delivering virtual and on-site services. Achieves client goals by leveraging cross-functional leadership and encouraging collaboration. Reputation for versatility and adaptability in constantly changing environments

*Remote Project Management & Planning | Scope Development | Resource Allocation | Continuous Process Improvement
Cost Control | Expense Reduction | Quality Assurance | Contract Scrubbing | Inventory Control | Database Management
Cross-functional Leadership | Relationship Management | Team Building | Remote Communications*

Profile Example 3

PROFESSIONAL PROFILE

→ Pursuing: **Business & Sales Internships**

Tenacious and solutions-oriented professional with a track record of effective leadership across curricular, extra-curricular, and community activities. Takes direction well and applies strong business judgment to deal with unstructured problems and drive optimal business outcomes. Works well as part of a cross-functional team or as an individual contributor and thrives on “bringing something to the table” every day. Signature strengths include creative problem solving, communication, and adapting to shifting priorities in order to achieve business objectives. Personable and positive.

**Sales Strategies | Marketing | Business Development | Account Management
Tech Marketing | Technical Solutions | Solutions Software | Services & Product Knowledge
Leadership | Teamwork | Communication | Negotiation | Relationship Building**

Remote Work Section

NAME NAME

1234 Address Street, City, State 75070

Phone: 123.456.7890 Email: last.first@email.com

PROFESSIONAL PROFILE

Pursuing: Corporate Recruiter / Corporate Trainer

Innovative change-agent with 20+ years' experience and unique credentials which combine solid tactical leadership with a strong background of working collaboratively across business, human resources, and training activities. Provides impeccable internal and external customer service and motivates personnel to produce high-level performance. Commitment to achieving organizational goals, maximizing profits, and creating an atmosphere of exceptional employee morale. Persuasive communicator with a direct, open style.

Talent Identification | Training & Development | Recruitment | Engagement | Retention
Cross-Functional Communication | Relationship Management | Team Building | Contract Negotiation
Change Leadership | Innovation | Strategic Planning | Process Improvement | Issue Resolution

REMOTE WORK EXPERIENCE

As a Talent Scout for Professional Baseball, built a reputation for versatility and adaptability in constantly changing environments. Worked remotely and travelled extensively over long-term, cross-country assignments, consistently exceeding expectation in remote communication, remote performance tracking, and remote people management.

PROFESSIONAL EXPERIENCE

Location or Job Title

Location

Company Name, Seattle, WA (Remotely from Dallas, TX)
DIGITAL ANIMATOR / AUDIO & VIDEO EDITOR |

2017 – Present

Create, edit, and finalize digital animation videos for a property management company, based on a provided script.

- Consistently complete projects ahead of schedule, even under tight deadlines
- Proactively identify potential issues in the script and bring them to the attention of the company contact, providing viable solutions and alternatives for each
- Digitally record and edit audio tracks and align all animation with audio

Job Title

Company Name, Dallas, TX; Seattle, WA
DIGITAL ANIMATOR / AUDIO & VIDEO EDITOR (Independent Contractor – Remote Work)

2017 – Present

Create, edit, and finalize digital animation videos for a property management company, based on a provided script.

- Consistently complete projects ahead of schedule, even under tight deadlines
- Proactively identify potential issues in the script and bring them to the attention of the company contact, providing viable solutions and alternatives for each
- Digitally record and edit audio tracks and align all animation with audio

Job Description

PROFESSIONAL EXPERIENCE

Company Name, City, ST

August 20## – November 20##

Short company description.

JOB TITLE (*remote position*)

Outbound and inbound freight sales in a call center environment. Fast paced with a focus on providing seamless solutions for all parties. Granted the opportunity to work remotely in December of 2017.

- Maintain and develop both new and existing accounts utilizing remote communication, account management, and project tracking tools
- Provide value-added solutions through a consultative sales approach; build business relationships and focus on solving customer needs while always fostering and diversifying future business
- Serve as a remote liaison between customer and asset team, providing cost analysis for short-term and long-term lane bids
- Remotely manage transactions, driver communications and dispatch, conflict resolution, and crisis management

Received 2 promotions for performance excellence and top metrics.

Received Brand Ambassador of the Year award (2017) for turning one of the smallest transportation accounts into the largest, while simultaneously solving a problem lane for our largest customer.

Practice Time!

Take a few minutes to split into groups and practice writing one or two sentences for your resume. Focus especially on writing a strong **Profile Section**. Ask each other for input and/or inspire each other by sharing what you come up with!

Results-Oriented Content



**Results
prove your
value**



ANYBODY CAN CLAIM...

...they have skills, but without proof, it means nothing.

ESTABLISH YOUR VALUE...

...by giving real-life examples of results somewhere in the resume (ideally more than once).

ELEVATE YOURSELF...

...above your competition by demonstrating your ability to repeatedly succeed and get the job done.

Results: Quick Comparison Examples

Be Specific!

Example 1

- Before:
 - Scouted talent and recruited high-potential players for a notable baseball team.
- After:
 - Increased revenue and reduced costs by identifying, recruiting, and developing numerous high-value, high-ROI candidates (players) for a notable baseball team.

Example 2

- Before:
 - Signed [Player Name] and [Player Name] who later debuted in the Major League.
- After:
 - Sourced, recruited, and signed 2 notable, low-investment, high-ROI candidates who later debuted in the Major League and led to a dramatically positive impact on the organization.

Practice Time!

Take a few minutes to split into groups and practice writing one or two **results-oriented** sentences for your resume. Ask each other for input and/or inspire each other by sharing what you come up with!

QUESTIONS?

Visit the

CAREER FAIR
CAREER CENTER

FAQs

Job Search Help

Workshop & Homework Content