

# WIN JOBS on **Upwork**



**Earn \$10K+**  
Per Month



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## What is Upwork?

If we consider Upwork company profile, it can be said that it is the world's largest online workplace where 4+ million jobs are posted annually, worth \$1 billion USD in a total.

Upwork has almost 10 million registered freelancers and 4.5 million registered clients. Clients can interview, hire and work with freelancers through Upwork platform.

The company has a real-time chat platform. This facility helps the clients to find and hire freelancers in a very short time. There remains no time zones and geographical barriers and clients can access to the world's talents very easily. Employers or the client don't have to pay anything.

The freelancers also do not have to pay any charge to Upwork from their offered jobs by the clients. But 10-20 percent of the payment of the independent professional is collected by the company.

So it can be said that the freelancers do not have to lose anything other than this nominal charge. Funds are transferred to freelancers after a 6-day period through Upwork's escrow system. In making the payments PayPal, credit cards or bank accounts can be used.

Upwork platform offers a time sheet application. Its work is to track time and take screenshots while the freelancer is billing so that no unfair billing for jobs billed hourly can be happened.

Upwork has a time-tracking app for Windows, OSX and Linux. Upwork also has a mobile app for both Android and IOS. Beside all of these joining in Upwork is free and very easy. For all of these excellent facilities given by Upwork many freelancers and clients prefer this platform.



## Find Jobs & Apply on Upwork

Joining in Upwork is a very easy task. A beginner have to create a profile in Upwork. After going through all the guided steps given by Upwork the beginner will get his/her profile 100% complete.

A beginner may have to spend 4-5 hours in this process and then has to take a series of tests in the areas of his/her expertise. Adding a profile picture, filling up previous work histories, skills, passing the Odesk/Upwork readiness tests, adding portfolio-all these works are very important to get a profile 100% complete.

To find a new job the beginner have to write a cover letter on his own. Just copying and pasting the same cover letter to job opening is very common in Upwork. A real cover letter will do wonders to help a new freelancer to land the first few clients. So copying must be avoided.

The cover letter should be precise. If a beginner has, then previous work links (if available) should be added. As a new comer a beginner should bid on small projects with low rate. It does mean that just after bidding a beginner will get the job.

He/she may have to wait for getting a job but both hope and patience should be kept.



## Upwork Account Suspended

Sometimes accounts become suspended in Upwork. There are some causes of this action.

- Most of the time poor performance works as a main cause of suspension of an account to maintain a high standard of workplace quality. If any freelancer does not deliver any work or clients find his/her delivered work unacceptable for a long period of time, the freelancer may be called then poor performer. Poor communication is also considered as poor performance.
- Spamming applications, claiming another person's work as someone's own work and the use of false identity, are considered as common policy violations. This is another cause of suspending a freelancer's account. Spamming applications also violation of policies. Unless the user fixes the violation and assures that the violation won't happen again, his/her account remains restricted. In case of serious violation the account may not be reinstated again. Fraudulent activity is one of the serious violations.
- Fraudulent activities, such as, account collusion, account take overs, coercion are considered as serious acts and to protect the users account and financial transaction become halted.

So the rules and regulations of Upwork should be gone through properly to avoid suspension of the account which may cause financial loss.



## All about Upwork Pricing

Upwork payment is done in two ways-hourly basis payment and through a fixed rate. In case of doing hourly work, a freelancer should install Upwork team application which works both as a time tracker and also a reviewer in the worker's work diary. Worker has to launch the time Team application's time tracker just at the time of starting to work. According to rules of Upwork, the client automatically pay all billable hours. And the minimum hourly rate is now \$3.00 USD

Fixed-price contracts totally depend on the client's discretion. In this contract process, a set of payment is agreed upon. The problem of this type of payment process is that the amount of payment and the time of payment both depend on the client and Upwork does not give any guarantee in this payment method. So a freelancer should be very careful while working with a client under this payment method.

### Upwork Payment Methods:

- PayPal
- Payoneer Master Card
- Local Bank Transfer
- Wire Transfer

Money can be withdrawn in different ways. At least two withdrawal methods for distribution funds should be added so that the second method can be a backup if the first funding procedure has any issues. Before beginning the first contract the withdrawal set up must be done because activation of withdrawal set requires several days.

Paying directly is a violation of regulation in Upwork. The availability of a withdrawal method depends on which country the freelancer belongs to. ACH and Local Funds Transfer are two reliable and recommended methods if these are available in the country of the freelancer. Besides withdrawal through PayPal account is also an option. All the options of withdrawing money are listed in Setting >> Get Paid >> Payment Methods



## Why do People Choose Upwork Freelancing?

Most of the time people choose a career out of need. But flexibility is the main cause of choosing freelancing as a career as one can easily set his/her own schedule. He/she need not to work for a definite time in everyday as it is done in full-time salaried jobs. According to a statistics 78 percent of freelancers say that a

regular working freelancer earns more than traditional employment within a year or less. So earning more money is an important cause of freelancing.

As most of the freelancing works can be found easily in online platforms, the workers become more and attracted by this profession. Online platforms like Upwork has made freelancing easier than before. People can only create accounts and search for jobs. No one have to search for any job personally, Upwork's platform works as a very important tool in this regard. Upwork working system of freelancers are different from the working system of the clients.

## Upwork for freelancers

Working in Upwork as a freelancer is a lengthy process. Work starts with setting up an account for free. Then a freelancer has to create a profile, set hourly rate and after that beginning to search for jobs that his/her expertise. If he/she finds a job interesting, he/she has to apply for the job. After this if he/she becomes selected for an interview and eventually gets hired he/she has to launch the Upwork Team Management Application to track the time of his/her working. This offers guaranteed payment. The freelancers are paid around 10 days after the end of each work week. In case of fixed wage a freelancer is paid after 6 days of Desk's getting paid.

## Upwork for Clients

The work of Upwork Clients is very simple. A client has to create a profile and a job listing which includes an estimated hourly payment and timeline. After this a client may only wait for offers to come in. In this case clients do not have to wait for a longer period. Clients can do another work.

They can do some searches and can offer the jobs to specific freelancers they select. Then the work is to interview the freelancers, selecting the one who seems the perfect and then giving him/her the job. Upwork's Team Management App works as a time tracker and takes a screenshot every 10 minutes which means the client does not have to worry if the freelancer is working or not. Occasionally check up on the worker's progress will work.

## Alternative Sites of Upwork

Upwork is popular among freelancers because of its excellent services in the vast range of job categories like graphics designing, software development, data entry, article writing, and seo and so on. It is one of the largest market place sites in the world but it isn't the only site of this category. There can be found some other sites also which provides the services Upwork does. Some of the best alternatives/competitors/similar sites of Upwork are given below.

➤ Freelancer:

Freelancer is one of the largest freelancing, outsourcing and crowdsourcing marketplaces in the whole world. By using this site a client can hire talented and efficient freelancers to do work in the fields of software designing, development, data entry, writing etc. The employers simply have to post their projects and receive competitive bids from freelancers.

➤ Fiverr:

Fiverr comes with tasks and services for the freelancers and companies. These portal's work is in the field of buying and selling of Gigs or micro-jobs online.

➤ PeoplePerHour:

Peopleperhour is a site similar to Upwork. It provides freelancers to businessmen across the world. It costs much lesser than the staffing agencies, hiring in house management overhead while working with the freelancers even in case of working remotely.

➤ iFreelance:

iFreelance offers opportunities to the clients and the bidders on the basis of three levels. The levels are- basic, silver and gold. This system is different from other similar sites. It is the premier platform for the professionals who wants to search for freelance works independently. This is the site where persons experienced in data entry, writing and web developing can meet the entrepreneurs and their freelancing skills.

➤ Elance:

Elance has 1 million businesses and up to 3 million registered freelancers.

Here freelancers like developers, designers and writers can be found easily.

➤ ScriptLanes:

Here programmers, designers, writers and marketers bid to fulfill their work professionally. This portal is very easy and probably most reasonably cost portal for programming jobs. Scriplane provides the facility to the small businessmen to post their projects and receive quotes from freelancers.

➤ Guru:

Guru helps companies to find freelance workers in commissioned work. It offers safe and secure place to meet new clients. It has over 3 million freelancers including web, software & IT, writing & translation, management & finance, engineering & architecture, design, art and multimedia, admin support and so on.

## Upwork Review

Many aspects are found from the reviews of the workers of Upwork. By doing legitimate work one can earn money through Upwork. If a worker/employer checks the employer's/worker's profile properly and then assigns for a job, Upwork will give him/her positive experience, not only for some days but for long.

A problem is that 10% of the payment of the freelancer is kept in this site. In general user review, it is found that users face some legitimate problems. Some employers only look for cheap labor. There is a chance of freelancers not receiving payment. Some employers only cheat and after getting the work done do not pay the assigned money.

