



Work-At-Home Job Finder

FOR MOMS



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INTRODUCTION

HomeWorkingMom.com is a unique and comprehensive web site dedicated to helping mothers work at home. If you are reading this book and have not visited HomeWorkingMom.com yet, we encourage you to take a look. You will find a safe place to search for a work-at-home idea or resource. It is the first step to working at home for more than one million moms each year.

HomeWorkingMom.com is the web site of Mothers' Home Business Network, an organization that has helped moms work at home since 1984!

The staff of HomeWorkingMom.com continuously scans the web and evaluates work-at-home jobs, opportunities and resources. Our standards are very high. We feel a strong responsibility to protect the moms who trust us. We lose thousands of dollars in advertising each year because we reject most who approach us. Some are SCAMS... but not all of them. Most of the ads fall into a new category that we like to call MOs (misleading opportunities). Most of these MOs offer an opportunity to buy an opportunity to sell the same opportunity to other opportunity seekers. Huh? Let us explain. A Web site is set up for you for a fee. That web site offers an opportunity to offer web sites to others selling... more opportunities for a web site. An information product is mentioned, but it is the opportunity that is really the product. Other MOS are selling books but the books don't live up to their implied contents.

Feel sure that you will not find work-at-home SCAMS or MOs on HomeWorkingMom.com, in this e-book or in our newsletters.

Speaking of newsletters...ours is called HomeWorking Mom-to-Mom and it is FREE! If you have not subscribed yet, now would be a great time. Just [click here and provide us with your first name and e-mail address](#). We will do the rest.

We have created a brand new way to present our resource research to you. Be sure to read our **Reviews You Can Use** for our evaluation of home job resources, home businesses, and much more. [Click here to go to the review page](#) or read about them in Chapter 8.

Feel free to send a copy of this e-book to every mom you know with an interest in working at home or send her to HomeWorkingMom.com to get her own copy.

Mom-to-Mom, we will help each other manage mothering and work in a way that benefits our families and ourselves. Enjoy!

CHAPTER 1

Know Your Work-At-Home Options

If you have often imagined finding employment that will enable you to live life with more time for your family, this book will help you focus on the important steps you need to take to make that dream come true.

After reading this e-book you will be focused and ready to find a work-at-home job.

Before we get started, there is one secret to finding a home job that we would like to tell you about. To be successful, there is one very important quality that you need to have: Flexibility. The Internet has made it possible for moms to find real opportunities for home jobs, telecommuting and freelance work. However, to find the right opportunities, you have to be open to all of the possibilities. When you limit your focus, you limit your chances.

HOME JOBS VS. FREELANCE VS. TELECOMMUTING - WHAT IS THE DIFFERENCE?

In a perfect world, every mom who wanted to would be able to find one job that allowed her to work for one company using her computer. Your ideal may be to get a job with just one company. While this is possible, there are many pathways to at-home employment.

We have all heard the saying, "A rose by any other name smells as sweet." A home job is a home job, no matter what you call it. Some telecommute, some work freelance, and others just find a home job. All of these options allow a mom to work at home. Traditionally, freelancers are independent people who seek special assignments from a variety of companies. Telecommuters, on the other hand, are hired by one company to do the same job on a daily basis from home and transmit their work to their employer. Today, it is possible to get short and long-term assignments from a variety of companies that can be considered freelance or telecommuting...or just plain work-at-home jobs depending on the length and nature of the assignment and the viewpoint of the company providing the opportunity.

In the online world, home jobs, freelancing and telecommuting are words that can almost be interchangeable. Do you have secretarial, administrative, writing, design, or marketing skills? Each of these skills can be used in a home job, to work freelance or to telecommute. This is where flexibility and creative thinking come in.

The message here is simple but important. If you want to be a telecommuter, consider freelance as another option. If you thought freelance work was your answer, consider short-term telecommuting projects. If you are looking for a home job, consider all three options.

If you still feel that a long-term telecommuting job is the only answer for you, consider seeking full or part-time employment outside your home with a family-friendly company and then try to get into their telecommuting program.

CHAPTER 2

Discovering Your HomeWorking Talents and Skills

Some people are born with talents that allow them to attract at-home assignments. Others learn or develop new skills in school or on the job that can be used to do work at home. If you want to work at home and don't feel that you have any real talents or skills, don't give up. There are ways to identify your talents and develop your skills that will help you go from dreaming about working at home to actual at-home employment.

SET YOUR GOAL

Have you ever had a desire, set a goal, created a plan of action and then accomplished your goal? You may not realize it, but you follow this plan of action every day of your life. When you are hungry (desire), you decide to have a meal (goal), gather the ingredients and cook (plan of action) and then eat a wonderful meal (goal accomplished). Tired? You decide to go to bed, do the necessary tasks to get you there, and then go to sleep. Once again, desire, goal, plan of action, goal accomplished. Sure, these are ordinary, everyday activities but they clearly demonstrate the steps you need to take -and that you already do take - to transform your dreams into realistic accomplishments.

