



 Premium Action Guide

Work From Home Jobs — build a system to find, tailor, and win remote roles

Pick your remote path, build job-ready proof, automate sourcing and resume tailoring, and run human outreach that gets replies — across LinkedIn, Upwork, Indeed, or fully automated with n8n/Make.

 Updated for 2026

 30 days to run your exploration sprint

 @jobhacki · JobHacki Community



Start Fast

Clear first steps you can take this week.



Real Sources

Built from people who actually did it.



Honest Numbers

Source-reported pay, costs, and risks.

Get the Full Guide Vault →

 Includes checklists, scripts & source-backed insights

YOU WILL LEARN

- ✓ What you'll build
- ✓ Step 1 — 🕒 Choose your remote path
- ✓ Step 3 — 📄 Build a master resume and keyword map
- ✓ Platforms & tools
- ✓ Step 2 — 📅 Run a 30-day test (if considering cybersecurity)
- ✓ Step 4 — 🎥 Record a 60–120s Loom intro

► **MODULE 01**

What you'll build

A repeatable remote-job engine: choose your path, build evidence, and create a job tracker that pulls roles into one place, tailors resumes automatically, and triggers smart outreach. Use it across LinkedIn, Upwork, and Indeed — or automate end-to-end with n8n/Make + Apify + AI.

You'll also get role-specific playbooks (customer support/healthcare, cybersecurity, data/AI), interview prep, and post-hire review systems for compounding results.

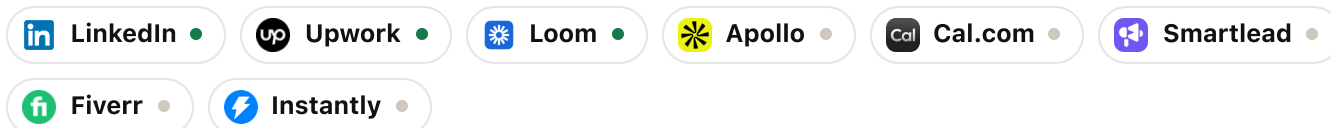
- 1 Choose a path and build 30-day proof
- 2 Set up a Google Sheets job tracker
- 3 Automate sourcing and resume tailoring
- 4 Apply, then email 3 insiders per role
- 5 Win reviews/references to snowball trust

► **MODULE 02**

Platforms & tools

Lead & Outreach

3 free · 5 paid



Website Builders

0 free · 2 paid



AI Models

0 free · 5 paid



Dev & Hosting

0 free · 2 paid



Automation

1 free · 3 paid



► MODULE 03

Step 1 — Choose your remote path

Decide where you'll compete now: customer support/healthcare ops, cybersecurity (SOC or GRC), data/AI, freelance/agency work (marketing/automation), tutoring, or survey/gig work. Ask: which job descriptions make you curious, what evidence you can build in 30 days, what your local market allows (time zones/state restrictions), and where you want to be in 3 years.

Tip

Stop asking which cyber path is “better.” Pick the one aligned to your background, the evidence you can build fast, and the market you’ll apply into.

► MODULE 04

Step 2 — Run a 30-day test (if considering cybersecurity)

Split a 30-day sprint: 15 days SOC, 15 days GRC. For SOC, read 5 SOC ads, learn SIEM/log/phishing basics, do a defensive lab or log analysis, and write a summary. For GRC, read 5 GRC ads, learn risk/control/audit/frameworks, create a mini risk register or control mapping, and write a summary. At day 30, choose the lane that felt clearer and more energizing.

Reflect

Ask: which work sparked more curiosity, which could you explain crisply, and which produced stronger resume evidence? Don’t pick GRC because you think it’s easier — good GRC demands clear thinking, writing, evidence, and stakeholder management.

► MODULE 05

Step 3 — Build a master resume and keyword map

Draft a master resume focused on the next role, then tailor per application. Manually order sections to match the role (don’t rely on reverse-chron only). Front-load your best social proof in the first 100+ characters. Use role keywords: for support include Zendesk/Intercom/ticketing; for healthcare include HIPAA/medical terminology; for some support/ops roles include Python, JSON/API reading, basic SQL; for research/data entry

include data entry, accuracy, documentation, Excel. Use ChatGPT to polish grammar while keeping your voice.

