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The Remote Job Application Starter Kit

Templates, a tracker, and practical tips to help you apply with confidence and avoid common mistakes.

Inside this kit:

- An ATS-friendly resume template you can fill in directly
- A short, effective cover letter template
- A job application tracker to stay organized
- Tips to avoid common remote job scams
- A quick interview-prep checklist
- A few tools worth knowing about

How to Use This Kit

This kit is meant to be simple and practical. Copy the resume and cover letter templates into your own document, fill in your details, and keep the tracker open every time you apply somewhere. Most job seekers lose track of where they applied — the tracker alone will save you a lot of confusion later.

Spend most of your time customizing the resume summary and cover letter opening for each role — that's what actually gets read first.

ATS-Friendly Resume Template

Keep the layout simple — no tables, columns, or graphics inside the actual resume file. Applicant Tracking Systems (ATS) read plain, linear text best.

[Your Full Name]

[City, Country] · [Email] · [Phone] · [LinkedIn URL]

Professional Summary

[2–3 lines: your role/title, years of experience, and your strongest skill area. Example: "Customer support specialist with 3+ years handling high-volume chat and email queues for SaaS companies, skilled in Zendesk and CRM tools."]

Skills

[Skill 1] · [Skill 2] · [Skill 3] · [Skill 4] · [Skill 5] · [Skill 6]

Work Experience

[Job Title] — [Company Name] (Remote) | [Month Year] – [Month Year]

- [Achievement, not just a duty — use a number if possible: "Reduced average response time by 20%"]
- [Second achievement or responsibility]
- [Third achievement or responsibility]

[Repeat the block above for each previous role]

Education

[Degree/Certificate] — [Institution Name], [Year]

Tools & Software

[List tools relevant to remote work: Slack, Zoom, Notion, Google Workspace, etc.]

Cover Letter Template

Keep it under one page. Focus on why you specifically fit this role, not a general summary of your career.

Dear [Hiring Manager's Name / Hiring Team],

I'm applying for the [Job Title] position at [Company Name]. [One sentence on why this role/company caught your attention — be specific, not generic.]

In my current/most recent role as [Job Title] at [Company], I [one concrete achievement relevant to this job, ideally with a number]. I'm comfortable working remotely and have experience with [relevant tools/skills for this role].

I'd welcome the chance to bring this experience to [Company Name]. Thank you for considering my application — I'm happy to share more detail whenever convenient.

Best regards,
[Your Full Name]

Job Application Tracker

Print this page or copy it into a spreadsheet. Fill a new row every time you apply.

[illegible]

How to Avoid Remote Job Scams

- **No legitimate employer asks you to pay** for training, equipment, or a "starter kit" before you're hired.
- Be cautious of job offers that arrive with **no interview** at all, especially over chat apps like Telegram or WhatsApp.
- Check the company's real website and search their name plus the word "scam" or "reviews" before sharing personal details.
- Never share your **bank login, ID scans, or upfront payments** during an application process.
- Genuine remote roles list a real company name and a verifiable email domain — be wary of generic Gmail/Yahoo addresses for HR contact.
- If a salary offer sounds far above market rate for very little described work, treat it as a red flag.

Quick Interview-Prep Checklist

- Research the company — what they do, recent news, and their tone/voice online
- Prepare 2–3 short stories of past achievements (situation → action → result)
- Test your camera, mic, and internet connection at least 30 minutes early
- Prepare 2–3 questions to ask the interviewer about the role or team
- Have a quiet, well-lit space ready with a neutral background
- Keep a copy of your resume and the job description open during the call

A Few Tools Worth Knowing About

These are resources the WorldJobShunt team has come across and thinks are genuinely useful for people job-hunting or building their career. Some of the links below are affiliate links, meaning we may earn a small commission if you choose to purchase — at no extra cost to you.

Make My Plan — AI Goal Planner

If you're job-hunting without a clear plan, it's easy to lose momentum. This is a template-based planner to help you set and actually follow through on career goals — useful alongside a structured job search.

Learn more: checkout-ds24.com/redir/613934/kashifasif1234

Power BI for Business Analysts

Data and analyst skills are consistently in demand for remote roles. This course teaches Power BI using real datasets, which is a strong skill to add if you're aiming for data/business-analyst remote positions.

Learn more: checkout-ds24.com/redir/664826/kashifasif1234

Thanks for downloading this kit. For more remote job listings and career guides, visit worldjobshunt.com.