FIRST, BELIEVE IT IS POSSIBLE

What happens when you misplace your keys? If you used them to let yourself in the house, you know that they are there, somewhere and will look until you find them. If someone else opened the door with their keys, you may feel that your keys fell out of your bag or were left in a store, and you won't give the house search your full effort. The same type of attitude can affect the success of your freelance and telecommuting job search. If you believe that the opportunities are there, you will work hard to find them.

BE WILLING TO TRY

Have you ever watched a baby learn to walk? The little ones don't wait for the perfect moment and then get up and walk all over the house. Even though crawling is comfortable, they are not satisfied. They stand up, hold on, and begin to move forward on their feet. Each time they fall, they get up again and try harder. Eventually, toddlers learn to walk and then run. If you approach your telecommuting and freelance job search with the same determination and commitment, success will be yours.

REPACKAGE AND RENEW YOUR LIFE EXPERIENCES

What are you good at? What types of jobs have you done? What is your favorite hobby? Write down all of the skills and experience that you have developed doing these activities. Think creatively. Can you parlay sales experience into a marketing job? Can you qualify for a special project by using your secretarial skills? Does your volunteer work for the PTA put you in a position to apply for a public relations project? Do you love to do research on the Internet? Have you learned enough to become an Internet researcher?

What types of job or project listings appeal to you? Can you take some courses to become more qualified? Is self-help an option? Can you teach yourself what you need to know by reading and doing research?

You can create a new reality by combining the skills and talents you already have with the commitment to do what is necessary to succeed.

WELCOME NEW IDEAS WITH AN OPEN MIND

Because you are online and are reading this e-book, you have already shown that you have a willingness to try new things. Don't stop now. The Internet has made it possible to find telecommuting and freelance projects and jobs in numbers never possible before.

CHAPTER 3

Finding a Real Work-At-Home Job

At HomeWorkingMom.com, we get e-mails from moms everyday expressing their frustration. "I just want to find an at-home job," one mom writes. "All I do is get scammed."

We understand and just a couple of years ago we would have been able to tell you how to avoid scams, but we would not have had a place to send you to find a work-at-home job.

We have searched the Internet looking for just one home job site that has verified home jobs. Well, we are happy to report here that we have located exactly what we were looking for, and the site is owned by a young homeworking mom named Rita Miller Woods.

Rita had the same feelings of frustration, but she took matters into her own hands and has found a way to help other mothers while helping herself. She has created an extensive database of home jobs that she updates daily. Her business is called Home Job Stop. It is the ONLY home job database that HomeWorkingMom.com recommends.

Rita Miller Woods knows how to solve a problem. You could say that she is a survivor. She has survived many challenges. She is the loving mother of Katelyn and the founder of Home Job Stop, a wonderful new home job resource.

Rita used her problem-solving techniques when she created Home Job Stop, the only home job database that HomeWorkingMom.com feels comfortable recommending. Rita has worked very hard to create her site and parents everywhere are benefiting from her efforts.

We interviewed Rita about Home Job Stop and she explained how and why she started this much-needed service and how it benefits moms looking for legitimate at-home employment.

HomeWorkingMom: What is Home Job Stop?

Rita: We are a home job listing service that is different from other sites because we don't simply "list" jobs. Every job is carefully evaluated before presenting to our members. If we have any doubt, we apply to the job ourselves to see what happens.

HomeWorkingMom: Why did you create Home Job Stop?

Rita: Because I am a mother and disabled, I searched for work from home for a long time. During that time, I met some incredible and wonderful people in similar circumstances. We all had one thing in common: We were frustrated by the lack of valid opportunities. For my sake and the sake of others like me, I abandoned my job search (despite my financial need) and began Home Job Stop.

HomeWorkingMom: What is your mission?

Rita: I certainly have a mission. It's quite simple: To offer a good reliable peace-of-mind home job resource without the usual "junk". We do the guesswork so that our members don't go "emotionally broke" trying to discern good opportunities from poor opportunities. I like to think of our organization as a backlash to the ever-growing pool of small-time capitalists preying on people who may be in vulnerable circumstances.

HomeWorkingMom: How did you get started?

Rita: The first step in creating Home Job Stop was research, or what I call an emotional feast as I read the stories of other stay-at-home moms and dads. I also entered chats and various boards asking job seekers to share their needs. After doing the research, I just set out and did it. I began with a loose plan and when I encountered a problem I couldn't fix, I just changed my approach.

HomeWorkingMom: What was your greatest challenge?

Rita: I suppose my fear of failure and financial hardship were my greatest challenges. During the months that I spent creating the site, our finances dwindled to nothing. In December of 2000, just before our launch, I sold every piece of jewelry I owned: one ring. That is all I owned, and I got \$90 for it. Those were the toughest times. Our first member joined on December 21st. Since then, we have experienced tremendous growth. I believe that is because our members are our priority and it shines through.

HomeWorkingMom: Do you have local and national job listings?