Scanner reality

Recruiters read resumes in an F pattern. Lead with benefits and measurable results. Avoid vague bullets like "completed SOC labs" or "interested in GRC." State what you built, investigated, or mapped — and the outcome.

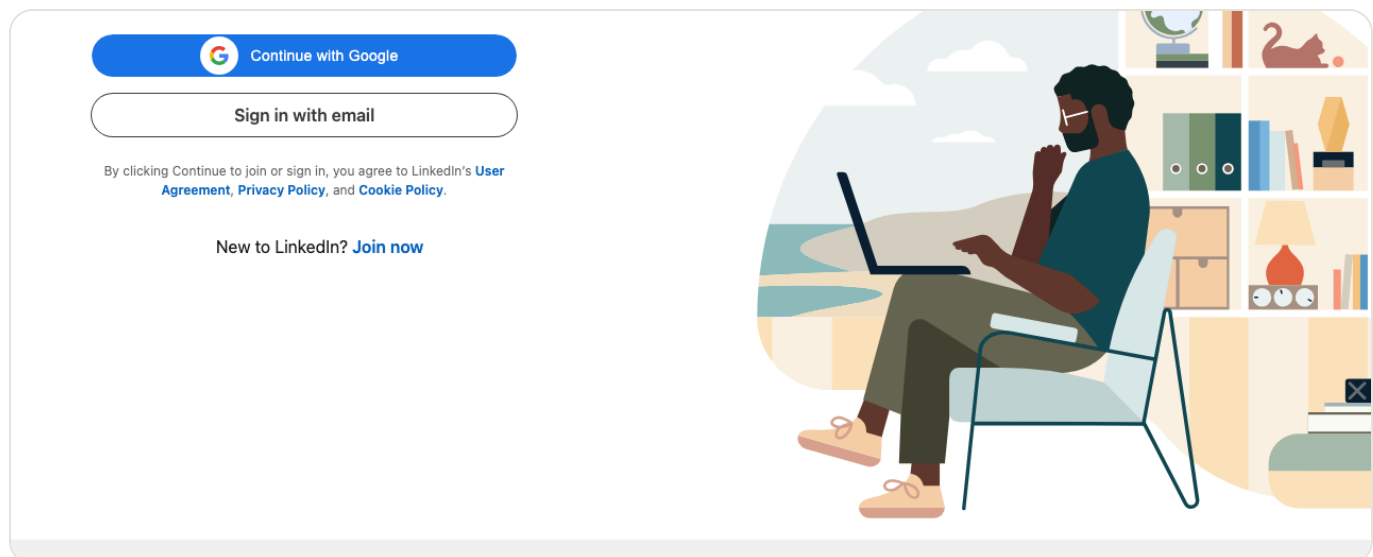
► MODULE 06

Step 4 — 🎥 Record a 60–120s Loom intro

Record a concise Loom: who you are, why this role/company, 1–2 proof points, and a specific next step (e.g., "Happy to do a short paid trial"). Link it in your resume or emails.

Make it human

While showing a LinkedIn/company page, scroll during the recording so it doesn't look like a static screenshot.



Step 5 — Create your Google Sheets job tracker

Create a sheet to centralize every role and versioned resume link. Columns: Position Name, Job Type, Company Location, Description, URL, Customized Resume, Date Created, Posted At, Scraped At. Add contact and lead columns if you're outbounding: Lead ID, Source URL, Business/Team contacts, Emails, Phones, Enrichment Status. Store source post URLs to update scraping targets without code changes.



Step 6 — Find roles on your primary platform(s)

Platform	What to do in this step
LinkedIn	Search with Remote filters; save searches; research the company and interviewers; identify the recruiter/hiring manager, a peer in the role, and a sales leader to contact; log each role in your sheet.
Upwork	Fill every profile section (consultations, portfolio, skills, project catalog, testimonials, certifications, history, linked accounts). Front-load proof in the first ~120 characters. Save matching jobs and log them.
Indeed	Run searches and set alerts; treat it as an aggregator. Use scraping (next steps) to bulk capture roles. Avoid auto-applying to protect your reputation and respect ToS.