Some freelancers seriously undercut a fair wage so that they can get a gig. There is always a problem remains of your account getting suspended for some abrupt cause. It only happens in fixed-price work. A worker can overcome this problem by taking time to complete his/her profile 100%. Both the employer and employee should screen the opposite. If this happens, then Upwork can be a good option for hiring remote employees or for remote employment.

## Upwork Customer Support

Upwork offers an excellent support to its customers. It keeps a safe and secure platform so that the workers can totally depend and work freely. Its Team Management App gives the workers assurance of payment and also helps the clients to feel assured that the freelancer is doing his/her duty.

Upwork provides working guides to new freelancers. Upwork tests help the freelancer to get jobs in accordance with their expertise and helps the clients in finding the fit freelancers whom they search for their works.

After all of these, if any customer faces any problem regarding any issue, he/she can contact with the support team of Upwork via phone call, live chat and email. So, the customers don't have worry about anything.

Upwork is the largest and most popular freelancing site in the whole world. Though it has some cons, its pros make it the chosen one. The working system, payment method, tests, excellent customer support uphold it above all the freelancing sites and attract both the employers and employees.

## Can I Make a Living on Upwork? (\$10K Monthly)

It is the question of the year: “Can you make a living on Upwork?”. And the answer is: YES, it is possible to make a living on Upwork. I personally believe that it is completely possible to earn more than \$10k usd dollars per month if you get hired for a good job offering with a standard payment method.

But how does it work? What kind of jobs are available on Upwork? What is the guarantee that I won’t be cheated? Is it possible to work full time? Are you tired of searching for reliable answers to these questions? We have answers! Also you can follow this post: Upwork Profile Overview



### What is Upwork and How Does it Work?

Upwork is a global freelancing platform whose former name was Elance & Odesk. It is a huge independent working ground where various types of business and independent work proposals can be found.

Upwork has twelve million registered freelancers and five million registered clients and at least three million jobs are posted annually, worth a total of \$1 billion USD, which simply makes it one of the biggest market places on the earth.

Working on Upwork is easy. You see a job posting first or you can search for the jobs based on your skills. Then you have to apply for it with a perfect cover letter. If your client likes your portfolio and cover letter, he will contact you via any of your preferable communicating system, could be skype, email or Facebook. Then you both agree on a mutual understanding of time and payment.

And finally when you finish your job, you get paid. If you do not know, how to write a cover letter? You can visit the Best Samples of Upwork Cover Letter. Sometimes it could be happened that you are applying and applying but you are not getting any response from your client. Do you know the reason behind it? The main reason can be, you are doing a lot of mistakes in your proposal. Please check this article to avoid mistakes in your upwork proposal.



## How is it Possible to Earn a Living on Upwork?

First of all:

Getting hired on Upwork is easier because Upwork posts job offerings for many different sections. Though my section is “Writing and Editing”, but you are likely to find a lot of “Programming” and “Data Entry” jobs if you know how to do it. So, you get to choose what types of jobs you want.

Secondly:

Getting cheated on Upwork is almost impossible. Upwork works in a simple and reliable way which is “finish your job and satisfy your potential client”. The money stays in Upwork until you finish your promised job. If the client says you did ok, the money gets transferred to your account automatically by Upwork after they cut their parentage.

And hourly basis job is more secure than a fixed price job. You will be getting paid



instantly for each of your working minute. Upwork desktop time tracking app will record all of your activity during working.

For the first \$500 of your earnings, Upwork takes a 20% commission. And if your earnings hit \$501-\$9,999, Upwork takes a 10% commission. If you somehow manage to bill a client \$10k or more, Upwork will only take a 5% commission. The bigger your bill is, the lesser your percentage is.

Thirdly:

You do not need to worry about qualifications or experience if you want to start working on Upwork. It is undoubtedly true that freelancers with a university degree and previous experience are always preferred to clients but it is also possible to get a job without any of it. In my case, when I started, I had no degrees or whatsoever content writing experience. Still, because of my creativity and consistency, I earned \$3k in my first month. Now, my average earning on Upwork is \$10k-\$15k and sometimes \$20k per month if I work full time which is enough to lead a decent living.

Fourthly:

It is possible to work full time on Upwork as well as part time. No other marketplace will give you such facilities like job selection without any degree or experience, full time job offers, verified paying method and almost a certainty of getting paid from each client.



So, yes, from my personal experience I can say that it is possible to pursue a career on Upwork and make a living on it.

# How to Create a Profile on UpWork?

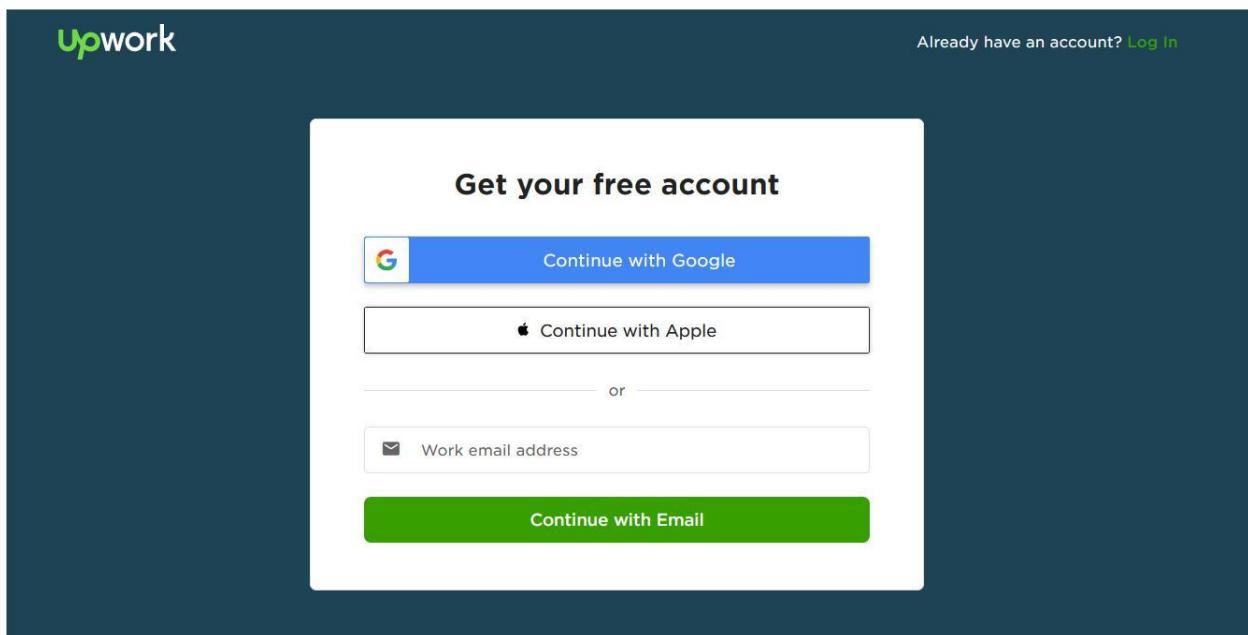
We all know about Upwork and the signup process is all the same like creating an account in a social media. However, just registering an account and filling it up with some random text is not going to work out well for you.

If you're serious about making a career as a freelancer, the first thing you need to do is create a complete and an attractive freelancer profile on Upwork.

The clients' first impression is the last impression and the first impression will come from your profile outer look. Gradually I will show you how to make a professional profile.

## #1 Signup or Register

Let's go to [upwork.com/signup](https://upwork.com/signup) and fill the required fields to fill up the registration form



## #2 Use Your Real Name

Even though it's common sense to use a real name when doing business, a lot of freelancers are still using fake names on their freelancer profiles.

A screenshot of a freelancer profile for "Joelaxy Emmi". The profile picture shows a woman with long brown hair. The name "Joelaxy Emmi" is displayed with a blue verified badge. Below the name is the location "Bristol, United Kingdom - 6:07pm local time". A progress bar indicates "99% Job Success" and a "TOP RATED PLUS" badge is present.

You cannot withdraw your money without your real identity. Don't be ashamed of your true identity. Don't be afraid to use your real name on your freelancer profile.

### #3 Upload a Professional Photo

Don't even think about using a selfie or a really weird close-up webcam photo as your profile picture. Just upload a smiling professional type portrait.

A screenshot of a freelancer profile for "Sheeva A.". The profile picture shows a woman with dark hair. The name "Sheeva A." is displayed with a blue verified badge. Below the name is the location "Norman, United States - 1:12pm local time". A progress bar indicates "97% Job Success" and a "TOP RATED PLUS" badge is present.

Get cleaned up. Dress well. And ask someone else to take your picture. Make sure not to give too much attention to the background. More importantly, SMILE!

### #4 Write a Professional Title

Your headline should describe your job title. So, try to be as specific as possible to make it easier for your client to understand what you do.