Rita: A number of job listings are local, but in locations all over the country. This is a condition of the current job market, especially in administrative jobs that require quick exchanges of work. However, we do have a variety of positions in other categories that are nationally and globally available. Members often find temporary work while searching for their ideal match. More and more companies are acquiring enhanced technology that will help more national listings become available.

HomeWorkingMom: Do you charge a fee for your services?

Rita: Yes, but it is a very low one-time, lifetime fee ranging from \$22 to \$28. You see, we don't simply "list" jobs. We take the time to evaluate them, categorize them and ensure their reliability before allowing them to appear before our members. Each and every listing that appears questionable receives our qualified diligence. Our membership services offer convenience and reliability.

HomeWorkingMom: How can you charge so little for a lifetime membership?

Rita: Our service is in high demand and we could easily justify a higher fee for membership, but we choose not to. As a former job seeker who has lifted couch cushions looking for loose change to make ends meet, I can say that I have "been there." I keep the prices low because I want to include people of all circumstances. I offer lifetime memberships for as little as \$22 because I understand that it may take a job seeker several jobs and perhaps several months before finding an ideal match. Offering lifetime memberships is less stressful for job seekers and it allows us the opportunity to establish a long-lasting relationship with our members, which makes it all worthwhile.

For the cost of one CD, you can join Home Job Stop today and get LIFETIME access to the home job database, updated daily. We highly recommend it.

[JOIN HOME JOB STOP NOW!](#)

UPDATE: We've just made a NEW DISCOVERY.

This is not exactly a home job the way you may have pictured it, but in some ways, it's even better.

We've recently done a lot of research into secret shopping and we are happy to report that there are many legitimate job openings that are perfect for moms.

What Is Secret Shopping?

National and local companies hire secret shoppers to check the quality of their customer service and products. Shoppers pose as customers or restaurant patrons, and report on their experiences. The shoppers are often paid for their time + get to keep what they buy and eat for free.

The Right Resource To Help You Find Jobs

We have also evaluated start-up resources for those who want to become a secret shopper. We have chosen to endorse MoneyandShopping.com. This is a wonderful new resource that gives you all of the information you need to get started and become successful as a secret shopper.

MoneyandShopping.com offers an affordable membership that will give you access to a searchable database of more than 600 secret shopper job resources. In addition to this valuable database, they have actual job listings placed by some of the best secret shopper schedulers.

The Special Attention You Need to Get Started

Here is an example of just one of the e-mails we received from a reader about the personal attention they got from MoneyandShopping.com:

"I am a new member of the Money and Shopping Network. I joined on Wednesday and by Friday, I had five actual assignments. Today is Monday and I just got one more! With the six assignments given to me, I have already earned back the sign-up cost and then some!

Money and Shopping Network is a very user-friendly web site and Angela Smith gives all members personal attention. I highly recommend it!" - Catherine Calvo, Houston, TX

The personal attention is the part that really sets MoneyandShopping.com apart from any other secret shopping resources. This really is new and different. From the moment you join, you become part of the inner circle of women who quickly get connected and get paid to go shopping, eat in restaurants and more.

Work Can Be a Family Experience

As more and more readers begin accepting and completing the secret shopping assignments that they find through MoneyandShopping.com, new ideas are flowing back to us.

One mom wrote:

"The entire family went on a wonderful secret shopping assignment this past weekend at a nationally recognized pizza restaurant. Before going in, I assigned each member of the family something specific to remember. We all had fun observing different aspects of the shop.

"Of course, I had to double check all the facts before leaving the restaurant but when we got in the car and everyone shared their thoughts they were all pretty accurate. My report turned out really good because of a few small details that other family members remembered that I had forgotten!"

What could be better than a fun family experience where you eat for free, earn money, and get to teach responsibility and the power of observation to your children? This mother put it best: "My son now realizes that people could be watching when you don't realize it, so he should always behave correctly."

We just LOVE it when we discover a resource that brings real success to our readers.

And now, all members of MoneyandShopping.com can also earn between \$13.00 and \$30.00 (depending upon the level of membership selected) for each person they refer who joins! If you have friends who would be interested, all you have to do is send them to look at MoneyandShopping.com using your personal referral number. When they join, you will automatically receive between \$13.00 and \$30.00 for each referral! Your paychecks will arrive twice each month. You will get all the details when you join.

If you are interested in becoming a secret shopper, we advise that you join MoneyandShopping.com. Everything you need to get started is right there for you.

There are shopping jobs available right now for you and the friends you refer so don't delay. We highly recommend that you [go to MoneyandShopping.com right now](http://MoneyandShopping.com) to learn more.

UPDATE: And now MoneyandShopping offers even more opportunities for readers.

Let's hear it for Angela Smith - dedicated homeworking mom and creator of the award-winning MoneyandShopping.com. She has created a brand new sister site, MoneyandSurveys.com.....and we are impressed!

If you are looking for a way to earn homebased income, MoneyandSurveys.com will give you so many new ideas. You will learn how to get paid to take part in research studies, opinion surveys, clinical research, focus groups, merchandise give-aways and much more.

This site is different because every listing has been researched and verified for you. The direct links will help you get started today.