Check constraints

Some remote roles limit applicants to specific states/time zones. Confirm before investing cycles.

► MODULE 09

Step 7 — Wireframe your automation (optional)

Sketch your flow before building: triggers, data sources, transformations, AI calls, outputs. A quick process map helps you spot missing pieces early.

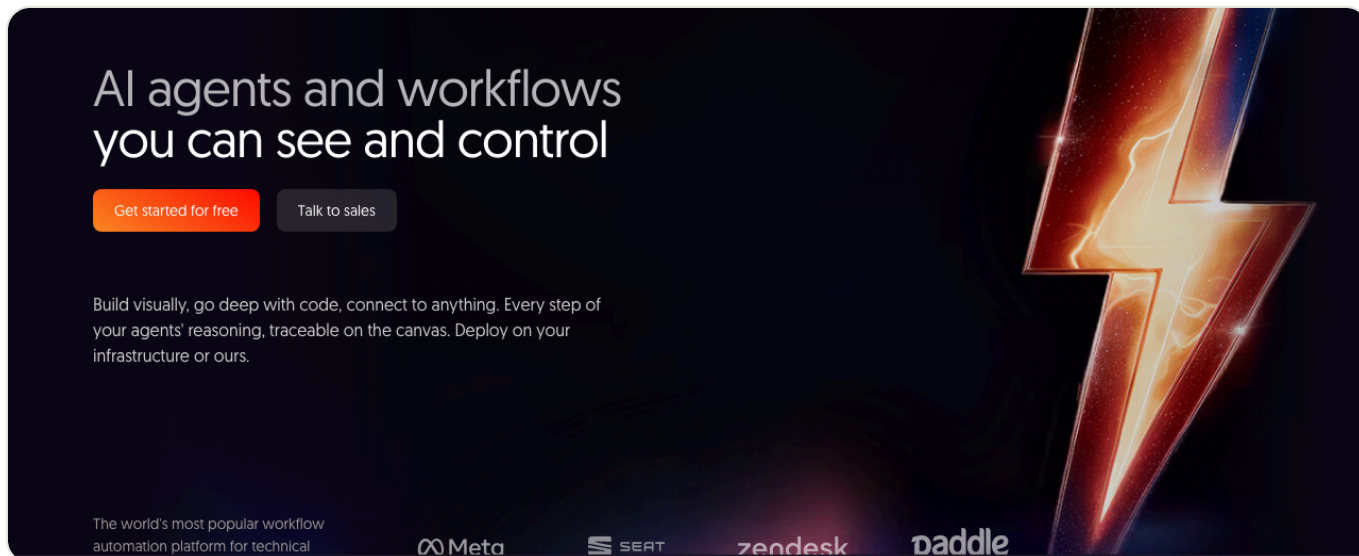
MAP IT FAST

 **Excalidraw**

Freehand diagram your sourcing → tailoring → outreach flow. 

Why wireframe

Building without a sketch is like assembling Lego without instructions — slow and error-prone.



n8n — where you'll do this

► MODULE 10

Step 8 — Automate sourcing (n8n or Make.com)