A screenshot of a freelancer profile for "Maria R.". The profile picture shows a woman with glasses. The name "Maria R." is displayed with a green verified badge. Below the name are the titles "Translator and Writer" and "Venezuela". To the left is the rate "\$15.00 /hr", to the right is the earnings "\$20k+ earned", and further right is the success rate "100% Job Success" with a "TOP RATED" badge. Below the profile information is a description: "Industrial Engineer, Universidad de Carabobo, Venezuela. Former translator of technical offers and brochures (industrial machinery) High proficiency in English. TOEFL Score (2008): 109/120 Italian...". A green banner at the bottom states "Suggested because they worked on 3 jobs that match your search."

Translation English Spanish   Translation Spanish English   Writing   Editing   English   Spanish - Ca >

Narrow it down to a niche and you'll have a better chance at getting discovered on Upwork search results.

## #5 Write a Professional Overview

Don't describe yourself in third-person like you're narrating a movie and avoid writing your freelancer profile as if it's a page on a corporate website.



A screenshot of a Upwork profile for a freelancer named Toufik e. The profile includes a circular profile picture of a man with a beard, a location pin indicating Guelmim, Morocco, and the time as 6:19pm local time. A progress bar shows 98% job success and a 'TOP RATED' badge. Below this, a green icon indicates the user is 'Likely to be hired soon' and has recently been invited 83 times. To the right, the user's services are listed under 'Professional English/French-Arabic Translator and Editor' with a rate of \$16.00/hr. A detailed description box states: 'My background in successfully translating from English- French to Arabic(or vice versa) prepares me to meet your needs and requirements for this project. With my proven history of providing meticulous and reliable translations to achieve the closest matches in context/meaning—along with my strong communication and time management skills.'

Your clients aren't interested in your hobbies or your life goals. So, keep those personal details to a minimum. You're creating a freelancer profile, not an online dating profile. And try to keep the description below 200 words.

## #6 Describe Your Qualifications & Experience

It's best to include a sentence or two about your qualifications and experience in your bio. But, try not to brag too much. Don't be like this guy.

Also, use the "Employment History," "Education," and the "Other Experiences" sections to add more personality to your profile.

## #7 Create Some Awesome Portfolios

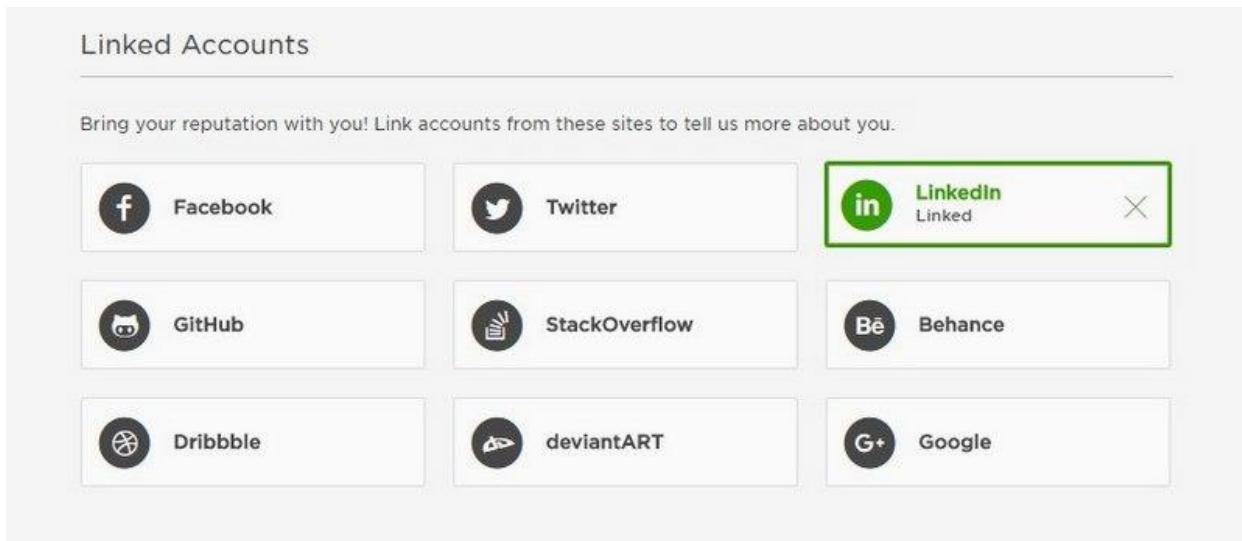
UpWork has a separate section in your profile for showcasing your portfolio. Use it well to show off your best projects. [Details will be found in the portfolio Part].

Upload an attractive image, write a detailed description of the project, and include a link to the source.

If you're trying to create a profile on a different platform that doesn't have portfolio section, use a site like Behance to upload your work and simply include links in your freelancer profile bio.

## #8 Connect Social Networks

UpWork lets you connect your social networks and portfolios with your freelancer profile.



Even though the links to your social profiles won't be shown to your clients, it's important that you connect at least a couple of your social profiles with the platform as it helps UpWork to better understand you to create a more personalized experience and to show more relevant jobs in the "Find Work" section.

## #9 Skill Tests

"The more relevant tests you pass, the more professional you look" At least that's what UpWork says on the website. But, it doesn't matter how many tests you pass on UpWork. Clients couldn't care less about these tests because these tests are no match for real hard work.

## #10 Add a Video

UpWork now allows you to include a video in your freelancer profile. This is a great way to attract more attention to your profile. But, not mandatory.

## #11 Make Profile 100% Complete

Creating profile 100% complete will increase the chances to get your first job on the first bid. It's a matter of confidence. If you can afford you may buy some connects to do more bids on jobs.

I believe you have successfully completed your profile on Upwork.

# How to Get Upwork Profile Approved?

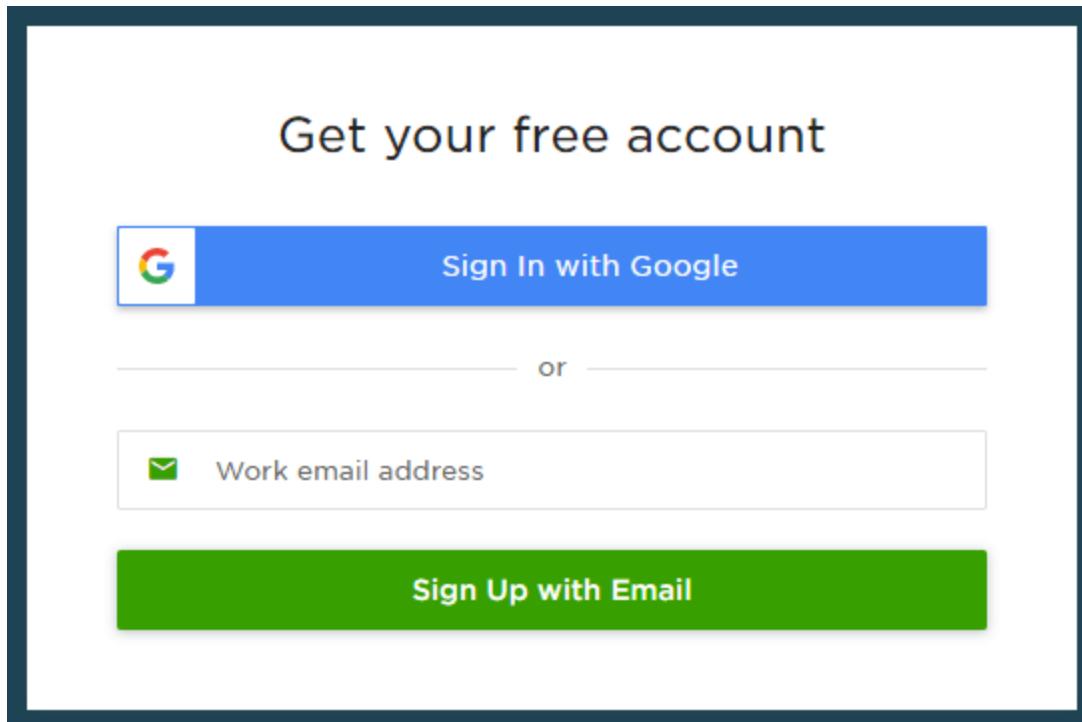
Nowadays 90% freelancers are getting failed to approve their profile and there are logics behind this. First of all, the freelancers are increasing day by day than the freelancing jobs. Most importantly fake freelancers are entering without limits.

Let's be legit and sick to the job. One important suggestion for you to keep try again and again. Mostly, one do not like to resubmit profile after getting unapproved for the first time.

You may need to resubmit 100 times (yes 100 times) until you are getting approved. Let's follow the below steps to get approved for the very first time.

## #1 Use a Work Email Address

Before, you can simply use your personal email address like the one you used to sign up for Facebook or Twitter. They didn't care much about this step.



But now, as you can see from the image below, Upwork specifically asks for a work email address or a professional email. This is the first step in passing the automated system of Upwork profile approval. Try to use a professional email address rather than cheap free email address.

## #2. Be Specific in Categories and Skills

Try to be specific in your job skills. It's better to include yourself as an exceptional type of freelancer like a Roof Designer. Suppose you are trying to in as a data entry operator, it may not be worthy to Upwork, because a lot of applications are being submitted as Data Entry Worker per day.

