



Boost Checklist



10 Tiny Steps to Start Your Remote Job Search with Clarity

SETUP & TOOLS

Remote-Ready Basics: Let's establish your digital foundation.

SET UP A PROFESSIONAL EMAIL ADDRESS

- Why it matters: A professional email sets the tone.
- Boost Tip: Use a variation of your name, e.g., jane.smith@gmail.com.



INSTALL ZOOM OR MICROSOFT TEAMS

- Why it matters: Interviews & meetings rely on these tools.
- Boost Tip: Test your camera, mic, & background setup.



SET UP A CLOUD STORAGE ACCOUNT (E.G., GOOGLE DRIVE)

- Why it matters: Remote jobs require easy file sharing.
- Boost Tip: Organize folders for resumes and projects.



TEST MY INTERNET CONNECTION SPEED

- Why it matters: Stable internet ensures smooth calls.
- Boost Tip: Use tools like Speedtest. Aim for 10 Mbps download speed.



APPLICATION ESSENTIALS

Present Yourself Professionally: Showcase your strengths to the world.



REFLECT ON YOUR TOP REMOTE STRENGTHS

- Why it matters: Self-awareness builds confidence.
- Boost Tip: Write down 1-3 strengths, e.g., time management.

UPDATE RESUME WITH REMOTE-FRIENDLY KEYWORDS

- Why it matters: Recruiters scan for terms like cross-functional collaboration.
- Boost Tip: Include these naturally in your job descriptions and skills section.

CREATE OR REFRESH MY LINKEDIN PROFILE

- Why it matters: A polished profile attracts recruiters.
- Boost Tip: Add 'Open to Remote Work' and write a professional headline.

APPLY TO AT LEAST 3 REMOTE JOBS THIS WEEK

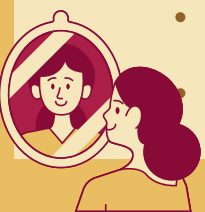
- Why it matters: Consistency increases opportunities.
- Boost Tip: Use [FlexJobs](#), [LinkedIn](#), or [The Pillar List](#) to find remote roles.*

GROWTH & CONFIDENCE

Keep Growing, Keep Glowing: These steps help you stay sharp and confident.

BUILD OR IMPROVE RELEVANT SKILLS

- Why it matters: **Skill development** keeps you competitive in the remote job market.
- Boost Tip: Take courses on platforms like LinkedIn Learning, Udemy, or YouTube (free!).



ENVIRONMENT & MINDSET

Cozy Up Your Space: Create an environment that works with you.

SET UP A DISTRACTION-FREE WORKSPACE

- Why it matters: Focused spaces **improve productivity**.
- Boost Tip: Choose a quiet area and add cozy touches.