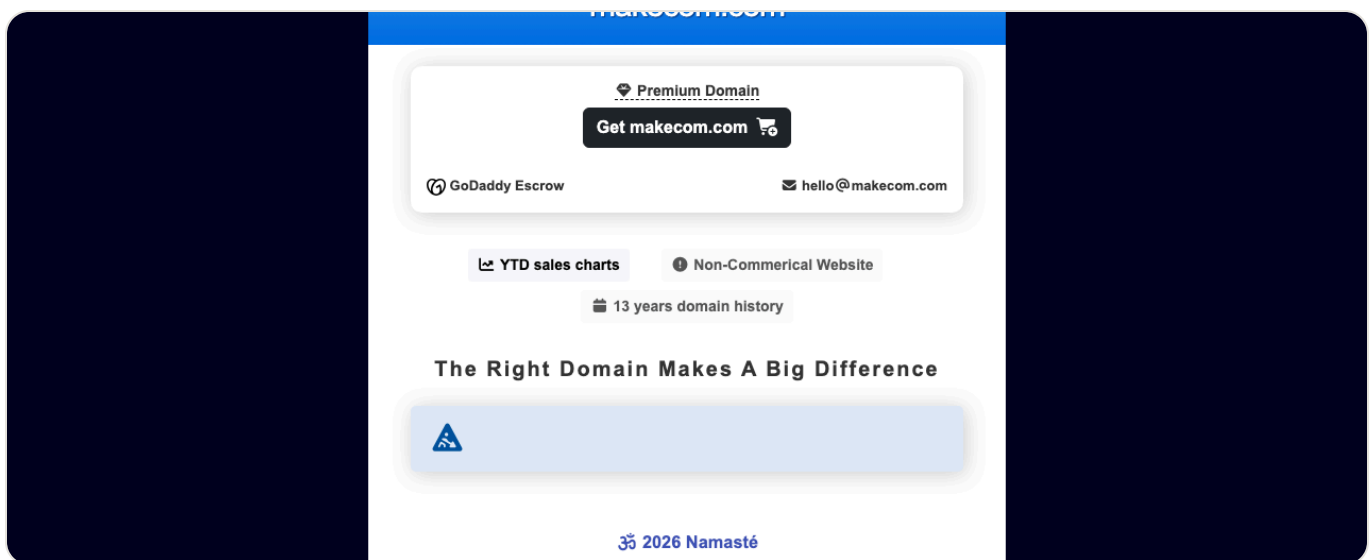
Automate role capture and resume tailoring. You'll run an Apify actor to scrape jobs, then score fit and tailor resumes with AI, store resumes in Google Docs, and log everything in Google Sheets.

Platform	What to do in this step
n8n	Create a workflow: Trigger → Apify Actor run → Wait for completion → AI nodes → Google Docs (create/update) → Google Sheets (add row).

Platform	What to do in this step
Make.com	Create two scenarios: (1) Run Apify Indeed bulk scraper, (2) Watch for completion → OpenAI module for tailoring → Google Docs → Google Sheets.

Ethics & ToS

Scrape public job posts only. Do not auto-apply; personalize human outreach after review.



make.com — where you'll do this

This site can't be reached

Check if there is a typo in googledocs.com.

DNS_PROBE_FINISHED_NXDOMAIN

Reload

Google Docs — where you'll do this

► MODULE 11

Step 9 — Connect APIs and credentials (automation)

Platform	What to do in this step
n8n	Google Sheets OAuth: create a Google Cloud project ("job finder"), enable Sheets API, configure OAuth consent screen (app name "job finder"), create Web App OAuth client, add n8n redirect URI, paste Client ID/Secret into n8n, publish and sign in. OpenAI: add API key in OpenAI node credentials; save.
Make.com	Connect Google Sheets/Docs modules via Google OAuth. Add an OpenAI module and paste API key. Create webhooks if emailing via Gmail.

OAuth notice

Google's "unverified app" warning is expected during setup; expand Advanced and proceed to grant permissions.

Step 10 — Configure the Indeed scrape with Apify

In Apify, get your API key (Settings → API and integrations). Use the Indeed bulk job scraper actor with your search params (e.g., title “data engineer”, location “San Francisco, United States”, max items). From automation, start a run and watch for its completion, then pull the dataset for processing.

Scraper hygiene

LinkedIn and other UGC sites are hard to scrape reliably. Prefer Apify marketplace actors over writing your own to avoid anti-bot pitfalls and maintenance.

Step 11 — Score fit and tailor resumes with AI

For each scraped or saved job, compare the posting with your resume and generate a tailored version plus a fit score. Use structured JSON outputs so you can map fields into your sheet cleanly.

n8n: add an AI agent node with a system prompt to analyze the resume vs JD and output strengths, weaknesses, risk, reward, overall fit, and justification. Use an information extractor node first to pull First name, Last name, Email from the resume text.