The screenshot shows the Upwork platform's category selection interface. At the top, there is a header labeled "Categories" with a green pencil icon for editing. Below this, under "Sales & Marketing", there are four buttons: "Marketing Strategy", "Email & Marketing Automation", and "Other - Sales & Marketing". Under "Writing", there are seven buttons: "Article & Blog Writing", "Copywriting", "Editing & Proofreading", "Creative Writing", "Technical Writing", "Web Content", and "Other - Writing".

## #3 Select Experience Level [Intermediate+]

Most people undervalue their experience and choose the “Entry” level instead (perhaps to avoid high expectations from clients).

However, if you want to start working at home as a freelancer and use a platform like Upwork, you should not label yourself as an entry-level contractor.

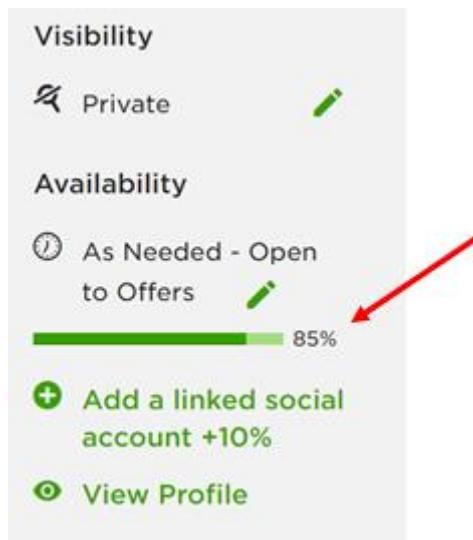
Doing so will give off a vibe that you’re new to this and probably, you’re not even sure what you’re doing.

The screenshot shows the Upwork platform's experience level selection interface. The question is "What level of experience should your freelancer have?". There are three options: "Entry" (represented by one dollar sign), "Intermediate" (represented by two dollar signs), and "Expert" (represented by three dollar signs). The "Intermediate" option is highlighted with a green bar underneath it. Below each option, there is a description of the pay range: "Less than \$33.50/hr" for Entry, "\$33.50 - \$100.00/hr" for Intermediate, and "More than \$100.00/hr" for Expert.

## #4 Your Profile 100%

The next part is completing your Upwork profile 100% including your profile picture, title, overview, rate, portfolio, certifications, employment history, etc. Your goal should be to show that you're serious about joining the platform.

There's a big chance that the human element of the approval process cares very much on your profile completeness.



To start, make sure you're using a good profile picture. Aside from your profile picture, your title is one of the most recognizable parts of your profile. When it comes to your rate, don't be cheap. Don't ask for the minimum possible rate which is \$3/hour.

## #5 Showcase Your Experience

In the education section, some people only write their formal education. But you should also include any education you have, even informal ones.

In the employment history section, you should enter all the experiences you have whether formal or not, paid or free that are related to the services you're offering.

It's also vital that you support your employment history with some relevant portfolio pieces.

## #6 Refine Your Categories

Normally, if your chosen services and skills aren't that saturated yet, you will be accepted immediately. But if not, you will receive an email from Upwork saying that your application was denied because your skill isn't needed.

If you have been rejected the first time, you will notice that you're now able to select more categories than the first time. Add your categories and subcategories up to the maximum allowed.

If not, change the combination of your categories and subcategories. Choose a category that's still related to your services.

For example, if you're a content writer and you have chosen "Writing" at first, you can change it to "Sales & Marketing" and select the relevant subcategories.

## #7 Why is Upwork rejecting my profile?

Supply and demand. That is, there are too many freelancers offering certain services with only a few job posts. That's the reason why many aspiring freelancers who only know data entry and research get rejected.

Lately, I also see more and more posts about profiles in the copywriting and web designing categories getting rejected. It's the same story. As more people offer the same services in Upwork, there's always the chance that those categories will be red-flagged as well.

## #8 Keep Resubmitting

Yes, that's work! Please resubmit after doing some changes in category fields and major profile areas. And keep resubmitting your profile until it gets approved.

# Write Professional Profile Title for Upwork

The best professional title for upwork can increase your job winning score up to 90%. These professional title examples are only for you if you're getting trouble to select a perfect title for your upwork profile.

Most of the freelancers do not know how to add a professional title in upwork to attract the clients. Adding only the work name can harm your profile. Your title is the important key to your success that will determine your job category to your clients.

The professional headline for freelancer and upwork professional title are the most prominent thing to make money by freelancing. Let's see the most important elements to win a job in upwork.

## Professional Title Examples

Always remember that your title must reflect your skill and experience. Choose your title in a way so that your client get to know what type of work you do and experienced in. Your title is a kind of summary of your expertise. So, a wise title is necessary to use. Don't use a lengthy title. Rather a short and meaningful title is much helpful.

Try to use a title consists of less than 10 words. But all the keywords should be fit in your title that will make a good impression of you. If you are expert of multiple varieties of tasks then place your primary job first in your title. But we recommend you not to use more than two types of variety of your profession. Just highlight your specific area of advertise. You need not show yourself as an "Entrepreneur" or as "Jack of all Trades". Simple and succinct title will make the impression that you are dedicated to that specific work.



 Webson Job

## Focus from Client's End

While choosing a title it is normal that one thinks about what they do, which service they provide for, which area they are expert of etc. But it's not the right way to choose a title. Rather you must think of what your client may get from you. Think of how your clients may be benefited by you. This is the right way to choose a distinctive title to attract your clients and be hired. All your attention give to your client. Focus on the advantages that your client may get from you.

## Use a Professional Title

Serious clients always look for serious freelancers. Your perfect and professional title means the serious impression of you. So, choose a professional title according to your work. But don't use an ambiguous or complex title that will make your client turn to the opposite. Here you will get some example of choosing best titles to some specific professions that will help you to choose your own.

### 01. Professional Title for Upwork Data Entry

If you are a freelancer expert in data entry, determine your specific areas of expertise before writing a professional title. Ask your mind and then select a title according to the service you may provide. Here you go with some examples-

- Professional Data Entry Expert
- MS Excel Entry Expert
- Data Arranger and Data Collector
- Pro Data Entry Expert
- First on Data Entry on Excel or SQL
- Data Analysis and Data Mining King
- Data Transfer and Record Holder
- Web Research and Data Entry Professional
- Data Entry Manager

### 02. Professional Title for Freelance Writer

You know that there are a variety of field as an article writer. So, your title must speak out what type of writer you are. You cannot simply use "Writer" as your title. If you are a creative writer, you may use

- Creative Writer & Copy Writer,
- Story Writer & Content Specialist,
- Writer for Kids Entertainment,
- E-book Writer, Story Writer
- Web Site Content Writer
- Biography Writer and Novel Writer
- Writing Expert for Web Content

- SEO Article Writer & Provider
- Blogger and Article Writer
- Pro Email Writer
- Content Writer on any Topic
- Technical Writer and Content Developer
- Creative Writer and Content Provider
- Copy Writing Specialist
- Article and Content King
- Professional Word Specialist etc.

According to your types of writing. If you are an Article Writer choose:

- Pro Article Writer,
- Web Page Writer,
- Blog Writer, etc.

Will suit you most.

### 03. Professional Title Examples for Graphics Designer

If you are expert in designing, choose a title suitable to it. You may use:

- Graphics Designing Expert
- Artist of Graphics World
- Worker of Art & Design
- Artist & Designer in Graphics
- Design Specialist
- Banner Design Expert
- Color Design Master
- Graphics Media Expert
- Graphics Specialist
- King of Graphics Design
- Holographic Designing Expert
- Professional Color Master

Let's Color Your Dream and something like this kind. Use such a title so that your title speaks that you are a designer and a creative designer.

## 04. Professional Title Examples for Logo Designing

If your work is to design logo only you may use

- Logo Designing Expert
- Logo Creator and Maker
- Artist of Logo Design
- Logo Editor with 16M Colors
- Logo Expert & Text King
- Professional Logo Designer
- Logo Master and Color Enhancer
- Make Your Future Logo
- Logo Maker and Brand Enhancer
- 3D and 2D Designing Master
- House Designing King
- Professional Shop Design
- Instrument Designing Expert as your title.

You may also use the funny titles like:

- Logo Guru
- Logo Ninja
- King of Logo Maker
- Logo Rockstar

To attract your client and get popularity.

## 05. Professional Title Examples for Web Designer

As a web designer, you may use the title as:

- Professional Web Designer, PSD, HTML 5. CSS, JS
- Web Expert (PSD to HTML)
- Web Developer King (Responsive & Dynamic)
- Pro Web Design Specialist

- Web Designing Master
- Pro Web Maker
- WordPress Designing Master
- Static and Mobile Friendly Web Design
- CMS Design with Professional Template
- HTML Template Designing Expert
- Professional Landing Page Designer
- Professional Website Designer
- Responsive Web Layout Designer
- Responsive Coder Expert
- Mobile Web Page Designer
- HTML, CSS, Java Script and Photoshop Expert
- Web Designing King
- Drupal Designer King

You should use your own sense also to attract your client through your title.

