# Remote Career Starter Kit

A no-fluff first step for anyone starting a remote career from zero, brought to you by RemoteHer.

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## Step 1: Pick a lane, not a dream job

You don't need a five-year plan. You need a lane that pays while you build proof of skill. Most women land their first remote role in one of these entry lanes:

- Virtual assistance — inbox, calendar, and admin support for a founder or small team
- Customer support — chat and email support for a SaaS company or online store
- Content and copywriting — blog posts, product descriptions, social captions
- Data and admin — data entry, spreadsheet cleanup, research tasks
- Bookkeeping — categorizing transactions and reconciling books for small businesses

## Step 2: Build one piece of proof before you apply anywhere

Employers hiring remote almost never meet you in person, so proof matters more than a resume line. Before your first application, have at least one of these ready:

- A short portfolio (even 2-3 sample pieces of writing, spreadsheets, or mock projects)
- A one-page case study of a real or practice task you completed start to finish
- A Loom-style video (2-3 minutes) walking through how you'd approach the role

## Step 3: Set up your remote-ready basics

- A professional email address (firstname.lastname@, not a nickname)
- A quiet, decent-lighting space for video calls, even if it's a corner of a room
- Stable internet — test your speed before committing to a role that requires calls
- A LinkedIn profile that matches the lane you picked in Step 1

## Step 4: Apply in a focused window, not scattered forever

Set aside focused blocks (for example, five applications a day, four days a week) rather than sporadic one-off applications. Track every application in a simple spreadsheet: company, role, date applied, status, follow-up date.

## Step 5: Protect yourself from scams

Remote job scams are common. Red flags to walk away from immediately:

- Any request for payment, a starter kit fee, or your own equipment purchase before hiring
- Interviews conducted only over text or chat apps, never a call or video
- Vague job descriptions with unusually high pay for very little stated skill

- Requests for your bank details before an offer is signed

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Pair this with RemoteHer's free courses and job board at remoteher-wm33.vercel.app to go from this checklist to your first application.