After reviewing this site, HomeWorkingMom.com is happy to give MoneyandSurveys.com our enthusiastic approval and recommendation.

[Use this link to MoneyandSurveys.com](#) for a very special Lifetime offer that HomeWorkingMom.com has arranged for you.

CHAPTER 4

Freelance Writing

Becoming a freelance writer can be a rewarding, interesting, and lucrative experience. As a writer, you have the special opportunity to influence what others think and do. You can touch emotions and possibly even change the course of a reader's life.

Each year, millions of men and women attempt to have their words published in magazines, newspapers, books and online but only a very small percentage are successful. Those who remain unpublished may feel that the published writers have more writing talent than they do, but in reality, talent is not usually what separates the published writers from the unpublished writers. The writers who consistently get assignments have learned where and how to market their work.

The Internet has expanded the number of opportunities for freelance writers and this expansion will continue for many years. Every Web site needs creative content and savvy freelance writers can generate incredible incomes writing for the online world. Most Web sites also offer newsletters or e-zines and articles are needed to fill them every week.

The message is simple: You have a better chance of earning a good income as a freelance writer today than ever before.

Here are some valuable tips that will help you begin your journey to success:

NOW IS THE TIME TO START

You may have been blessed with some writing ability, but you will not become a freelance writer until you learn the methods used by working freelancers. Ask yourself this question: Do I want to be a writer, or do I want to write? There is a difference. Becoming a freelance writer is a fantasy: Writing is hard work. If you are waiting for the right time and place to begin writing, you will never find out if you can do it. Don't wait for the kids to start school or until you fix up your home office. To become a freelance writer, the essential first step is to begin writing - right now. There is no better time to begin and waiting is just an excuse to avoid failure.

LEARN YOUR CRAFT

This e-book cannot include writing lessons, but we can tell you how to develop your own style. First, you have to read. Read the type of writing you want to do. As you read, notice the best and worst traits of each writer. Write down phrases that you admire. You can even type the words of a good article to get a feel for the sentence structure. Then, read about writing.

Write as much as you can, as often as you can. Eventually, you will develop your own writing style, your unique voice, which will make writing a little easier. But this won't happen until you write as much as possible.

EFFECTIVE MARKETING IS VITAL

If you view your writing as your "product" you will understand why it is so important to use marketing techniques to persuade an editor to buy what you are selling. Writing is a business, and only those who realize this will have a chance of succeeding.

Experienced writers almost never write an article until they have an assignment. To get the assignment, they learn to craft targeted and appealing query letters that allow them to demonstrate their writing ability while attracting to their proposed topic. Many publications now accept query letters by e-mail. You can find out the preferred query method and a lot more in [2006 Writer's Market](#) by Kathryn S. Brogan (Editor), Robert Lee Brewer (Editor), Joanna Masterson (Editor). And be sure to review the [2006 Novel & Short Story Writer's Market](#) by Lauren Mosko (Editor), Michael Schweer (Editor).

Interested in writing children stories? Then this is your guide, the [2006 Children's Writer's & Illustrator's Market](#) by Alice Pope (Editor). With 750 markets listed, this is a must have guide for writers and illustrators of children's literature.

And if you are considering writing a book, then check out the [2006 Guide To Literary Agents](#) by Kathryn S. Brogan (Editor), Robert Lee Brewer (Editor), Joanna Masterson (Editor). This annual, comprehensive directory provides writers with the information they need to find the best agent for their work.

Freelance Work Exchange

If you want to become a freelancer, you need access to the most current information about available jobs. [Freelance Work Exchange](#) gives its members instant access to hundreds of real freelance opportunities. Whatever your skills

and expertise, you can be sure that there is a demand for them in the freelance market. We admire their excellent customer service and their full guarantee.

Tip: Sign up for the trial membership of [Freelance Work Exchange](#) for only \$2.95 and you can get total access to the job listings.

Secrets of a Successful Freelancer

What better way to make money at home than becoming a freelance writer. If that is your dream, the author of this e-book guarantees that you will get paid for your writing if you follow her advice. Contains 120 pages and lots of insider advice. Bonuses included. Money-back guarantee. [Check it out here!](#)

DECIDE TO SUCCEED, EXPECT TO FAIL (SOMETIMES)

No one likes to be told that their work is unacceptable. But it is especially difficult to have your writing rejected. The great majority of people who want to become freelance writers submit one article. When a rejection is received, the writer often feels that her worst fears have been confirmed: She can't write. So, she gives up. This is a very big mistake.

Freelance submissions get rejected for many reasons. Bad writing is only one of them. The rejection could have occurred because the topic may have been covered recently, or the piece was not submitted to an appropriate place...or the editor had a bad day. The reason really doesn't matter. It is important, however, to decide at the very beginning of your career that rejection is just one part of the acceptance process. Until you are willing to take the chance of being rejected, you will never have your work accepted. The baseball players who hit the most home runs also strike out the most. But the strikeouts don't take away one bit of the glory of hitting one out of the park. Instant success cannot be expected in any profession. Becoming a freelance writer is a process. Anyone with a little talent, a willingness to learn and a lot of perseverance can succeed.