## 06. Professional Title Examples for Web Developer

- Professional Web Developer
- PHP Master with Ten Years' Experience
- Website Back end Developer
- Website Database Master
- Pro PHP & MySQL Developer
- Website Design and Developer King
- Web Development and CMS Expert
- Web Application Developer
- Pro Core PHP Developer
- Landing Page Developer
- Ecommerce Website Developer King
- Shopify Development Expert
- WordPress & Drupal Expert
- CMS Website and Application Builder
- Reliable Website Developer
- Affordable Website Developer
- Responsive Website Developer and Coder

- Responsive Coder Master
- Mobile Friendly Coding Expert

## 07. Upwork Professional Title for SEO Marketer

- Professional SEO King
- Search Engine Ranking Master
- Pro SEO Expert
- Google Master and 1st Pare Grantee
- Google Bot Expert, Panda, Penguin, Humming Bird
- Link Building Expert
- Back-linking Expert
- Link Wheel Builder King
- DA Professional Link Builder
- Google Adwords Expert
- Google Analytics Guru
- 1st Page Ranker in SE
- Google Search Console and Webmaster Expert
- Pro SEO Expert (On-page & Of-page)
- Keyword Research Expert
- Long Tail Pro Expert and Alexa
- Professional Site Auditing King
- SEO Checker and Error Finder
- Google Penalty Recovery Master

## 08. Upwork Profile Title for Digital/SMM Marketer

- Digital Marketing Expert
- Professional Social Media Marketer
- Marketing Booster
- Marketing Buzz Creator
- Facebook Advertising Master
- Pinterest and Instagram Master
- Social Media King
- SMM Engagement Developing King

- Social Media Profile and Page Promoter
- SMM Product Advertising Expert
- Zero Budget Marketing Expert

## 09. Upwork Professional Title for Email Marketer

- Professional Email Expert
- Email Writing and Sending Expert
- Pro Mail Chimp Expert
- Bulk Email Master
- Email Research and Marketing Expert
- Email Sales Expert
- Pro Email and Gmail Master
- Email Sales Booster
- Email Engagement Booster

## 10. Professional Title Examples for WordPress Developer

- Professional WordPress Designer and Developer
- WordPress Theme Integration Expert
- WordPress Installation and Development
- Pro WordPress Master
- WordPress Plugin Expert
- WordPress Blogging Theme Expert
- Advance WordPress and CMS King
- WP Layout Design and Development
- Coder in WP PHP Development
- WP Ecommerce Business Developer

## 11. Professional Title Examples for Virtual Assistant/VA

- Data Entry and VA Worker
- Multi Task VA Worker
- Blogging and Developing Virtual Assistant
- Designing Virtual Assistant

- Virtual Assisting for Multi-Tasking Project
- Full Time Virtual Expert in Maintenance
- Full Time Virtual Assistant in Marketing and SEO

## 12. Professional Title Examples for Mobile Application Developer

- Mobile App Developer
- Android Application Developer
- ios Application Developer
- Mobile App Coder
- Professional Mobile App Developer
- App Developer in Mobile Platform

## 13. Professional Title Examples for UI and UX Designer:

- User Interface Designer
- Icon and Front Page Designer
- Tab Designer and Layout Designer
- UI and UX Professional
- Expert in UI and UX Design

## 14. Professional Title Example for Customer Service

If you are a freelancer expert in customer service determine a specific side of it as there are many types of customer service. Choose your own and then select a title according to the service you may provide. Here you go with some examples-

- Customer Service administrator
- Live Chat and Phone Support Representative
- Ticket, Chat, Phone, Social Support Agent
- Customer Service Specialist

But don't use only "Customer Service" as your title as it is too vague you know.

## 15. Upwork Profile Title for Other Purposes

Here are some other titles that you may use if your job matches with these. These will surely impress your client and they will get a clear idea about your work also.

- Contributing Scribble Supervisor
- Director of Alphabet Design and Structure
- Professional Blank Page Repairperson
- Chief Sentence Officer (CSO)
- Keyboard Finger Dancer and Linguistic Choreographer
- Temp-to-Full-Time Prompt Correspondent
- Operational Writing Commander
- Punctuation Team Lead
- Word Count Investigator

## Funny Titles also Works Great

Hey, you need not be serious always. It often happens that some freelancers get much popularity for their funny titles. They become well known to their clients with their funny titles. It represents your creative side. You may have heard the names like Social Media Rockstar, Captain of Design, Video Ninja, Copywriting Ninja, Graphics Guru etc. in some cases. These titles are quite attractive and work comparatively fast than the other serious titles. But you must use it in a creative manner. But remember that these funny titles won't be suitable to all professions. You can use these funny titles only if you are in creative profession or if you work for children. But you should use your own creative name for the purpose. Don't use a common name as a title. It will destroy your popularity as a creative employee.

## Title for Multitasking Freelancer

There are many freelancers who do not work for one type of work. They are skilled of various tasks and they want job of these various types also. In such case your title will also be used for multipurpose. It must have the ability to draw attention of the clients who wants those kinds of works done by you. In such case you must use all the key words of your skill in your single title. But you must put your primary

skill in the first place and then the other. But remember that a concise title is always better than a longer one. So, don't try to add your unnecessary or unimportant skill in your title. Try to limit it within 10 words.

We hope that our tips of selecting a perfect title as a freelancer will help you most in your freelancing purpose. Follow our instructions carefully. Hopefully, you will be able to choose a perfect title for you which will get more job opportunity and pave the way to earn more money through Freelancing. If you like our tips don't forget to share our website with others. All the best wishes for your career.

# Create Portfolio on Upwork [Data Entry]

If you are new to Freelancing and need a data entry portfolio sample for Upwork, then this post is yours. Let me first remove your confusion: Yes you can create a professional portfolio even you do not have any past experiences. We will provide you all instruments to make your portfolio authentic and professional rather than many active freelancers working in Upwork & freelancer.

## Types of Data Entry Jobs

There are so many types of data entry jobs. If you are new and do not have any idea about types of data entry jobs, just forget about it and see the below 04 types of jobs for now and you will gradually learn the rest job types after completing 1-2 projects in upwork and freelancer.

1. Image to Text Data Entry Project
2. Market Research & Collecting Data
3. Online Form Filling Data Entry
4. Video to Text Data Convert

## Why Portfolio is Important for Upwork & Freelancer

Portfolio shows the clients about your previous experiences and your engagements in that particular project. If you can present the portfolio in a professional way, your clients will be impressed and give you the job. As the new freelancer cannot show the previous work history, these profiles are the only way to create a positive impression to the clients. Let's see how

1. It will make your profile complete. No clients will hire you if your portfolio section is empty.
2. It makes you determined and increase your confidence to win the jobs.
3. It make a positive impression to the clients and increase the chances to click the hire button.

## How Portfolio Section Looks Like

Let's have a look of the freelance data entry portfolio with some major categories of works.

The screenshot shows the Upwork platform interface with the 'Portfolio' section. At the top, there are navigation links: FIND WORK, MY JOBS, REPORTS, MESSAGES, a help icon (?), a message icon (✉), and a user profile icon. Below the navigation, there is a search bar with the placeholder 'Find Jobs' and a green 'Find' button. The main content area is titled 'Portfolio' and displays four project categories:

- Image to Text Data Entry Project:** Shows a thumbnail of a scanned document page and a screenshot of a data entry software interface.
- Online Form Filling Data Entry:** Shows two screenshots of a data entry software interface.
- Video to Text Data Convert:** Shows a thumbnail of a video player interface and a screenshot of a data entry software interface.
- Market Research & Collecting Data:** Shows a word cloud graphic with 'MARKET RESEARCH' in the center and a screenshot of a data entry software interface.

On the right side of the portfolio section, there are additional details:

- Flag as inappropriate:** A green button with a flag icon.
- Availability:** Status: Available, More than 30 hrs/week < 24 hrs response time.
- Profile link:** A link: <https://www.upwork.com/>.
- Copy link:** A green 'Copy link' button.
- Languages:** A list of languages: English, German, French, Spanish, Italian, Portuguese, Dutch, Swedish, Danish, Norwegian, Polish, Czech, Hungarian, Romanian, Turkish, Greek, Russian, Chinese, Japanese, Korean, Vietnamese, Thai, Indonesian, Malay, and others.

## Single Portfolio Sample of Upwork Freelancer

Let's see a simple image of Data Entry portfolio of upwork freelancer that will show a thumbnail, some data entry skills, project description and the duration of the project. Here it is...

**Market Research & Data Collection**

**Data Entry Skills:**

- Google Docs
- Microsoft Excel
- Data Entry
- Accuracy Verification

**Project description**

Tasks Includes: Research a specific area of United States and find out all the local and online radio station of that particular area. Information includes the name, email, street address, phone, ceo, contact person.

