

Apply and Interview for a Telecommute Position

Written by: Dianne Blake, Consultant

<http://dianneblake.com>

writer@dianneblake.com

Table of Contents

Apply for the Position 1
 Application Follow-up..... 1
Interview for the Position 2
Summary 2
Other Available Articles 2

How to Apply and Interview for a Telecommute Position

Once you find the telecommute position that fits your requirements and skill sets, it is time to apply for and interview for the position.

Apply for the Position

The steps for applying for a telecommute position are almost identical to those for an on-site position.

- Review the job requirements for the position.
- Go to the company's Web site and review the products, company culture, and any other information that will help you to understand the needs of the company.
- If you know someone who works at the company, contact the person for additional information and see if the person would be willing to be a reference.
- Write a cover letter for your resume that outlines how you will best meet the position's requirements.
- Keep track of all the positions for which you apply. Sometimes it takes weeks before a company responds to your application.
- Have a separate cover letter for each position and save it with the company name and position. This will make it easier to find later.

Write a separate resume for telecommute positions and include these details.

- Specify that you are seeking a telecommute position.
- Emphasize the skills and characteristics that make you a good telecommute candidate:
 - Well organized
 - Can work independently, with minimal supervision
 - High degree of knowledge
 - Strong time-management skills
- Identify any equipment, software, and tools you have, like high-speed Internet, that show you have the proper working environment.
- If you have prior, successful telecommuting experience, identify the experience and the duration of the position.

If you need assistance writing the resume, consider hiring a resume writing service to assist you.

Application Follow-up

If you found the position on the Internet, you most likely filled out a form, uploaded your resume, and then clicked a button to apply for the position. This is not the end of the process. Just like on-site positions, employers want to see that you are serious about the position.

When positions are offered on the Internet, employers are often inundated with applications, especially in today's economy. You need to stand out and let the employer know you are interested in their company and the specific opportunity. Sometimes the position description includes a contact name. If

an email address is available, send a courteous follow-up letter. If they allow phone calls, you may also inquire by phone.

Interview for the Position

Most likely you will receive an email or phone call from the employer letting you know that they want to interview you. Be quick to respond and clear a time on your schedule to meet with them. Allow at least one hour, unless otherwise specified.

Here are tips for the interview:

- Prepare for the interview in advance:
 - Review the job requirements.
 - Print and review the cover letter you sent to the company.
 - Print and review your resume.
 - Go to the company Web site and review the purpose and products of the company.
 - Determine how your skill sets and knowledge can benefit the company.
 - Determine how you fit into the company's culture.
 - Prepare a set of questions you have about the position and company.
- Dress up for the interview, even if they cannot see you. This sets your frame of mind. Sometimes it is just hard to be serious in your pajamas.
- Ensure there are no background noises (like children playing, dogs barking, etc.)
- Give concise and informative answers to their question.

Summary

Prepare ... Prepare ... Prepare! Cover letters and resumes should be customized for telecommuting. Follow up to show your interest in the company and the position. Use the same interviewing skills as a face-to-face interview. Keep it professional and show interest in the company and how you can benefit them.

Other Available Articles

- Is Telecommuting Right for You?
- Search for and Identify Good Telecommute Positions