

# **ONLINE JOB SECRET**

Your Guide To Online Job Hunting



# Introduction

If you are in are looking for home based project then you should be able to complete the assignments and tasks in time. If you can do so then you can have successful career in front of you.

Your approach and attitude towards the job matters a lot. If you are not willing to show a professional behavior then you are going to lose your job. You have to give time like a regular full time job along with professional behavior so that you can survive in the market. If you don't do so then sooner or later you will have to leave that job.

While working at home, you have to fulfill your client's demands, you have to meet with the schedule and you have to complete the tasks in time. In short, you have to satisfy the client completely due to which working at home is considered as the most challenging job. It's a high rewarding job but you have to face many challenges in it.

You have to show pure dedication and discipline in order to be successful in your home based job.

The changes that are coming into the industry on regular basis should be adapted by you as soon as possible so that you can meet with the market demands.

In simple language, you should be capable of changing gears as per market format so that you can compete with the market and can earn decent amount of money.

You should be capable of keeping pace with the industry. In freelance industry, everything is changing with the passage of time. Even it is the way by which you hold discussion with your clients or it is the format that you use to follow, everything is on the course.

In this business, there was a time when I was struggling to get enough clients for fulfilling my running expenses on the other hand there was also a time when I am unable to keep client's project due to large number of projects are already in my basket. So, you should be ready to face horrible low time sand incredible high times as well.

The business stability doesn't come with a proper plan or something like that. The stability of your freelance business depends upon that how you overcome the temporary down times? You have to target such kind of situations positively and that is the key for stability.

You have to meet certain deadlines and schedules while working at home. Telecommuter always have home based job or an online business so you have to follow these conditions at every time.

You have to cover all your cost by yourself so as a freelancer you have to keep an eye on all your costs. You are doing all this for yourself so it's your responsibility to take care of all your costs.

Search engine optimization, marketing, content writing, website development and virtual assistant are such kind of services that can be provided by you if you wanted to work as a freelancer. Mostly companies or individuals require any of these services from you.

Every person has its own style to perform these kinds of jobs so you don't have to confuse that how can you do this? You have your own

schedule, your own style and your own skills by which you can easily perform your task efficiently and effectively.

## **Available Online Options**

There are number of available options and you can select anyone of them probably the one that you feels is suitable for you.

## **Be a Virtual Assistant**

Handling of all telephone calls, setting up required meetings and appointments handling of assigned projects and responsible for other common tasks of organization, these are the tasks that are being performed by a virtual assistant. Basically, virtual assistant is a compulsory part of large organization.

Organizations outsource all their tasks to virtual assistant so that they can be free of such kind of hectic issues. To get a virtual assistant job, you should require experience and skills. It's not an easy task to do so you should be very professional in order to get a good job.

You may be required to do a certification too in order to get a good paid job. There may be no continuous supervision so you should be able to complete your tasks efficiently.

You can grow your work in one case only and that is if clients are coming towards you on continuous basis. In this way, you have to produce quality results so that you can get more clients.

There are certain things that you require to achieve good results like a high speed broad band connection along with a telephone line; a well equipped computer along with printer and finally a quite office place so that you can complete your tasks efficiently.

You have to complete all you tasks in time so that you can give good report to your client. Number of tasks depends upon the organization that you are going to join. You have to organize all your tasks in a good way so that it would be easy for you to complete them.

Your client doesn't require from you that you forgot something important from the assigned tasks. You have to take care of such kind of things so that you can produce efficient work in the scheduled time.

Virtual assistant should arrange all required equipments by itself as client is not responsible for providing any equipment. So, you should be fully prepared if you wanted to be a virtual assistant.

There are few online resources by which you can get some help for getting a good start in your career as a virtual assistant:

<http://www.BaseJobs.cm>

<http://www.VirtualAssistants.com>

<http://www.WorkCircle.com>

If you wanted to have a little training about the job then you can also do that by visiting the given below online source

<http://www.VAClassroom.com>

## **Be A Freelance Writer**

To be a freelance writer, you should have a good portfolio as it is the most important thing in this profession. Your resume along with your portfolio will play an important role in providing you a good job.