I have completed this project with a great respect as all the information was authentic and I was so fast to collect info. I have collected a lot of data fulfill the desire of my client.

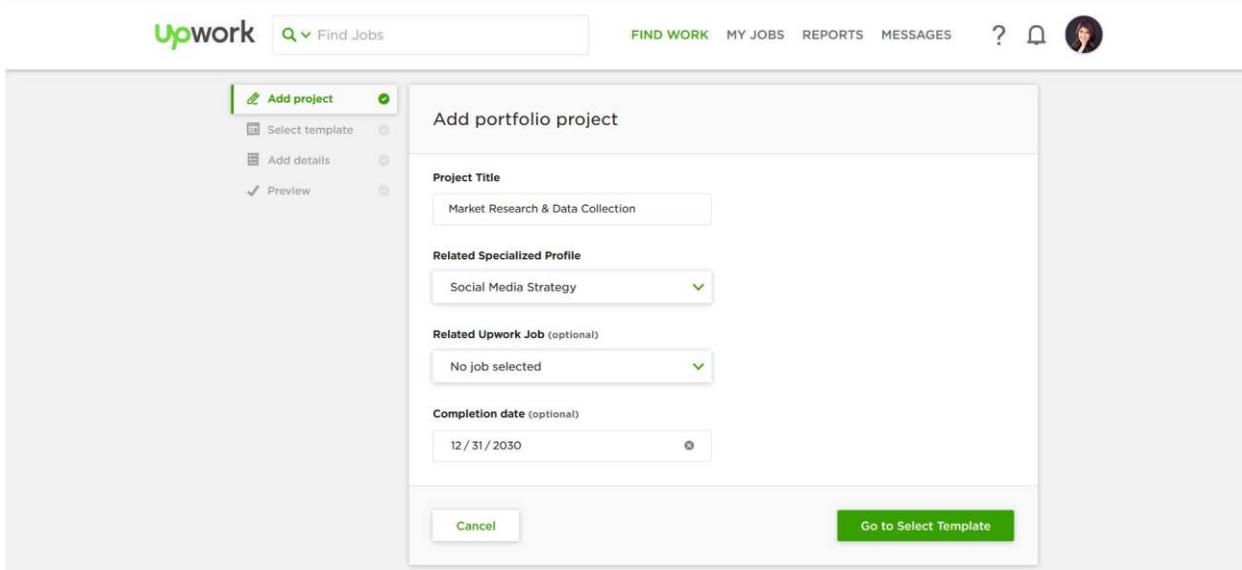
It was a 06 months project but due to my honesty and work quality, my client ran this project to 12 months and gave me a five star review with a great motivational comment. This was one of my best data entry project ever.

**Data Entry**  
January 2030 - December 2030

**Job feedback**

## How to add Data Entry Portfolio in your Profile

The steps of adding data entry portfolio in your upwork or freelancer profile is pretty much easy. Login to your account, then to to portfolio section and click (+) [Add Portfolio]



If you are on Upwork, you will find the above section to fill up. Let's see what the section includes:

**1. Project Title:**

Simply input any name of any data entry related projects.

**2. Related Specialized Profile:**

You know Upwork gives you the option to create different types of profile for multi-talented freelancers. If you have more than one profile, then you can select one from the drop-down list. If you have a single profile, then no need to change here.

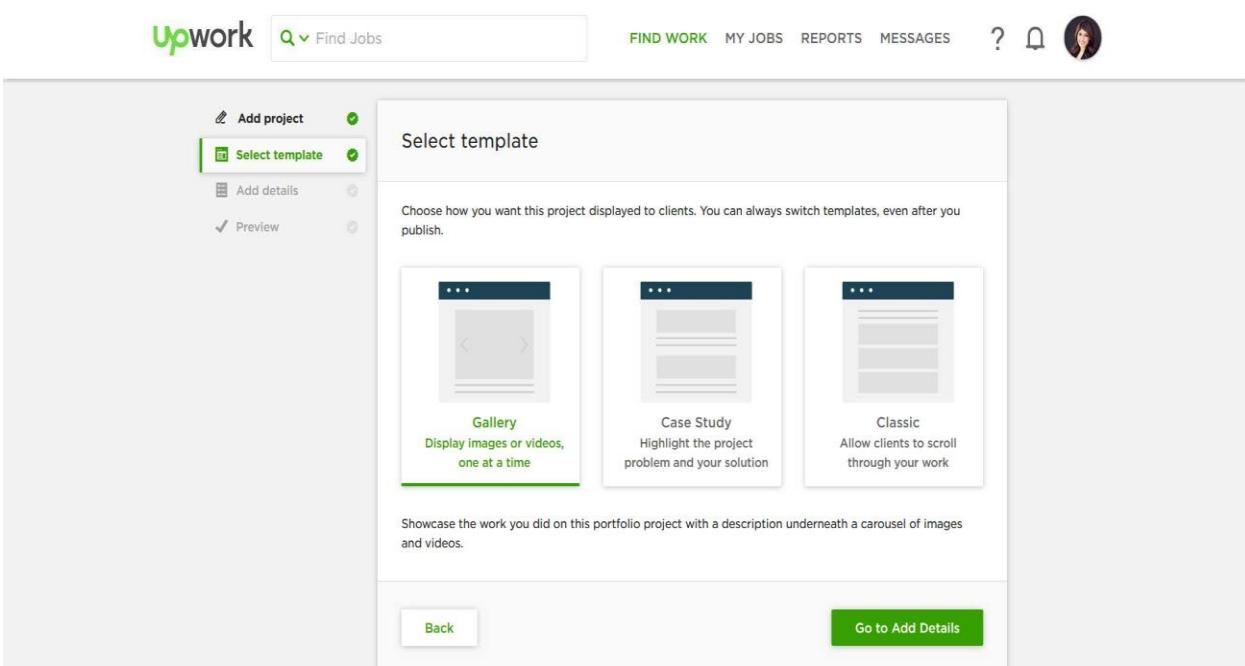
**3. Related Upwork Job:**

If you already completed any project, you can select that best matches. If not, no need to edit here.

**4. Completion Date:**

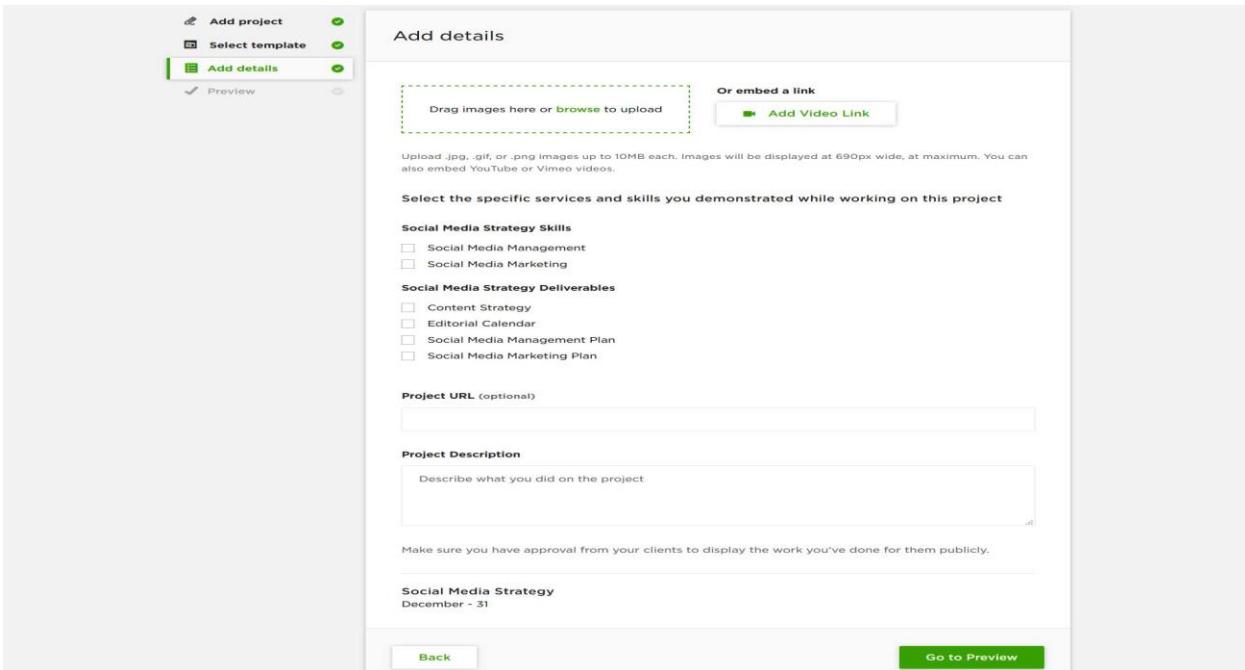
Just put a date of your project completion.

