

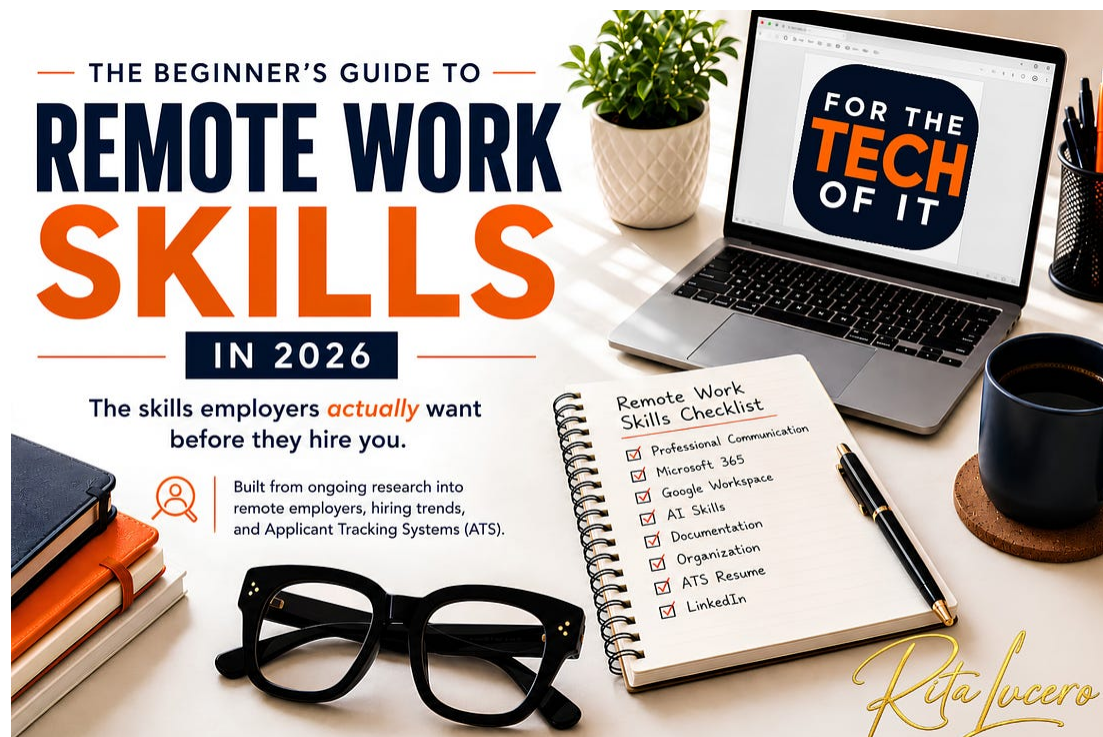
The Beginner's Guide to Remote Work Skills in 2026 - 2027

The skills employers look for before they hire you - Reading time: 8 minutes



RITA LUCERO

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The skills employers consistently look for when hiring remote professionals, based on ongoing Remote Career Intelligence research.

If you've been searching for remote jobs and wondering why you're not getting interviews, you're not alone.

Remote Work Skills Checklist

If you're starting from scratch, these are the skills I'd build first:

- Professional written communication
 - Microsoft 365 and Google Workspace
 - Organization and time management
 - AI literacy
 - Customer service and problem solving
 - Documentation
 - Learning new software
 - Digital literacy
 - ATS resume optimization
 - LinkedIn optimization
-

One of the biggest misconceptions about remote work is that it's a career.

It isn't.

Remote employers hire accountants, nurses, software engineers, customer support specialists, project managers, marketers, recruiters, administrative professionals, analysts, and hundreds of other occupations. The location changes. The profession doesn't.

Remote work is simply where you do your job.

Whether you're in healthcare, customer service, finance, operations, technology, marketing, education, or human resources, employers are looking for many of the same core skills. The location changed. The expectations didn't.

Every week, I research remote employers through my Remote Career Intelligence process. I review career sites, Applicant Tracking Systems (ATS), hiring trends, and publicly available employer information to better understand what companies consistently look for.

One pattern stands out.

Most employers are not looking for someone who knows every software platform on day one. They're looking for people who communicate well, solve problems, stay organized, learn quickly, and work independently.