Potential clients always look for portfolio as they are used to of judging people from their portfolios. Basically, portfolio consists of your sample work that you will show to your clients as a sample. Your abilities will be judged from your portfolio.

Your portfolio is not the only key element that is going to play an important role but your resume should be equally strong as compare to your portfolio.

If your writing experience is written on your resume then your client can refer you when your services are required.

If you have ever written a thesis or any kind of synopsis then you should write that experience on your resume. Except this if any other kind of writing experience you have while studding at school, college or university then you should write that one too.

In the past, if you ever had responsibilities of writing then you have to mention that one in your resume too.

While starting career, you have to start taking projects that are of low return so that you can build your image and can show your dedication and loyalty. Once you get the experience then you can charge reasonable cost from your clients.

Given below are few sources that would allow you to develop your own online business setup for content writing. You will get good experience from these sources

First one is [www.textbroker.com](http://www.textbroker.com). Here you have to join the site and have to submit your own writing sample. When your sample will be graded then you can get assignments from there for which you will be paid. These assignments normally range from 100 to 500 words.

Second one is [www.mturk.com](http://www.mturk.com) . Here you have to select the hits and then you can get articles which you have to complete. This site is sponsored by amazon.com.

If you want to get a training course then there are online sources which offer you some writing courses. Through these websites, you will be able to join the community of freelance writers.

<http://www.writersonlineworkshops.com/retail/>

<http://www.lifewrite.com/html/class.htm>

You can subscribe to the online email list so that they will keep you update about new things. This will help you in improving your networking skills so that will be very helpful for you in future. You have to give a brief introduction about you on these kinds of sites. After introduction, go through posts further posts and try to know other persons. Forums that are famous for writers are

[www.writingforums.org](http://www.writingforums.org)

<http://forums.writersbeat.com>

[www.accentuateservices.com/xmb](http://www.accentuateservices.com/xmb)



[www.thewritingforum.net](http://www.thewritingforum.net)

If you have any kind of query or question then you can post that to the given below sites. As these sites are good source of information for new and experienced freelance writers. You can ask any kind of question related to freelance writing through the given below forums.

[www.freelancewriting.com](http://www.freelancewriting.com)

[www.absolutewrite.com](http://www.absolutewrite.com)

[www.worldwidefreelance.com](http://www.worldwidefreelance.com)

<http://writing-journey.com>

<http://freelancewrite.about.com>

[www.writersweekly.com](http://www.writersweekly.com)

[www.aboutfreelancewriting.com](http://www.aboutfreelancewriting.com)

You have to keep one thing in your mind that after writing a article or assignment, just give some time to have a proper review of it.

By doing so, you will get to know about your error if there was any and you will get familiar with your writing style. You have to keep practicing by writing different sample articles so that the more you will write the more you will get experience.

## **How To Get Started**

Here are few tips by which you can easily start your career as a freelance writer.

## **First Tip: Offer More Services in Same Price**

It is one of the best ways to compete with your competitors that you offer more valued services in the same prices as compared to your competitors. You just have to use your mind and have to create new ideas in this regards.

By doing such kind of things, you can easily compete with your competitors. If you can't compete on price with your competitor then you can surely beat him by providing more quality services.

You have to offer some incremental kind of services to your client so that your offer becomes more attractive. For offering extra services, you don't have to charge any more cost. You have to present yourself in such a way that you are much better as compared to your nearest competitor.

Here are some ways by which you can make your offer more worthy

- You can offer free HTML formatting without taking any kind of charges.
- You can make an offer of adding images to the writing without having any extra charges.
- You may offer them a free article after every ten
- While book writing, you can offer to make a table of content without any extra cost.

## **Second Tip: Get Familiar With Your Unique Selling Point (USP)**

Unique selling point is something which is not offered by any of your competitor. For a successful business, you must be familiar with your unique selling point.

It should be related to the market in which you are working so that it will be a big plus point for you. It should be a thing that really makes you superior if compared to your competitors.