OTHER FREELANCE OPTIONS

"I came to your site (HomeWorkingMom.com) in June 2000 after doing a web search for ways to make money at home. It was at that time I found a link here for eLance.com. I have always been very computer savvy and did a lot of desktop publishing and websites for family members. I decided to do a LOT of online studying and went into graphic design. Thanks to you and your information, I have now made \$30,000.00 in my first year of business, and all from the comfort of my home! My children thank you and so do I! You gave me the tools to succeed in doing something I love. Thanks again!"

Joanne Waser,
JOW Graphics
<http://www.jowgraphics.com>

[eLance is an auction-type freelance marketplace](#) and a thriving community in which businesses can post their projects for bidding by freelance professionals. In many ways, eLance follows "eBay" type auction but the projects are posted instead of merchandise and the freelancers bid to get the assignment. The feedback rating system is also used which helps freelance professionals build confidence and credibility in their services. Both buyers and sellers have the opportunity to rate each other. When potential freelancers or employers see good ratings for previous work, they may be more likely to hire that freelancer.

In many ways, eLance has revolutionized the work world. Whether you are looking for freelance work or need to hire a freelancer to help with your business, eLance can help you fill your needs. There is no doubt that it is a valuable source of income, experience, and opportunities. Thousands of freelancers now rely on eLance for much of their business incomes and without any sales or marketing efforts. Few marketplaces compare to eLance in terms of the number, quality and variety of jobs posted. Currently, over 300,000 businesses and individuals in over 150 countries are registered with eLance.

eLance will handle payment from the employer (buyer) and deliver it when the job is completed satisfactorily and eLance will disburse the funds to the freelancer (seller) in the appropriate currency, which gives you the opportunity to win assignments from all over the world. Payment information is confirmed so the freelancer can feel confident when they accept a project, they will be paid. Overall, security features are put in place for both buyer and seller.

Apart from the auction for services, many businesses with projects will go to eLance and review the portfolios of potential freelancers and contact the one they like the best with an assignment. HomeWorkingMom.com has hired many freelancers that way.

You can register with eLance for free which will allow you to look around. However, if you want to showcase your work or bid on projects, there is a low monthly fee, which is well worth the cost. Whether you are a beginner or an experienced freelancer, you can attract work and get the right attention by using eLance.

[Take a look at eLance](#) and see what others are doing.

CHAPTER 5

Telecommuting Inside Information

Telecommuting or Telework is a growing trend that allows you to work at home as an employee. The U.S. Department of Transportation estimates that there will be approximately 15 million people telecommuting by the year 2002. If you would like to be one of them, here is our advice: Change your focus.

It is very normal to approach a situation from your personal point of view. In this case, you want to work at home as an employee as a way to manage mothering and work. You know how important it is to develop a family-friendly work life. Your entire focus is on getting what you want. This is a mistake. If you want to convince your current employer to let you telecommute or get hired by a new company as a telecommuter you have to put your needs on the back burner and think only of the needs of your employer.

Picture this: You walk into a shoe store looking for a pair of comfortable shoes. You find what you want and when you tell the clerk he suggests that you buy a pair of high heels instead. He says, "Please, buy these shoes. I need you to buy these shoes. If you buy these shoes my life will be so much better." Does his argument persuade you to buy the high heels? No, it does not. But what would you do if the clerk said, "These shoes would go perfectly with the outfit you are wearing. This heel would make you look taller. Although this is a high heel, this shoe was designed for comfort. And, they are on sale!" You would certainly respond more positively to the second argument.

When you are trying to create a telecommuting position, you play the part of the clerk in the shoe store and your employer is the buyer. Unless you present a plan created from your employer's point of view, you won't be able to sell them on letting you telecommute. So, your first step to telecommuting is to learn about and convey the benefits of telecommuting to your employer.

To help you present this new point of view, consider the following:

- Studies show that telecommuting increases worker productivity approximately 15-20%
- Companies with telecommuting programs need less on-site office space, which can save 25-90% of rental costs.
- Every dollar that is invested in technology cuts business costs by \$2.
- Telecommuting decreases downtime created by bad weather, sickness or other factors that cause employees to take a day off.

If you think hard and do some research, you will be able to come up with even more benefits to present to your employer.

The next step requires you to be tuned into your employer on another level. What possible objections will they have to your telecommuting? Write down the possible objections and then come up with focused answers. Will your employer feel that work teams cannot be successful with one member out of the office? If so, you can point out that collaboration can continue at a distance since the advent of e-mail, cell phones, conference calls, and all the working wonders now available. Will your employer be concerned about security and safety of company materials? If so, you can point out that there are many solutions for remote access security both online and in the telecommuter's home office.

YOUR BEST CHANCE TO TELECOMMUTE

When seeking a telecommuting position, remember that the majority of telecommuting that is happening today is being done at small companies, not major corporations. Although there are a few outstanding examples of family-friendly corporations, those are the exception to the rule. Flexibility is found in the innovative small businesses more than in corporate structure.