Then >> GO to Select Template



The screenshot shows the Upwork interface for selecting a project template. At the top, there's a navigation bar with 'Find Jobs' and icons for FIND WORK, MY JOBS, REPORTS, and MESSAGES. A user profile picture is also present. On the left, a sidebar lists steps: 'Add project' (done), 'Select template' (selected), 'Add details' (not started), and 'Preview' (not started). The main area is titled 'Select template' and contains instructions: 'Choose how you want this project displayed to clients. You can always switch templates, even after you publish.' It shows three options: 'Gallery' (display images or videos one at a time), 'Case Study' (highlight the project problem and your solution), and 'Classic' (allow clients to scroll through your work). Below these options, a note says: 'Showcase the work you did on this portfolio project with a description underneath a carousel of images and videos.' At the bottom are 'Back' and 'Go to Add Details' buttons.

Now select a template from the 03 designs and click on Go to Add Details



The screenshot shows the 'Add details' step of the project creation process. The sidebar on the left shows the current step: 'Select template' (done), 'Add details' (selected), and 'Preview' (not started). The main area starts with a 'Drag images here or browse to upload' field and an 'Or embed a link' button. Below this, it asks to 'Select the specific services and skills you demonstrated while working on this project'. It lists 'Social Media Strategy Skills' (Social Media Management, Social Media Marketing) and 'Social Media Strategy Deliverables' (Content Strategy, Editorial Calendar, Social Media Management Plan, Social Media Marketing Plan). There's a 'Project URL (optional)' input field and a 'Project Description' text area with placeholder text: 'Describe what you did on the project'. A note at the bottom says: 'Make sure you have approval from your clients to display the work you've done for them publicly.' At the bottom are 'Back' and 'Go to Preview' buttons.

1. Add a Thumbnail:

Here you have to add a cover photo of your project that will uphold an imagery view of your project. Click on Browse or Drag images to add here.

2. Add Skills:

Tick the skills name that are the best matches for this project. Here the skills name will be shown according to the skills you added when creating profile.

3. Project URL:

No need to add any project URL if you don't have any link. If you have any authentic source then please add it.

4. Project Description:

This is one of the important parts. Please add as much information as you can in this section.

And finally go to >> Preview and then Save the portfolio.

## Data Entry Portfolio Samples for Upwork Freelancers

Now I will provide 04 samples of data entry portfolio for upwork freelancer including all details so that you can easily make your own portfolio. The sample includes project name, thumbnail, duration, project details, etc.

### Data Entry Portfolio Sample (01)

Project Name: Market Research & Data Collection

Skills: MS Excel, MS Word, Data Entry, Google Docs, Content Writing, Market Research, Business Research, etc.

Duration: January (in this year) to June (in this year)

Display Image: [Download Now](#)

Project Details:

Tasks Includes:

Research a specific area of United States and find out all the local and online radio station of that particular area. Information includes the name, email, street address, phone, ceo, contact person.

I have completed this project with a great respect as all the information was authentic and I was so fast to collect info. I have collected a lot of data fulfill the desire of my client.

It was a 06 months project but due to my honesty and work quality, my client ran this project to 12 months and gave me a five star review with a great motivational comment. This was one of my best data entry project ever.

The screenshot displays a portfolio page titled "Market Research & Data Collection". On the left, there is a graphic featuring a magnifying glass over a word cloud containing terms like "marketing", "customer", "products", "risk", "advertising", "competitor", and "effectiveness". A blue arrow points from this graphic to a Microsoft Excel spreadsheet window on the right, which shows a grid of data entries. Below the graphic, under "Data Entry Skills", are buttons for "Google Docs", "Microsoft Excel", "Data Entry", and "Accuracy Verification". The "Data Entry" button is highlighted. Under "Project description", it says: "Tasks Includes: Research a specific area of United States and find out all the local and online radio station of that particular area. Information includes the name, email, street address, phone, ceo, contact person." It also contains a testimonial: "I have completed this project with a great respect as all the information was authentic and I was so fast to collect info. I have collected a lot of data fulfill the desire of my client." Another testimonial follows: "It was a 06 months project but due to my honesty and work quality, my client ran this project to 12 months and gave me a five star review with a great motivational comment. This was one of my best data entry project ever." At the bottom, there are sections for "Data Entry" (with a date range from January 2030 to December 2030) and "Job feedback".

## Data Entry Portfolio Sample (02)

Project Name: Image to Text Data Entry

Skills: MS Excel, MS Word, Data Entry, Google Docs, Content Writing, Market Research, Business Research, etc.

Duration: January (in this year) to June (in this year)

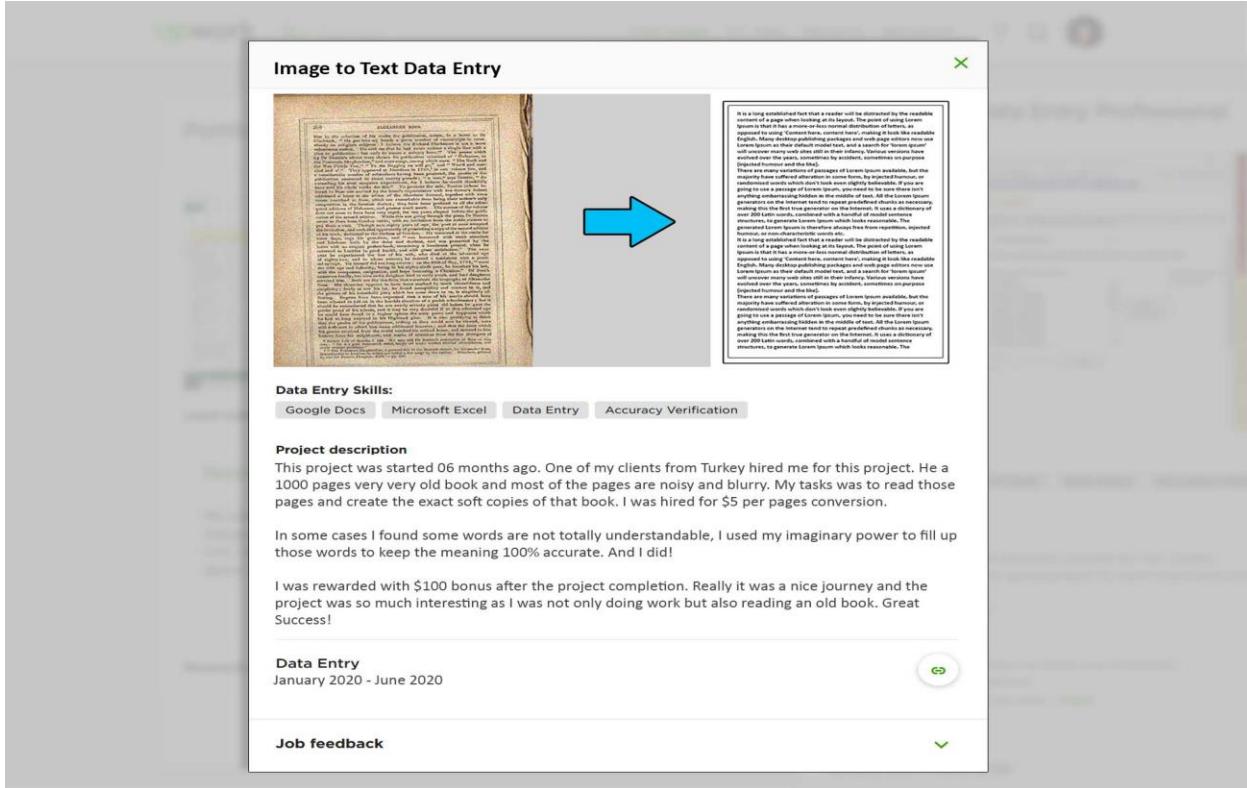
Display Image: [Download Now](#)

### Project Details:

This project was started 06 months ago. One of my clients from Turkey hired me for this project. He a 1000 pages very very old book and most of the pages are noisy and blurry. My tasks was to read those pages and create the exact soft copies of that book. I was hired for \$5 per pages conversion.

In some cases I found some words are not totally understandable, I used my imaginary power to fill up those words to keep the meaning 100% accurate. And I did!

I was rewarded with \$100 bonus after the the project completion. Really it was a nice journey and the project was so much interesting as I was not only doing work but also reading an old book. Great Success!



### Data Entry Portfolio Sample (03)

Project Name: Online Form Filling Data Entry

Skills: MS Excel, MS Word, Data Entry, Google Docs, Content Writing, Market Research, Business Research, etc.

Duration: June (in this year) to December (in this year)

Display Image: [Download Now](#)

#### Project Details:

I was hired by an Auto Phone company for a large number of data to input their new database. I was given a large number of data hard copies to input their online form one by one. There were millions of data to input and a large number of freelancers were working there to put the data. And I was one of them.

For the beginning I got it hard and it took a bit more time to do a single entry. But for the time being I was so much used to it and starting inputs like a rocket. And believe it or not, I was stood first among the hundreds of their workers and I was rewarded by the best data entry operator of that group. It was an amazing journey with a large company like Auto Phone and I had a great experiences to work in a team. I could provide my best and win the heart of the project head. Great Experiences!

