THE ULTIMATE GUIDE FOR FIVERR CHECKLIST

Earn your first dollar by starting freelancing

By - ABEL

ABOUT THIS GUIDANCE

This book guidance is not a magic bullet for freelancing success, but these few guidelines and resources can help you in landing your first fiverr client.

CHECKLIST POINTS

⭐ Make sure your profile information is accurate & complete.

⭐ If you have any, include your education and certifications.

⭐ You should add at least 7-9 skills.

⭐ Add Professional title, experience, and services you'll offer in your description.

⭐ Use your own profile picture if at all possible, but if not, use any attractive image/log

⭐ You should create at least five gigs.

⭐ Make sure to enable packages on every gig.

⭐ Until you reach level 2, lower the price and the delivery days of your work.

⭐ Include 3 images that clearly explain what the gig is for and avoid using Fiverr logo on it.

⭐ Describe in the gig how you can add value to the client with a brief video introduction.

⭐ Create a PDF file of your up to dated portfolio.

⭐ Sort by category and sub category correctly.

⭐ Use numbers, bullets, and highlight/bold text when writing description.

⭐ If someone asks for your email simply say that we are not allowed to do this on Fiverr.

⭐ If unaware of keyword research, look at the ranking gigs in your category and take some ideas from the tags of first 5 gigs.

- ⭐ When looking over other's gig, make sure to never copy their gig data or images.

- ⭐ Make use of buyer requests and send 10 every day.

- ⭐ There is no set time to send buyer requests, you can do it any time.

- ⭐ Use all your social media platforms to promote your gigs by sharing the link.

- ⭐ If you don't have reviews for an old gig, simply delete it and create a new one.

- ⭐ If your gig doesn't receive any orders for more than 10 days, edit the tags on your gig.

- ⭐ Check at least 3 to 4 times daily if you do not get buyer requests. Delete gigs with no reviews, change tags and pricing.

- ⭐ Always make sure to meet the deadlines and even better if you can deliver before time.

- ⭐ The best thing you can do on the platform is to maintain a humble attitude.

- ⭐ If you ever forget the password you can simply login with email.

- ⭐ Avoid using 2 Fiverr accounts on the same device.

- ⭐ You can definitely create gigs in several categories or niches on the same account.

- ⭐ Never cancel orders as it will adversely affect your completion rate.

- ⭐ In some cases, mutual cancellation is preferable to support cancellation.

- ⭐ Maintain a good relationship with buyers to retain them for long-term.

Tools you need:

Keyword Research:

- Keyword.io
- Fiverr Search Bar

Gig Image:
- Canva

Introductory video:
- Loom

Copyright Free Photos to Use in Gig Image:

- Freepik
- Pixabay
- Unsplash
- Pexels

Description Writing:
- Grammarly (To edit your grammar mistakes)
- Quillbot (To rephrase your sentences into more professional ones)

To stay Online:
- Fiverr mobile app

To promote gigs and gain traffic:

- Quora LinkedIn Reddit Twitter

Buyer Request Template

"Hi! I read in your job advertisement that you're looking for someone who can (describe what the client wants). I am a (job) professional with years of experience helping businesses like yours. If you'd like to learn more about how my services can help you, please send me a note. I'm available to help."

For Example:

"Hello there! I read that you are seeking for a graphic designer in your job offering. I'm a graphic, animation, and online designer with over three years of expertise. In addition, I recently finished a comparable job. If you'd want to talk more about your work, I'm available right now."

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