Below are some unique selling points from the perspective of freelance writers:

- If you have a college degree in a certain area then it would be helpful for you in getting work related to that field. For example, if you hold a degree in nursing then you can get medical related articles easily.
- If you have any kind of professional experience like if you remain a veterinarian then it would be easy for you to get articles related to pet care.
- If you have any kind of journalism experience then it would be helpful for you in all respects in field of freelance writing.
- If you can write fluently in more than one language then it will be big plus point for you as number of people required articles in different languages.
- If you are attached to a certain group then you can write articles more conveniently if you get a task to write about others in that group.

### **Third Tip: Believe in Yourself**

You can easily convince other persons if you feel that no one is better than you. For selling services, first of all you should be confident of yourself so that others can have confidence in you. While selling, you are selling yourself instead of selling your services.

### **Fourth Tip: Provide Premium Services**

You have to provide premium services to your clients without incurring extra cost so that you can earn business from that client on repetitive basis.

There are numbers of ways by which you can make sure that you are offering the best services

- You can offer revision of articles without charging any cost
- Finish your assigned task well before time
- Answers calmly about all the questions asked by your client
- Remove your mistakes if you found them at your end so that your client can't notice them
- Don't lose your temper and remain polite even your client bursts rudely on you

### **Fifth Tip: Have regular Communication**

Your client has trusted you so it is your duty to keep him/her update with the status of the work on regular basis. As he has put his business, his money and his work on stake by trusting on an unknown person so you have to provide updates to him regularly.

They always feel better when you remain in touch with them. They get the confidence that you will not ditch them.

If you remain in touch with your client then in case of any delay in work wouldn't bother your client. He wouldn't object on it unless he has a strict schedule too. So, it's better to tell your client about your delay unless he asks himself.

### **Sixth Tip: Go For testimonials**

If you have testimonials then you will be more reliable in the eyes of your clients as compared to others. Basically, Testimonials are kind of a social proof that how much trust worthy are you?

You should try to provide URL along with pictures of the person who is giving you testimonial. In this way, your testimonial will give more real look and people will rely upon you.

### **Seventh Tip: Try To Get Business on Repetitive Basis**

A new customer always cost more as compared to old one. Retaining an old customer is always good for the progress of business. There

are number of things that should be done by you so that you client returns to you more work.

- Send your clients regular mails by building a mailing list
- Send special discount offers to your regular clients and other discount offers to other clients
- Provide discount offers to your clients on achieving different milestones
- Try to give prizes or schemes to your loyal customers on regular basis
- If you make a mistake or delayed the work then try to compensate your client

### **Eight Tip: Provide Discounts On Articles Volume**

Big orders always generate big portion of income so you have to offer discounts to such clients so that they continue to work with you. You should try to develop a long term relationship with such kind of clients.

In this regard, you can play mind game with such kind of clients as well. If you wanted to perform a task in \$12 then price yourself at \$15 to \$20. Then show them a special discount and put \$12 rate in the quotation.

You have to discourage such people who give small number of articles to you so your discount slabs should be managed as per your policy.

You have to save your time by taking one large order instead of taking numbers of small orders. In this regard, you will waste lot of time while talking to different clients which will disturb your work.

Here is a sample of a scale that you can lay down for yourself. Like if your lowest price for writing per page is \$12 then your scale should like

- Articles range from 1 to 4 would be charged at \$20 each
- Articles range from 5 to 9 would be charged at \$18 each
- Articles range from 10 to 19 would be charged at \$16 each
- Articles range from 20 to 29 would be charged at \$14 each
- 30 articles or more would be charged at \$12 each

### **Ninth Tip: Always Encourage Referrals**

The best way to grow your business is to get maximum number of referrals. Your existing clients are the best marketing tool. Many people do such kind of things at their own but on the other hand many don't do so.

Some people refer you just to gain any kind of incentive or a percentage of commission. Some will not refer you as they think that you will get too busy and wouldn't give them their time. Some don't do this just because they don't remember about it as they don't have enough time to remember these sorts of things.

Incentives are of different kinds like they may include some amount of cash or they may include some percentage or you might give an article free for every ten articles.

By offering such kind of offers, people not only refer you further but also provide you courage to perform the task efficiently.

### **Tenth Tip: Prove Yourself Irreplaceable**

If you provide your best services at affordable rates and that services matched with the client's requirements too then you will become simply irreplaceable until anything goes wrong. This is one of the best ways to gain maximum amount of business.

