

# GET THE JOB

## Work at Home

The COVID-19 outbreak has left the world in a state of uncertainty. To limit the spreading of the virus, officials require that many states prohibit events with large numbers of attendees, limit or completely close businesses and even face mass shutdowns.

So, what does that mean for your income?

While many employers are encouraging their staff to do their job from home, it's not possible for all professions. However, equipping yourself with the tools and knowledge to work in your spare time can lead to a fruitful career that can be performed anywhere.

Whether you're looking for a way to make extra money during the coronavirus pandemic or plan to pursue a career at home, there are numerous ways to get started.

### **FREELANCE WRITER**

Businesses of all sizes require written content to share their message and fill a website or press release with current information. While



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you won't become a profitable writer overnight, perseverance and dedication to build an online presence will lead to a significant portfolio.

One investment you should consider is buying and designing a domain to showcase your skills and published work. You will also require quality equipment like a computer, printer and webcam or smartphone to partake in video communications.

As you get started, don't be afraid to accept low-paying jobs or those that will get your name on the headers of smaller websites. The experience you build with each brush of a key-stroke is vital in landing a high-paying job down the road.

### **BUILD WEBSITES**

With today's click and drag website building, you are no longer required to write and understand computer code to

create an attractive landing page.

However, a firm grasp on digital language can help you find opportunities that lead to more promising careers. If building websites is overwhelming, even with practice, consider signing up for classes at a community learning center or sign up for online courses.

Once you're comfortable designing websites, get loud

about what you have to offer. Advertise yourself across social media, reach out to companies whose pages are lacking and ask friends for referrals. Don't forget to showcase your skills on your own designer page to invite clients to view your growing portfolio.

### **ONLINE PERSONAL ASSISTANT**

Business owners are busy, which results in many leaders to seeking personal assistants to complete tasks remotely. To break into the industry, you must have exceptional organizational skills, excellent time-management traits and communicate well.

Finding your first client can be difficult without a history of experience to showcase. Search community message boards and newspaper ads to find busy entrepreneurs in search of help.

Since there is no one-size-fits-all approach to becoming a virtual assistant, do your research find local pricing structures and offered services, and start networking with potential clients.

Some of the responsibilities you should advertise include calendar management, data entry, bookkeeping and social media management. Consider the areas in which you believe you can flourish and offer services that match your strengths.

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### HOT JOB PROFILE

#### PROOFREADERS AND COPY EDITORS

**Number of jobs in 2018:** 14,700

**Job outlook, 2018-28:** 4% (as fast as average)

**Employment change, 2018-28:** 600

**The role:** Proofread text for errors in grammar, punctuation, and spelling and check for readability and style.

**Education required:** Typically requires a bachelor's degree or experience at a business, publication or publisher.

**The need:** As newspapers, magazines and other publications and businesses move online, the market widens for qualified proofreaders who can work in an office or remotely.

Source: U.S. Bureau of Labor Statistics

## AD SPACE