As we said earlier in this e-book, it is easier to find telecommuting or freelance assignments with a variety of businesses than it is to get hired as a full-time telecommuter. When work is being done on a remote location, distance does not really matter. Many more companies are willing to use remote workers for short-term defined projects than to commit to a full-time agreement.

CHAPTER 6

Preparing an Effective Online Resume

If you want to apply for jobs online, you need a resume that works, both in content and design.

Your resume is a marketing tool. Because you are unable to make a personal impression, it has to do the job for you. It must convey your value, your experience and convince the reader that you are the perfect person to do the job. It must set you apart from your competition and open doors for you.

Preparing a resume to submit online is a different process than mailing a paper resume. You cannot make an impression with nice paper or typeface and often it is not possible to use a cover letter. In fact, the words you write and your preparation are the only things that can impress. This can be a good thing.

You are probably used to seeing resumes that detail your current and/or previous jobs in chronological order, beginning with the most recent. This is the standard format, and the most acceptable. However, if you have not worked for a while, or your work experience is not current there is another way to arrange your resume. It is called a functional format. When you use this method, you can emphasize all of your skills and accomplishments, even those you have not been paid to do.

Here's how it works: Create headings that describe the types of work you have done such as "Public Relations", "Organizer", or "Special Event Coordinator" and include experiences you have had as a volunteer or in your personal life. Do you love people? Then you have excellent interpersonal skills. If you are computer literate, say so and list the types of programs you can use. If you are bilingual, be sure to note that too. Actual previous employment and contact information can be given at the end of the resume.

If you have successfully completed other telecommuting and freelance assignments, be sure to include that information. And remember, when you write your resume, do it with the expectation that you will succeed. Your confidence will shine through.

HOW TO PREPARE YOUR E-RESUME

Here are some tips to help you prepare your e-resume for submission:

- Type everything flush left.
- Put your name, address, telephone number, e-mail address and other pertinent contact information at the top.
- Use a job objective statement at the top of your resume, and change your objective when necessary to fit the situation.
- Job sites may extract key words from your resume when selecting qualified applicants for a position. Be sure to include all of the key words that will help you be chosen for the jobs you desire.
- When using dates, stick to years and leave out months.
- Remove all formatting codes and do not use bullets, underlining, bolded letters or italics.
- When e-mailing your resume, do not send it as an attachment. Put it in the body of your e-mail.
- Write enough information to fit on one page.

FOR MORE INFORMATION read:

[**Electronic Resumes & Online Networking: How to Use the Internet to Do a Better Job Search, Including a Complete, Up-To-Date Resource Guide \(2nd Edition\)**](#) - by Rebecca Smith is an excellent book that can provide more information on creating an e-resume.

CHAPTER 7

One More Option: Creating Your Own Opportunities

The increase in actual jobs, telecommuting and freelance work assignments now available on the Web is very encouraging for all homeworking moms. However, you don't have to rely 100% on getting others to give you work projects. You can create your own by starting a home-based business using the skills you have now or those that you can learn. Writing, web design, data processing....any skill can be transformed into a business.

Did you know that the latest research from International Data Corporation shows that nearly 8,500 new home businesses are started every day in the US? 8,500 a day! Home business ideas can be found everywhere you look. You just have to be open to the possibilities. One successful entrepreneur describes the process of getting a business idea this way: "I keep a note pad in hand at all times because the world is a bazaar of ideas, just begging to be turned into businesses."

The biggest mistake made by aspiring home business owners is waiting for the perfect idea before beginning. Once you begin working on an idea, they tend to take on a life of their own and evolve in very unexpected ways. In order to succeed, you must give yourself permission to make mistakes.

The most valuable tool you will use when forming a business idea is a pad and a pencil. Like that entrepreneur quoted above, keep them with you at all times. Become aware of everything happening around you. Notice problems and think of ways those problems can be solved. The old adage says, "Find a need and fill it." That is one way to get an idea for a home business, but you may be more successful if you find a "want" and give people a way to get it.

Start your search by exploring the possibilities related to the things you love to do. If you love what you are doing, you will have a much greater chance of success. Most importantly, listen to your heart. When you find the right idea your instincts will tell you that "This is the one."

Many moms begin working on a few different business ideas at the same time. Begin your research by searching the Internet, reading books and determining who would want your products or services. Then, communicate with that target audience and determine their real interest. Soon, one of the ideas will begin to stand out and you can go solidly in that direction.

Here are Some Unique and Easy Work-At-Home Ideas

Have you ever wondered how others make their money? The truth is, the simplest ideas often generate the most income.

Secret Underground Business Plans, Projects and Ideas has over 400 pages of highly unusual and low-cost ways to make money with products and services related to arts and crafts, computers, the Internet, mail-order, providing services to local businesses, and much more.

These are NOT business opportunities. You will be given an inside look into what other people are doing to generate a nice income in ways that would surprise you, doing things you might never know about - - until now.

It's fun to look through the listings and try a few things out. No pressure, no experience and very little investment is needed for most.