Make.com: add an OpenAI module with a system+user prompt to customize the resume to the job post. Return JSON fields for easy mapping.

Control the output

Use a structured output parser (JSON schema) for strengths/weaknesses/risk/reward/fit/justification. Don't have AI write full documents — template most text and let AI fill targeted sections for reliability.

► MODULE 14

Step 12 — Create a Google Doc resume and log to Sheets

Create/update a Google Doc for each tailored resume and add a row in Google Sheets for traceability. Map date/time, resume link, name, email, strengths, weaknesses, risk, reward, overall fit, and justification.

IDs matter

When creating or updating Docs/Drive files, use the correct nested file ID. A wrong ID is a common source of failures.

► MODULE 15

Step 13 — Test, harden, and delay smartly

Run end-to-end with sample inputs. Add a Switch branch to handle resume mime types (Word, PDF, TXT) with appropriate extraction logic. Use Ignore/Break modules to continue flows despite intermittent API errors and to retry with backoff. Enable storing incomplete executions so you can replay.

For long gaps (e.g., spaced follow-ups), use Hookdeck to queue/delay webhook payloads well beyond native sleep limits, then forward to Make.com when time elapses. Exponential backoff reduces rate-limit issues.

When errors happen

Don't hand-edit generated code blocks — iterate: inspect recent execution, identify the failing node, and adjust prompts or modules; then re-run.

► MODULE 16

Step 14 — Apply, then email 3 insiders

Apply with your tailored resume and a short cover letter. Then email: (1) the recruiter or hiring manager, (2) someone in the role/team, (3) a sales or department leader. Share your Loom, reference 1–2 specifics from the JD/site, and ask for a quick chat or guidance. Prefer email over LinkedIn DMs to avoid getting buried.

TEMPLATE — COLD EMAIL TO HIRING MANAGER

Subject: [Personalized hook for [Name]]

Hi [Name],

I'm applying for [Role] at [Company]. I built [1-sentence proof aligned to JD] and recorded a 90-second intro: [Loom Link]. I'd value a brief chat to share how this maps to [Team/Metric]. Would [2 time windows] work?

Best,

[Your Name]

[Phone] • [LinkedIn]

TEMPLATE – ASK A TEAM MEMBER FOR CULTURE INSIGHT

Subject: [Personalized hook for [Name]]

Hi [Name],

See that you've been on the [Team] at [Company] since [Year]. I'm exploring [Role] and wondered if you'd share what it's like working there and the culture. Two quick questions and I'll keep it brief – open to a 10-min chat?

Thanks in advance,
[Your Name]

TEMPLATE – REFERRAL FOLLOW-UP

Subject: [Personalized hook for [Name]]

Hey [Name],

[Referrer Name] mentioned you're the right person regarding the [Role] opening. I'm excited about [specific reason]. Here's a 90-second intro: [Loom]. Could we find 10 minutes to see if my background aligns?

Thanks,
[Your Name]

Keep it crisp

Short, specific, and human beats long. Don't attach heavy portfolios — link to work.

► MODULE 17

Step 15 — Interview essentials that land offers

Research the company: name, tenure, mission, key people (check LinkedIn). Prepare a tight "Tell me about yourself" aligned to the JD. Bring 2–3 stories showing you solved hard

customer problems, stayed calm, and went above and beyond. If asked for an application number you don't have, politely email recruiting/careers for help.

Reality check

Interviews are a tiny snapshot and humans judge fast. Avoid “volcano answers” that hint at unresolved conflicts; stay solution-focused.

► MODULE 18

Step 16 — Role-specific: Customer support & healthcare ops

Daily work often includes: managing support tickets (email/chat/SMS), processing medical records requests, sending authorizations, retrieving records, assisting patients, phone/email comms, and maintaining accurate files (applications, IDs, SSNs, emergency contacts, training certifications). Strong attention to detail, organization, multitasking, Microsoft Office, and communication are commonly required.

Keywords to include when relevant: HIPAA, medical terminology, member support, customer service, documentation, Microsoft Excel; for certain roles add Python, Zendesk, Intercom, API reading, JSON, basic SQL. Many companies train you on their systems — emphasize accuracy and learnability.

