

# WHAT ARE THE DIFFERENCES BETWEEN TELECOMMUTE RESUMES AND STANDARD RESUMES?

By Jennifer Anthony

Jobseekers often ask me what the difference is between a standard resume and a telecommute resume. While there are not clearly definable differences, there are three key areas of importance to emphasize.

## 1. Telecommute resumes have to stand out.

Recruiters and hiring managers are flooded with resumes, particularly when they post a position with a telecommute option. I spoke to a recruiter and he stated that he receives between 750 and 1,000 resumes, each day, every time he posts a project. Consequently, you absolutely have to have a resume that stands out. To ensure your resume shines, take ample time to make sure your information is presented in an easy to read, eye-pleasing format. You should emphasize your relative skills, particularly your ability to work independently and your time management skills.

## 2. Telecommute resumes are highly scrutinized.

You are competing with people located all over the country (and often, worldwide). Employers offering telecommute roles have the “cream of the crop” to choose from without any restriction on distance. Consequently, they are going to make immediate judgments on what they find in your resume to narrow down the candidate list to a more manageable level. Perfection is necessity when the competition is so fierce.

What this means is that you have to proofread and then proofread again! Pay extra attention to errors that a spell checker will not catch (e.g. manager/manger). Write in the telegraphic writing style and don't use the word “I” anywhere on your resume. Don't rely on your software to apply proper grammar rules either. Instead, refer to a manual such as the *Gregg Reference Manual* or *The Chicago Manual of Style*.

## 3. Telecommute resumes have to take the place of you.

In most cases, the hiring manager will not be able to meet with you in person. You may receive a call for a phone interview, but the hiring decision will largely be based upon your resume alone. Cover everything you think is relevant to your job goal and leave off what isn't. Review your resume aloud and think about what impression you will make.

In addition, if you have taken any online certification tests, such as the options offered at [Brainbench.com](http://Brainbench.com) or [ExpertRating.com](http://ExpertRating.com), be sure to add that information to your resume. If you belong to professional associations, (e.g. International Virtual Assistants Association) be sure to note that on your resume as well. Also, consider sending a cover letter to outline how you are a perfect match. It's a great opportunity to stand out and it demonstrates that you have solid business etiquette. Doing this might make the difference between a regretful e-mail and “you're hired.”

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*Disclaimer: Advice offered in this article is not comprehensive and is intended for a wide-range of readers. Individual results may vary based on geographic location, local economies, market saturation for a particular industry, academic background, adaptability to workforce changes, and/or continued motivation. Contact a professional resume writer to discuss your unique situation.*

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