One mom wrote and said, "Thank you... This is the best money I have spent in a long time. You have some fantastic ideas."

[Click here to find out more about Unique and Easy Work-At-Home Ideas.](#)

Whether your goal is online employment or starting a home-based business, consider joining Mothers' Home Business Network. You can get all the details in the Resource Review section that follows.

CHAPTER 8

HomeWorkingMom.com's Reviews You Can Use

HomeWorkingMom.com is buys and trys all of the resources that we recommend in our new Reviews You Can Use.

DID THIS EVER HAPPEN TO YOU?

When you first started looking for work-at-home opportunities, your hopes may have been a little too high. After many disappointments, your hopes may have sunk too low.

Don't worry -- we've got the answer. They are called [HomeWorkingMom.com Reviews Your Can Use](#).

HomeWorkingMom.com has been evaluating resources for moms for 20 years. Our new Reviews Your Can Use will make it a lot easier for us to present our research findings to you.

WHICH ONE WILL YOU CHOOSE?

Click to see all of the [HomeWorkingMom.com Reviews Your Can Use](#).
<http://www.homeworkingmom.com/reviews/>

Or, choose the individual reviews you can use that you are interested in:

- **Mystery Shopping sites:**
<http://www.homeworkingmom.com/reviews/mystery-shopping/>
- **Home Job Resources:**
<http://www.homeworkingmom.com/reviews/at-home-job/>
- **Paid Survey sites:**
<http://www.homeworkingmom.com/reviews/surveys/>
- **Home Business Opportunities:**
<http://www.homeworkingmom.com/reviews/home-business/>
- **Money Matters:**
<http://www.homeworkingmom.com/reviews/money-matters/>

- **eBay Business Resources:**
<http://www.homeworkingmom.com/reviews/ebay/>
- **Affordable Health Care:**
<http://www.homeworkingmom.com/reviews/health-care/>
- **Free Government Grants:**
<http://www.homeworkingmom.com/reviews/free-government-grants/>

CHAPTER 9

Resource Review

Mom-to-mom, we are helping each other work at home in our own businesses and to find the right at-home jobs. Today you can begin to simplify your life and start on a new track. If you want to live your life and work under the same roof, here are the resources you can use to begin:

Please note: These resources are the top sites you will find in the reviews mentioned in Chapter 8. There are other sites recommended that are not in the **HomeWorkingMom.com Reviews You Can Use**.

MoneyandShopping.com

Getting paid to shop and eat in restaurants - wow, what a concept! Our research into Secret Shopping concluded that there are THOUSANDS of real opportunities available nationwide. We recommended MoneyandShopping.com as the best resource for getting started and connecting with the best job sources. The personal attention and help that the members receive makes the difference.

One reader wrote: "Angela from MoneyandShopping.com started e-mailing me great jobs right after I joined. After completing my first shop, I had another assignment waiting for me when I got home. I am so excited!"

Most mystery shopping sites consist of links to about 200 shopping job sites and not much more. This site offers 621 links and so much more. Gives instant access and excellent support.

- Our choice for Top Mystery Shopping Resource
- Extensive and ongoing free training program
- Helps new mystery shoppers get started faster
- New information added daily and weekly
- Free teleconferences, free e-book, free reminder service
- 621 links directly to shopping job site application pages
- Job openings in your area e-mailed to you - exclusive benefit
- Tip: Sign-up for lifetime membership and get immediate access to their sister site, MoneyandSurveys.com

[Check out MoneyandShopping.com right now!](#)

MoneyandSurveys.com

MoneyandSurveys.com is Angela's brand new site. It will give you so many new ideas. You will learn how to get paid to take part in research studies, opinion surveys, clinical research, focus groups, merchandise give-aways and much more.

The clear choice. If your focus is on earning money by giving your opinion, and you ignore the hype and the "free" vacation offers, this is your best option. Contains more than 3x the number of paying companies than other survey sites.

Benefits include:

- 1109 Companies in need of participants for offline research studies and focus groups.
- 19 Sampling companies that will pay people to pass out free samples and/or demonstrate products.
- 61 Merchandising companies in need of people to set up simple displays, collect data, etc.
- 147 Clinical research companies that are looking for paid volunteers.
- Companies who will pay people to drive their car.
- 71 Online paid research companies.
- Satisfaction guaranteed.
- Great customer service.
- Tip: Sign-up for lifetime membership and get immediate free lifetime access to sister site, MoneyandShopping.com - our #1 choice for becoming a mystery shopper.

[Go to MoneyandSurveys.com now using this link](#) and you will get a special offer when you click to join.

Unique and Easy Work-At-Home Ideas: Secret Underground Business Plans, Projects and Ideas

Over 400 pages of highly unusual and low-cost ways to make money with products and services related to arts and crafts, computers, the Internet, mail-order, providing services to local businesses, and much more. For more information visit: [Secret Underground Business Plans, Projects and Ideas](#).

Home Job Stop

Finding a work-at-home job IS possible!