Examples (source-reported): Park Aid offers \$24–\$30/hr plus a one-time home office allowance, monthly cell phone stipend, and laptop; Seresti Health prefers enrollment/inside sales/outreach/caregiving/healthcare/CRM/HIPAA/dementia experience; Onboard support roles may prefer basics of APIs, SSO, browser troubleshooting, HAR files, and monitoring tools (not required). Shifts can include evenings/weekends; some roles require one weekend/month or holiday coverage.

► MODULE 19

Step 17 — Path: Data/AI remote roles (starter map)

Build 1–2 focused projects end-to-end: data collection, cleaning, EDA, feature engineering, model training, evaluation, visualization, and a short write-up. Learn core ideas: what a model is, training vs inference, foundation models, alignment, scaling, sampling, evaluation. Start with supervised learning: regression (continuous targets) and classification (categorical targets).

Algorithms to know: linear/logistic regression, k-NN, decision trees, random forest, SVM, XGBoost, CatBoost. Preprocessing: min-max normalization vs z-score standardization; handle missing data (drop if <5%, or impute mean/median/mode — prefer median for skewed numerics). Evaluate regression by closeness to true values and classification by accuracy (and more nuanced metrics as needed). Do EDA to spot outliers/patterns; iterate.

As you advance: multi-agent orchestration, vector databases, fine-tuning, data engineering, inference optimization. Use Google Colab for a quick notebook environment; Python + pandas/numpy/matplotlib/seaborn for the stack.

Scope smart

Data science is broad and collaborative. Focus on shippable projects. Reinforcement learning is complex and trial-heavy — not needed for entry roles.

► MODULE 20

Step 18 — Path: Cybersecurity (SOC/GRC) remote roles

SOC analysts monitor alerts, review logs, triage incidents, investigate phishing, check endpoint alerts, follow playbooks, and document findings. Build SOC evidence: a basic SIEM or log analysis lab, Windows event log write-up, phishing email analysis, or TryHackMe/Hack The Box defensive pathway with notes.

GRC analysts work on policies/standards, risk registers, control assessments, supplier reviews, and regulatory mapping; they help the business understand security gaps. Build GRC evidence: a sample cyber risk register, basic security policy, mock supplier review, and control mapping (ISO 27001, privacy, third-party risk, internal audit). In Australia, know Essential Eight, Information Security Manual, ISO 27001, privacy obligations, third-party risk, internal audit, and CPS 234 in financial services.

Avoid weak bullets like “Interested in GRC.” Show concrete artifacts and impact.

► **MODULE 21**

Step 19 — Extra paths: Tutoring, surveys, mystery shops

Tutoring: look at global remote platforms (e.g., Engly, Open English, AmazingTalker, Yaya English, Achieve Test Prep). Survey work: Prolific offers paid academic studies (some report \$50–\$60 for specialized surveys). Mystery shopping can be non-phone and flexible (restaurants, spas, groceries, gas, apartments, nail shops).

Fit and filters

Some listings require specific experience or countries/states. Manually qualify opportunities; not every lead is legit or a match.

► **MODULE 22**

Step 20 — Freelance/agency path (Upwork + outbound)

Pick a service with demand and personal interest: local lead gen, video content, e-commerce email, SEO, or AI automations. Mine your current environment for small wins (manage a social account, fix an onboarding). Ask friends/family to do free/discounted work for case studies.

Use “document, don’t create” — post short insights regularly. Reach out across channels (LinkedIn, Instagram, Twitter, email). Keep a clean site and active social presence; your name can be your brand.

On Upwork: fill every profile section to boost completeness and ranking. Your competition is often weak — consistent optimization wins. Record short Looms that feel personal (scroll the client’s profile/site). Always link to examples; don’t attach bulky files.

PROMPT – UPWORK APPLICATION WRITER (SYSTEM + USER)

System prompt: You are a helpful intelligent Upwork application writer.

User prompt: Your task is to take as input an Upwork job description and return as output a customized proposal.