That's good news if you're getting started.

You don't need ten certifications before applying.

You need a strong foundation.

Stop Searching for "Remote Jobs"

A better question than "What remote job should I apply for?" is:

"What skills do remote employers consistently hire for?"

Building those skills opens far more doors than chasing every new job posting that appears in your feed.

Many people spend months collecting certifications while overlooking the skills employers evaluate every single day.

Let's fix that.

1. Professional Written Communication

Remote companies rely heavily on written communication.

Instead of walking over to a coworker's desk, you'll communicate through email, Microsoft Teams, Slack, project management platforms, shared documents, and internal messaging systems.

Clear communication helps you:

- Explain ideas effectively
- Ask better questions
- Reduce misunderstandings
- Document your work
- Build trust with coworkers, managers, customers, and clients

Strong writing is one of the fastest ways to stand out in a remote environment.

2. Microsoft 365 and Google Workspace

These platforms appear in thousands of remote job descriptions every month.

Focus on becoming comfortable with:

- Microsoft Word
- Microsoft Excel
- Outlook
- PowerPoint

- Google Docs
- Google Sheets
- Gmail

You don't need to become an Excel expert overnight.

Learning how to organize information, build simple spreadsheets, collaborate with teammates, and communicate professionally will serve you across almost every industry.

3. Organization and Time Management

Working remotely requires self-management.

Managers aren't measuring how busy you look.

They're measuring results.

Successful remote employees learn how to:

- Prioritize work
- Meet deadlines
- Manage calendars
- Keep projects organized
- Track follow-up tasks
- Work independently without constant reminders

Reliability is one of the most valuable professional skills you can develop.

4. AI Literacy

Artificial intelligence is becoming another everyday workplace tool.

Much like Microsoft Office became an expected skill years ago, AI is increasingly helping employees work more efficiently.

Learn how to use AI to:

- Research companies
- Organize information
- Summarize meetings
- Draft professional emails
- Improve resumes
- Brainstorm ideas
- Create first drafts

The goal isn't to replace your thinking.

It's to help you work smarter while keeping your own judgment at the center of every decision.

5. Customer Service and Problem Solving

You don't need "Customer Service" in your job title for this skill to matter.

Every organization serves someone.

That might include:

- Customers
- Patients
- Clients
- Internal departments
- Vendors
- Business partners

Employers consistently look for people who communicate professionally, stay calm under pressure, solve problems, and help move work forward.

Those abilities transfer across nearly every remote career.

6. Documentation

Documentation is one of the least discussed remote work skills.

It's also one of the most valuable.

Remote teams rely on written information instead of quick hallway conversations.

Practice creating:

- Process documentation
- Meeting summaries
- Status updates
- Instructions

- Knowledge base articles
- Standard operating procedures (SOPs)

Clear documentation saves time, reduces mistakes, and helps entire teams stay aligned.

7. Learning New Software Quickly

Every employer uses different technology.

One company might use Salesforce.

Another uses HubSpot.

Healthcare organizations often use Epic, Workday, or other specialized platforms.

Project teams might rely on Asana, [Monday.com](https://monday.com), ClickUp, or Jira.

The list goes on.

Hiring managers often care less about whether you've used their exact software and more about how quickly you learn new systems.

Adaptability has become one of the most valuable skills in today's workplace.

8. Digital Literacy

Remote work requires basic technical confidence.

You should feel comfortable with:

- Organizing files and folders
- Creating and editing PDFs

- Using cloud storage like Google Drive or Microsoft OneDrive
- Managing passwords securely
- Performing basic computer troubleshooting
- Joining meetings through Zoom, Microsoft Teams, or Google Meet

These aren't advanced technical skills.

They're becoming standard workplace expectations across nearly every remote profession.

9. Remote Healthcare Skills That Employers Value

Healthcare continues to be one of the largest remote hiring sectors in the United States. Through my Remote Career Intelligence research, I regularly see opportunities for nurses, case managers, utilization review professionals, patient access teams, medical coders, billers, pharmacy technicians, behavioral health professionals, healthcare operations specialists, and many other clinical and non-clinical roles.

