



**Hands-on Exercise No. 4**  
**DigiSkills 2.0 Batch-05**  
**Freelancing**

**Total Marks: 10**

**Due Date: : 07/09/2023**

**Instructions:**

Please read the following instructions carefully before submitting this Hands-on Exercise:

- Use MS Word to prepare exercise solution.
- You may consult tutorials and videos if the concept is not clear.
- Your submitted exercise will not be considered/counted if:
  - It is submitted after due date.
  - It is not in the required format (.doc or .docx)
  - It does not open, or file is corrupt.
  - It is copied (partial or full) from any source (websites, forums, students, etc.)

**Learning Outcome:**

After completing this exercise, you shall be able to:

- Understand the Importance of major sections of profile and portfolio.
- Update all the sections of your profile.
- Create your profile.

### **Problem statement:**

Your freelance profile is always your first impression and introduction to your potential clients. It should display who you are and what makes you different from other sellers. Each segment of your profile is important, so invest some time and effort to stand out from the crowd and reflect that you are the right choice for the relevant category.

A good profile contains:

- A **Profile Picture** with a natural look.
- A catchy **Tagline**.
- A well-written **Profile Description**.
- Well-crafted **Services** with all relevant details.
- Skill reflecting **Portfolio** items.

### **Tasks:**

Provide the below-mentioned content in a Microsoft Word file:

1. Profile Picture
2. Tagline
3. Profile description
4. Skills
5. Portfolio items/screenshots.

**Note: You are NOT required to create a profile on any freelance platform**

### **Requirements:**

- A Microsoft Word file containing above mentioned 5 items.

### **Guidelines:**

#### **For Profile Items**

- Show your real face in your profile picture.  
**Note: It's not necessary for females to include their pictures in the solution file. They can use relevant images related to their services if they prefer. However, it's important to remember that when creating a profile on any Freelancing platform, everyone, regardless of gender, needs to upload a real profile picture.**
- Never stuff your profile description with irrelevant details.
- A clear, concise, well-written, and up-to-the-mark profile description works best.

#### **For Portfolio**

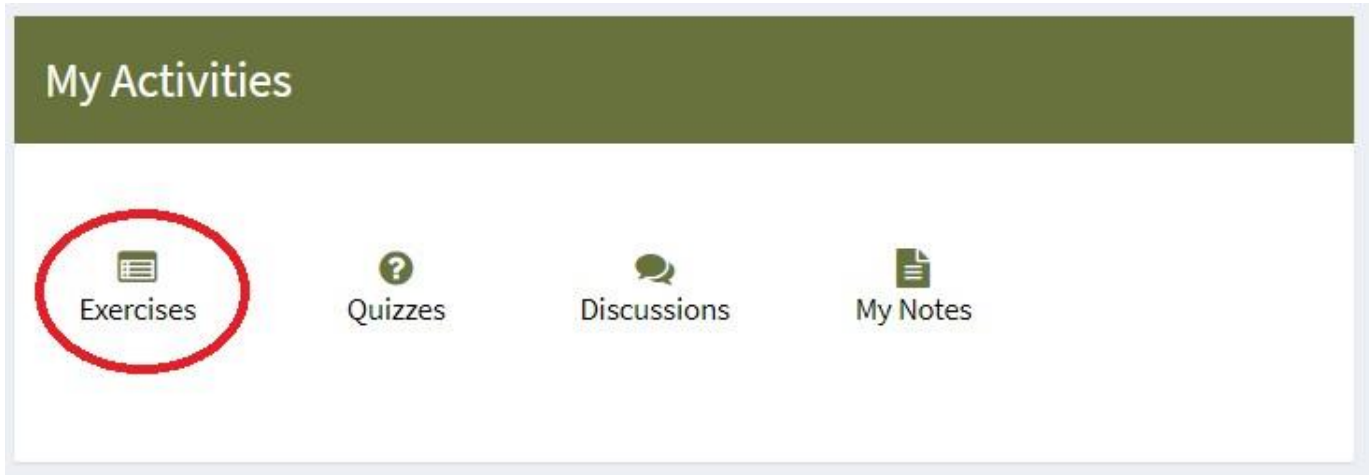
- No worries if you are new to the skill with no portfolio.
- Pick a job for yourself, work hard on it, and come up with a creative sample of your skills.

**BEST OF LUCK!**

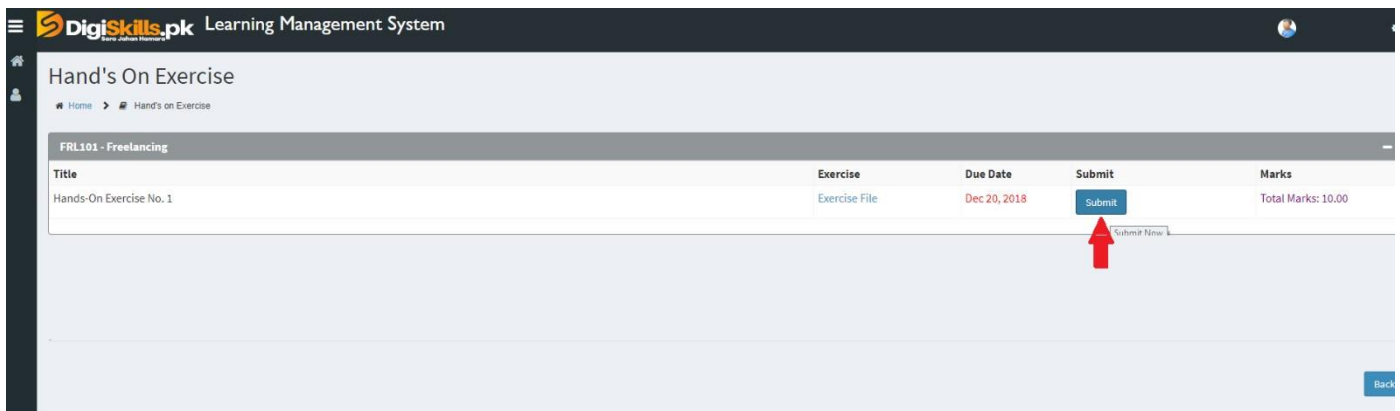
## How to submit solution file on LMS?

Please perform the following steps for submitting your solution using LMS:

- 1) Login to the LMS
- 2) Click on the **Exercises** button within the **My Activities** section.



- 3) Click on the submit button to upload your Solution.



- 4) Keep in mind to upload your Solution in .doc or .docx format.