Template example: Hi, I do [thing] all the time. I'm so confident I'm the right fit for you that I just created a workflow diagram plus a demo of your {{job description}} in no code. [Link]

About me: I'm a [relevant background] that has done [relevant things]. [Other tie-ins]. Happy to do this for you anytime, just respond to this proposal else I don't get a chat window. Thank you.

Rules and formatting: Output in JSON format with keys for each section, use new line delimited bullet points, avoid emojis and flowery language, use first-person language.

PROMPT – GOOGLE DOC PROPOSAL WRITER

You are a helpful intelligent proposal writer.

I'm an automation specialist applying to jobs on freelance platforms.

Your task is to take as input an Upwork job description and return as output JavaScript object notation for a customized proposal which I'll upload to Google Docs.

High performing proposals are typically templated as follows:

- Title of system
- Brief explanation of system
- Hi, as mentioned, I'm so confident I'm the right fit for this that I went ahead and created a proposal for you including a step-by-step of how I do it.
- I've done the below many times and working with [specific part of their request] is actually one of my favorite parts of automation.
- Here is how we'll build all of this stuff: left to right flow with arrows.
- A little bit about me: bullet points.

Rules:

- Write in a casual Spartan tone of voice.
- Don't use emojis or flowery language.
- If there's a name included somewhere in the Upwork job description, add it for personalization.
- Return step-by-step bullet points.
- Delimit each bullet point with a backslash and include a hyphen.
- Prefer not to mention social proof that includes money and numbers in about me bullet points.
- Use first-person language.

PROMPT – MERMAID DIAGRAM FROM JOB POST

Your task is to take as input an Upwork job description and return as output a Mermaid diagram that I can visualize using a subsequent Mermaid live editor.

Example output:

graph TD

A[Receive email from Facebook lead ads] --> B[Add to CRM]

B --> C[Send customized SMS]

Rules:

- Only output flowcharts, no sequence diagrams, no Gantt charts.
- Do not output any accessory formatting information like backticks.
- Your first character should be 'g' (for graph TD).

TEMPLATE – COLD EMAIL TO ASK FOR INSIGHT (BDR ANGLE)

Subject: [Personalized hook for [Name]]

Hi [Name],

See that you've been on the BDR team at [Company] since [Year]. I'm interested in opportunities on the business development team and wondered if you'd share thoughts on the culture and day-to-day. Would you be open to a short chat?

Thanks in advance,
[Your Name]

TEMPLATE – AI AUTOMATION SERVICE PITCH (SOLO FOUNDER)

Subject: Build an AI Agent to Scale Your Business Without Hiring

You as a solo founder or small team want to scale but can't because hiring more people requires capital and you're stuck at a ceiling. AI agents and AI automation can help you break free and grow past these limits. Here's how it works...

Automate Upwork wisely

You can build an Upwork application agent: expose a chat, paste job posts, and auto-generate (1) application copy, (2) a Google Doc proposal, and (3) a Mermaid diagram. Use clear prompts and JSON outputs; constrain tasks to avoid agent confusion.

► MODULE 23

Step 21 — Win reviews and references (post-project, Upwork)

Prompt happy clients to close the contract and leave a written review — it meaningfully boosts profile rankings and trust. Ask them to end the contract on their side to trigger the review flow.

TEMPLATE — ASK CLIENT TO CLOSE CONTRACT AND REVIEW

Would you mind ending the contract and leaving an honest review of your experience? This would help me on Upwork a ton. If you're new to the process, I found a guide just in case. I'll leave you one, too.

Would you mind closing the contract for now and leaving a written review? It tends to help me rank up a fair bit on Upwork's search feature, which gives me access to a bunch of new jobs. I'll happily work with you again anytime — just send a new offer.

Hey, could you do me a favor and be the one to end our contract together? If a freelancer closes the contract, the client isn't prompted to leave a review immediately. If you close it, it says, "Leave a written review for freelancer, optional," which makes a review much more likely.

► MODULE 24

Step 22 — Prepare your finances and protect access

Aim for a financial runway (e.g., 3–12 months of expenses) so you can choose better opportunities and handle gaps. Keep your resume and key metrics ready; when layoffs happen, access usually gets cut immediately. Use long, memorable passphrases; modern guidance encourages allowing secrets up to 64 characters.