You have to offer best price but by keeping in mind that you don't have to make loss. You should try to return the completed assignment well before the time. Try to do as friendly discussions as possible.

Always price your services at reasonable amount. If you price yourself at low then you are simply going to burn yourself. It would put negative impact upon your business.

### **How To Find Work Online**

Given below are some reliable methods which offer high class opportunities to freelancers.



## **Marketplaces for Freelance Working**

Always bid with sensible way and the profile that you will create should represent your strong image in front of client.

[www.elance.com](http://www.elance.com) -This site provides different projects upon which you have to bid by creating a profile. You have to submit high quality work as you will get ratings on your work. These ratings will portray your true image in front of other clients. Once you created the profile then you can view the total project budget, bids made on project and similar sort of things.

[www.guru.com](http://www.guru.com) -In this site, you simply have to create a profile and then have to make a bid. You can start your work when the project is allotted to you. It is similar to Elance.

[www.freelancer.com](http://www.freelancer.com) -You have to make a deep search in order to get your required project as there are hundreds of different projects available.

[www.ifreelance.com](http://www.ifreelance.com) -You can create a profile by going through Provider Services tab. After creating profile, just make bids.

[www.scriptlance.com](http://www.scriptlance.com) -In this website, many projects of programming are available so bid on projects carefully.

[www.writingbids.com](http://www.writingbids.com) -In this website, you will find books, journals, research work and resume. You can bid on any one of them and if buyer gets agree then you can start working.

[www.project4hire.com](http://www.project4hire.com) -First of all you have to register yourself on this site and then can make bids on the projects to get work.

[www.totalfreelance.com](http://www.totalfreelance.com)-It's similar sort of site as we have discussed earlier. You can simply make bids after getting registered with them.

[www.writerlance.com](http://www.writerlance.com)-Get registered with the site and make bids on your related projects.

### **Some other popular freelance markets are:**

[www.associatedcontent.com](http://www.associatedcontent.com)-In this website, your earning depends upon the quality of your article. You have to submit your article so it will be reviewed and then get published. The more it will get popular among people the more you will earn.

[www.helium.com](http://www.helium.com) -In this site, your earning depends upon the traffic that will be gained by your article. It is quite similar to the associatedcontent.com

[www.constantcontent.com](http://www.constantcontent.com)- In this website, you simply sell your work by putting it in the website. It's up to you that how much price you want for your work.

[www.suite101.com](http://www.suite101.com) -Here you have to submit your resume or portfolio to the client so that he/she can get familiar with you properly. Here income is also based upon the popularity of your article.

[www.freelancewritinggigs.com](http://www.freelancewritinggigs.com)-This website is a blog where you may find jobs as some people used to post jobs in this blog.

<http://jobs.problogger.net>-A platform provided to bloggers as job comes for bloggers.

[www.poewar.com](http://www.poewar.com)-In this site, content writing jobs are gathered from different platforms so that you can get them at a single place.

<http://bloggerjobs.biz>-In this site, large lists of freelance jobs are posted especially for bloggers.

[www.mediabistro.com](http://www.mediabistro.com)-You have to customize your search to freelance so that you can have a view of your required jobs only.

<http://jobs.freelanceswitch.com>-This website have large freelance job postings.

<http://journalismjobs.com/>-Here again you have to customize your search in order to get job. Freelance link will be found under Opportunities tab.

<http://allfreelancewritingjobs.com>-It's a blog that provide you different opportunities that are available on different platforms.

<http://www.wahm.com/jobs.html>-It a forum for home based persons. Numbers of job openings are recorded in this blog.

<http://www.online-writing-jobs.com>-This website offers freelance content writing tasks.

[www.sologig.com](http://www.sologig.com)-Here many freelance copywriting jobs available. You have to search this button under creative tab.

[www.gofreelance.com](http://www.gofreelance.com) -This website allows you to search projects by category view. In this way, you can easily view listings.

[www.freelancefree.com](http://www.freelancefree.com)-Services of this website are totally free so you can join and find projects for yourself.

[www.lancepost.com](http://www.lancepost.com)-This website finds different job openings for the content writers.