If you are frustrated in your search for a home-based job, don't give up. There is one home job site that was started by a work-at-home mom -- a young mother named Rita who was tired of getting scammed and who wanted to help herself and other moms find legitimate jobs at home. We have found honesty and integrity in this home job resource

Rita works very hard to find home job listings and updates them daily. She named her directory Home Job Stop and has earned the distinction of being the ONLY home job resource that Mothers' Home Business Network endorses. Job listings are prescreened and updated twice each month. They do not accept paid advertising so you will find no outrageous or confusing claims here. The very affordable fee gives you lifetime access.

[You can join Home Job Stop by clicking here.](#)

Secrets of a Successful Freelancer

What better way to make money at home than becoming a freelance writer. If that is your dream, the author of this e-book guarantees that you will get paid for your writing if you follow her advice. Contains 120 pages and lots of insider advice. Bonuses included. Money-back guarantee. [Check it out here!](#)

eBay Store

More than 60,000 people earn their full-time income on eBay. [You can open an eBay store](#) for as little as \$9.95 a month that includes easy set-up and maintenance (no html needed), easy payment processing and more. You don't have to have a store to sell on eBay, but if you are serious about selling a product and are ready to take it to the next level, we highly recommend that you start one now.

Real Estate With No Credit Checks

We have all heard of buying real estate with no money down, but the information kits can be expensive and very complicated. If you have a bad credit rating or no money for expenses, you have almost no chance of buying a house.

[You can use this system to find a house for your family](#) or use it to get the money you need for other expenses. You can make a lot of money very quickly by taking control over a property and you won't need to have a credit check done or make a down payment. Highly recommended.

Work Tree

Although you can find telecommuting and home-based jobs by using Work Tree, this is more than a home job site. Work Tree is a resource with a vast, comprehensive database and dynamic up-to-the-minute access to information for your online job search. Here's why we recommend them: There are over 50,000 links with access to over 3,000,000 jobs that you can search from JUST ONE PAGE! Many other resources and features like a free e-mail job alert - are included.

HomeWorkingMom.com highly recommends WorkTree. [Find out more here.](#)

Grant Winner

You will be impressed with the effort Grant Winner uses to keep their online database updated and the personal attention you can get via e-mail - they promise and did deliver a response within 24-hours. The excellent instructions on writing a grant proposal are also exactly what you need to make the best impression. [Check it out here!](#)

Insure Me

When you use this resource, you won't have to wonder about your eligibility or the costs involved in getting health insurance any longer. This is the resource that gets our top rating, and this is the reason why: You to get instant quotes from 114 different companies based on your location, age, and other factors. Give them just a little bit of information and they will match your needs with the companies offering what you need.

There is absolutely no obligation. [You can protect your family when you know what is available to you.](#)

Freelance Marketplace: eLance

is an auction-type freelance marketplace and a thriving community in which businesses can post their projects for bidding by freelance professionals. In many ways, eLance follows "eBay" type auction but the projects are posted instead of merchandise and the freelancers bid to get the assignment. The feedback rating system is also used which helps freelance professionals build confidence and credibility in their services. Both buyers and sellers have the opportunity to rate each other. When potential freelancers or employers see good ratings for previous work, they may be more likely to hire that freelancer.

In many ways, eLance has revolutionized the work world. Whether you are looking for freelance work or need to hire a freelancer to help with your business, eLance can help you fill your needs. There is no doubt that it is a valuable source of income, experience, and opportunities. Thousands of freelancers now rely on eLance for much of their business incomes and without any sales or marketing efforts. Few marketplaces compare to eLance in terms of the number, quality and variety of jobs posted. Currently, over 300,000 businesses and individuals in over 150 countries are registered with eLance.

eLance will handle payment from the employer (buyer) and deliver it when the job is completed satisfactorily and eLance will disburse the funds to the freelancer (seller) in the appropriate currency, which gives you the opportunity to win assignments from all over the world. Payment information is confirmed so the freelancer can feel confident when they accept a project, they will be paid. Overall, security features are put in place for both buyer and seller.

Apart from the auction for services, many businesses with projects will go to eLance and review the portfolios of potential freelancers and contact the one they like the best with an assignment. HomeWorkingMom.com has hired many freelancers that way.

You can register with eLance for free which will allow you to look around. However, if you want to showcase your work or bid on projects, there is a low monthly fee, which is well worth the cost. Whether you are a beginner or an experienced freelancer, you can attract work and get the right attention by using eLance.

If you are interested in getting freelance assignments of any sort, start by joining [eLance](#) like Joanne Waser did.

"I came to your site ([HomeWorkingMom.com](#)) in June 2000 after doing a web search for ways to make money at home. It was at that time I found a link here for eLance.com. I have always been very computer savvy and did a lot of desktop publishing and websites for family members. I decided to do a LOT of online studying and went into graphic design. Thanks to you and your information, I have now made \$30,000.00 in my first year of business, and all from the comfort of my home! My children thank you and so do I! You gave me the tools to succeed in doing something I love. Thanks again!"

Joanne Waser,
JOW Graphics
<http://www.jowgraphics.com>