Budget smart

Avoid spending on things that don't drive outcomes (flashy sites, gear). Focus on proof, applications, and relationships.

► MODULE 25

Step 23 — Manage your search like a project

Use lightweight PM to keep momentum: plan, define activities, sequence tasks, estimate durations, develop a weekly schedule, and control changes. Excel templates (project tracker, sprints, status reports, Gantt charts) are enough. Reverse task order and set date axis minimums for clean Gantt outputs.

Optional portfolio project (for ops/automation roles): Typeform (collect leads), ClickUp (track stages), Make.com (watch new responses → map fields → send calendar invite via email). Add custom fields (name, email, phone, stage, Loom link) and fire webhooks when stages change. Map booleans carefully (e.g., yes/no to dropdown IDs).

Quality & audits

Use processes and specs, but have quality audits done by a team outside delivery. Resolve conflicts to serve project objectives — not preferences.

► MODULE 26

Mistakes to avoid



SPRAY-AND-PRAY

Blasting applications without skills, niche focus, or tailored proof yields silence.



VAGUE BULLETS

"Completed labs" or "interested in GRC" says nothing. Show artifacts and outcomes.



OVERLOADING AI

One agent doing everything gets confused. Constrain tasks and use structured JSON.



LINKEDIN DMS ONLY

After applying, email insiders. DMs often get buried.



ATTACHMENTS OVER LINKS

Force-downloading portfolios reduces views. Link to live docs and Looms.



NO WIREFRAME

Skipping a quick process map leads to brittle automations and rework.



AUTO-APPLYING

Avoid auto-applications on Indeed; risks ToS issues and reputation.



WEAK PASSPHRASES

Short complex passwords are worse than long memorable passphrases.



RESUME ≠ FUTURE

Building only on past work instead of the next role hurts career shifts.

Salary Estimate

\$24–\$30/hr

Park Aid customer support associate, remote
(source-reported)

\$20–\$22/hr

Seresti Health enrollment specialist/inside sales
(source-reported)

\$50–\$60/survey

Prolific high-pay academic surveys
(source-reported, varies by study)

\$1,500–\$2,000/mo

Example AI voicemail automation retainer
(source-reported)

► **MODULE 28**

Resources

RESOURCES



TryHackMe

Hands-on SOC/defensive labs ↗



Hack The Box

Hands-on security labs ↗



Australian Essential Eight

Baseline cyber mitigation strategies ↗



Information Security Manual (ACSC)

Australian government ISM ↗



ISO/IEC 27001

Information security management ↗



APRA CPS 234

Information security for Australian financial services ↗



Coursera — AI for Everyone

Intro to AI for non-engineers ↗



Google Machine Learning Engineer Certificate

Structured ML learning path [↗](#)



Microsoft Azure AI Engineer

Official certification hub [↗](#)



Google Colab

Cloud Jupyter notebooks [↗](#)



Medical Coding with Blue (YouTube)

Free medical coding tips [↗](#)



Mermaid Live Editor

Visualize proposal flowcharts [↗](#)



NIST SP 800-63B

Digital Identity Guidelines (memorized secrets) [↗](#)



Zapier Careers

Example remote-first company careers page [↗](#)

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This guide is 1% of what members get

Get access to thousands of tools, resources, playbooks, guides, and more.

Land your dream job. Start your dream business.



OmniCut

Any video → a timestamped, cut-by-cut edit blueprint.



OmniScript

Turn any idea into a viral-ready script with hooks.



Resume Builder

Recruiter-tested one-page resume, auto-built from your LinkedIn.



Job Readiness Simulator

Paste a job link — get tested + your fastest study path.



Tool Directory

Every AI tool that makes money, organized + searchable.



Job Directory

Tens of thousands of live jobs across 12+ ATS systems.



Playbook Directory

100+ grounded, step-by-step income playbooks.

Access 100+ playbooks free — create your account

Get All-Access

[See the community & what's inside](#)

Join free today — founding-member pricing locks in before the tools go paid.

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