

Remote Job Resume And Cover Letter Template Pack

Compliments of [YesFreeMoney.com](https://www.yesfreemoney.com)

ATS-friendly templates designed for remote roles. Easy to edit or print.

Quick Tips for Remote-Ready Resumes

- Use clear section headings and consistent formatting. Avoid text boxes and graphics to stay ATS safe.
- Front load your resume with a Summary and Core Remote Skills (for example Slack, Zoom, Notion, Excel, AI tools).
- Quantify results (for example Resolved 40+ tickets per day with 98 percent satisfaction).
- Mirror keywords from the job description (but keep it true).
- Keep it to 1 page for entry or intermediate roles; 2 pages for senior roles.

Suggested Sections: Header, Summary, Core Skills, Experience, Education or Certifications, Projects

Resume Template - Modern Professional

YOUR NAME | City, ST | email@domain.com | (555) 555-5555 | LinkedIn or Portfolio

Summary

Detail oriented Job Title with X years of experience. Proven track record in achievement. Strong communicator, comfortable with remote tools and async collaboration.

Core Remote Skills

Customer Support, CRM (HubSpot or Zendesk), Microsoft 365, Google Workspace, Zoom, Slack, Notion, Asana, Time Management, AI tools (ChatGPT)

Experience

Company Name - Role Title (MM/YYYY - MM/YYYY) | Remote

- Key achievement using numbers (for example Processed 100+ orders per day with 99 percent accuracy).
- Responsibility showing remote collaboration and tools used.
- Outcome or improvement you delivered.

Education And Certifications

Degree or Certification - School or Platform

Resume Template - Versatile or Career Pivot

YOUR NAME | City, ST | email@domain.com | (555) 555-5555 | Portfolio

Professional Profile

Resourceful professional pivoting to Target Role. Brings strengths in transferable skills, fast learning, and remote collaboration.

Key Skills

Writing, Research, Data Entry, Spreadsheets, Social Media, Customer Care, Scheduling, Problem solving, AI assisted productivity

Projects And Achievements

- Relevant project highlighting role related outcomes.
- Freelance or volunteer work demonstrating skills.

Experience

Company or Organization - Role (MM/YYYY - MM/YYYY)

- Bullet showing responsibility and impact.

Education

Coursework, Certifications, or Degree

Cover Letter Template - General Use

Dear Hiring Manager,

I am excited to apply for the Job Title at Company. With X years of experience in relevant area and strong remote collaboration skills (Zoom, Slack, Google Workspace), I am confident I can contribute to your team.

In my previous role at Previous Company, I achieved something measurable. I prioritize communication, reliability, and proactive problem solving when working asynchronously.

I would welcome the chance to discuss how my skills align with your goals. Thank you for your time and consideration.

Sincerely,

Your Name

Optional Paragraphs: quick bullets that map your experience to the posting, plus a sentence showing enthusiasm for their mission.