If healthcare interests you, these skills consistently appear across employers:

- Medical terminology
- HIPAA awareness and patient privacy
- Clear, accurate documentation
- Critical thinking
- Compassionate communication
- Time management

- Attention to detail
- Electronic Health Record (EHR) familiarity
- Insurance and authorization knowledge for non-clinical positions
- The ability to learn new healthcare software

You don't have to be a clinician to work remotely in healthcare. Many organizations hire professionals in operations, scheduling, billing, recruiting, human resources, finance, quality, compliance, and customer support.

If you've never used a company's specific system, don't let that stop you from applying. Many employers provide training on their internal platforms. They're often looking for professionals who communicate well, stay organized, and learn quickly.

What About Certifications?

Certifications absolutely have value.

The key is choosing the right certification for the career you want, not collecting credentials simply because they're popular.

One pattern I see repeatedly is job seekers spending months earning certifications before strengthening the skills employers ask for in nearly every posting.

- Communication.
- Organization.
- Documentation.
- Adaptability.
- Professionalism.

- An ATS-friendly resume.

Those fundamentals often create more opportunities than another certificate added to your profile.

If you're considering additional education, make sure it supports your long-term career goals.

The Skill Most Job Seekers Overlook

Learning how hiring works.

Most medium and large employers use an Applicant Tracking System (ATS) to organize applications before a recruiter reviews them.

Understanding how these systems work helps you present your experience more effectively.

I've seen qualified candidates miss interviews because their resumes weren't clearly organized, didn't align with the position, or failed to communicate their experience in language employers recognized.

Learning how modern hiring works is one of the highest-return investments you make during your job search.

A Simple 30-Day Plan

If you're starting today, here's a practical roadmap.

Week 1

Focus on communication.

- Improve your professional writing.
- Learn email etiquette.
- Practice documenting your work clearly.

Week 2

Build technical confidence.

- Practice Microsoft Word and Excel.
- Learn Google Docs and Google Sheets.
- Organize files using cloud storage.

Week 3

Improve productivity.

- Learn responsible AI workflows.
- Practice using unfamiliar software.
- Build better digital organization habits.

Week 4

Prepare to apply.

- Update your resume.
- Optimize your LinkedIn profile.
- Practice interviewing.
- Start applying intentionally instead of applying everywhere.

Small improvements each week build momentum.

Final Thoughts

If you're hoping to land your first remote job, don't assume you're behind because you haven't worked remotely before.

Every remote professional started with a first opportunity.

Employers aren't only hiring experience.

They're hiring people who communicate well, stay organized, solve problems, adapt to change, and continue learning.

Build those skills first.

They transfer across industries, career changes, promotions, and future opportunities.

Free Resources

If this article helped you, start with my free guide.

 Read it free: **Things Job Seekers Don't Know in 2026.**

It explains how today's Applicant Tracking Systems (ATS) work, why qualified candidates are often overlooked, and what you do before submitting your next application. You'll also learn current resume best practices, how AI is changing hiring, and practical prompts and resources you start using right away.

If you're exploring remote healthcare careers, I've also created a free **Remote Healthcare Launchpad** designed specifically for healthcare professionals.

It includes:

- ATS Healthcare Keyword Cheat Sheet
- Licensing & ROI Roadmap
- Additional resources for nurses and healthcare professionals transitioning into remote work

Access it here:

<https://www.forthetechofit.com/remote-job-landing-suite>

Whether you're pursuing your first remote position or your next career move, I hope these free resources save you time, help you avoid common mistakes, and give you more confidence as you move forward.

About the Author

Hi, I'm Rita Lucero, founder of **For The TECH Of It** and creator of **Remote Career Intelligence**.

I research remote employers, hiring systems, and workplace trends to help job seekers make informed decisions before they apply. My work focuses on employer research, ATS optimization, and practical career guidance across healthcare, technology, operations, customer support, and other remote-friendly industries.

You can find more free resources, employer research, and career guidance at [**ForTheTECHOfIt.com**](https://www.forthetechofit.com).

If you'd like to keep learning about remote careers, consider subscribing so you don't miss future articles. I regularly share employer research, hiring insights, ATS guidance, and practical strategies designed to help you compete more effectively in today's remote job market.

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