The screenshot shows a web-based application titled "Online Form Filling Data Entry". It displays two identical forms side-by-side, separated by a large blue arrow pointing from the left to the right. Both forms contain fields for "Address", "City", "State", "Zip", "Phone", "Email", "Fax", "Comments", and "Save Record". Below the forms is a section titled "Data Entry Skills" with buttons for "Google Docs", "Microsoft Excel", "Data Entry", and "Accuracy Verification". Under "Project description", there is a detailed paragraph about the experience, followed by a summary and a "Data Entry" section indicating the duration from June 2020 to December 2020. At the bottom is a "Job feedback" section.

## Data Entry Portfolio Sample (04)

Project Name: Video to Text Data Convert

Skills: MS Excel, MS Word, Data Entry, Google Docs, Content Writing, Market Research, Business Research, etc.

Duration: January (in this year) to December (in this year)

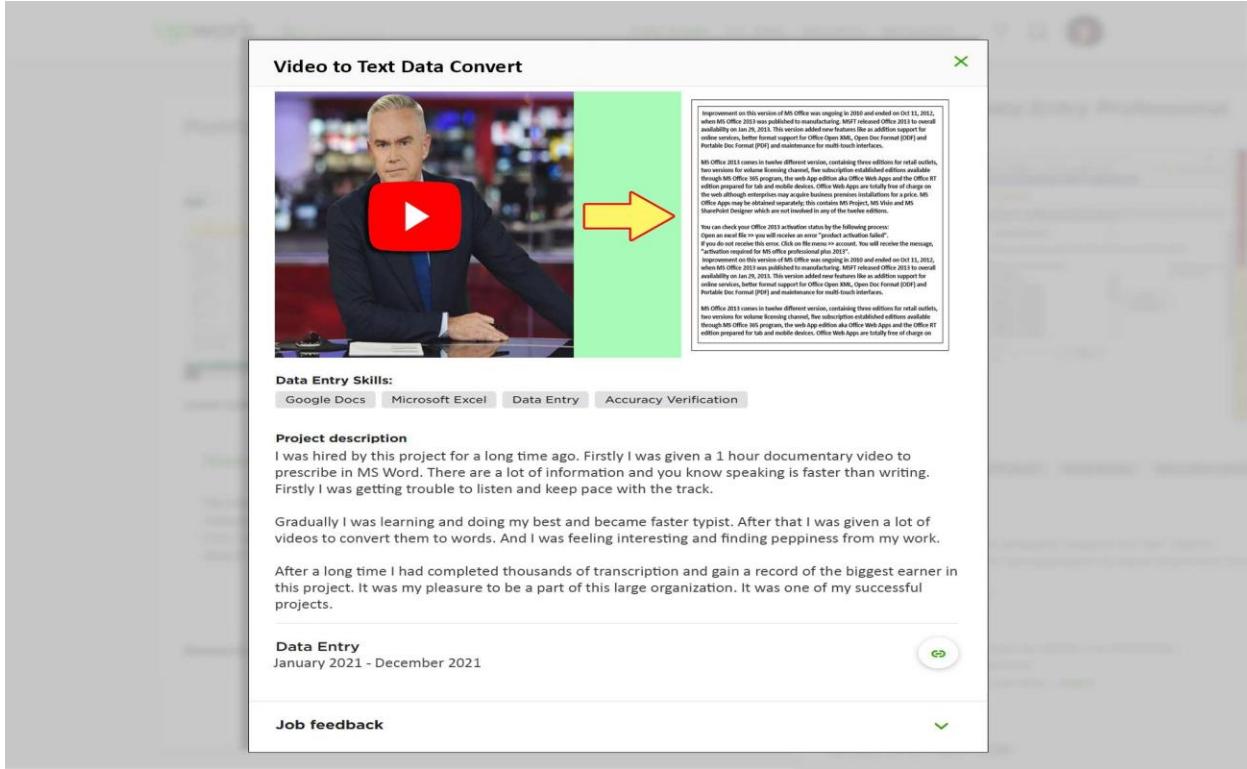
Display Image: [Download Now](#)

### Project Details:

I was hired by this project for a long time ago. Firstly I was given a 1 hour documentary video to prescribe in MS Word. There are a lot of information and you know speaking is faster than writing. Firstly I was getting trouble to listen and keep pace with the track.

Gradually I was learning and doing my best and became faster typist. After that I was given a lot of videos to convert them to words. And I was feeling interesting and finding peppiness from my work.

After a long time I had completed thousands of transcription and gain a record of the biggest earner in this project. It was my pleasure to be a part of this large organization. It was one of my successful projects.



# How to Apply for Jobs on Upwork?

There are some secrets in applying on a job in Upwork. Why clients will hire you if you apply like other 10 common freelancers? You have to be exceptional and the exception wins the job.

Even beginner freelancers can beat out experts at getting jobs, not by lowering their price, but by sending a thoughtful and unique proposal. I am sharing the professional tips for submitting a proposal.

## #1 Quality is better than Quantity

Let's define your mind "I will apply for 01 job and win that 01 job". It has become a tradition to apply a lot and do hurry when applying. Just think from the part of the job posters. They actually need a freelancer to get their job done nether to give you money only. Only apply for the qualified jobs. Search more even though it take times.

## #2. Must Read the Job Description

Too often freelancers don't read the actual job description, they only read the title. Not only am I a freelancer on Upwork, but I hire a lot on Upwork as well.

The screenshot shows a job listing on Upwork for a "Telemarketing Agent for Insurance Cold Calls Campaigns".

**Job Title:** Telemarketing Agent for Insurance Cold Calls Campaigns

**Category:** Telemarketing

**Posted:** Posted 4 minutes ago

**Location:** Worldwide

**Needs to hire 2 Freelancers**

To create a strong work atmosphere and help generate revenue for the insurance agency, we need a goal-oriented Telemarketing Agent, responsible for making certain calls per hour, a certain number of transfers, and a certain number of sales, every month. If you consider yourself someone focused and hardworking, This is definitely for you! This is a long-time position depending on your performance, commission is a plus.

**General Expectations:**

- 80-100 calls per hour using the dialer/ 80% of talk time vs hours worked.
- 20 transfers minimum per month per telemarketer.
- Transfers for Bundling quotes.

Commissions and bonus x performance.

**Work Hours:** Less than 30 hrs/week (Hourly)

**Project Length:** 3 to 6 months

**Experience Level:** Intermediate

I am looking for a mix of experience and value

**Payment:** \$3.00-\$6.00

**Client Information:**

- Required Connects to submit a proposal: 6 (with a question mark)
- Available Connects: 128
- About the client**
- Payment method verified**
- Rating:** ★★★★☆ 5.00 of 15 reviews
- Location:** United States, Secaucus 03:18 pm
- Jobs posted:** 19 jobs posted
- 85% hire rate, 1 open job
- Total spent:** \$30K+ total spent
- 38 hires, 11 active
- Avg hourly rate paid:** 3.24 /hr avg hourly rate paid
- 9471 hours

I can't tell you how many times I get proposals where the freelancer clearly didn't read the job description. If you want to make sure the client is a great fit, you need to read the job description, just reading the title isn't enough. Only apply if the requirements fit in your expertise otherwise ignore it.

### #3. Find Unique Code in the Job Description

This is funny that clients are also aware of unaware proposal bidding. In order to make the list short clients usually put some unique codes in the job description [example: TUDI] and mention to write those code in the beginning of the proposal. If you do not mention that code you are rejected at the first glace.

### #4. Never Copy Paste Cover Letter

Copy paste kills. I like to suggest you to write your letter at your own according to the job description. Try to answer line by line of the job description and make the client confident why you are fit for this job.

Try so send an action plan with the proposal and come up with an actual plan. Try to be unique from other applicants and draw the attention of the job poster.

### #5. Show your Confidence

Whenever someone asks me how to write an Upwork proposal, I advise them to give the client something of value for free. You don't have to spend long on this, but give the prospect something for free that shows your interest and confidence in the work and your expertise. Do something that will only take you a few minutes, customize it a bit and make sure this represents you, and your work, well.

For example, if you are a writer, you can offer to write 200-300 words for free to show your writing prowess. Or if you are an SEO expert, you may do a simple audit for a webpage. No matter where your expertise belongs to, you'll find something which will take very little time but make a lot of impacts.

Clients aren't looking for free stuff on UpWork, they are looking for freelancers who are capable of completing their tasks. But if you offer something of value for free,

they will appreciate your goodwill and understand that you are doing your best to prove that you are worthy.

## #6. Prove you are the Best

Give them a couple of options. Say something like “you can take this free spreadsheet and hire someone else or you can have me complete the job.” When you give people an option, they are likely to pick one or the other, rather than giving them an open-ended option where they may not choose anything at all.

This might seem risky at the first place, as you might end up giving a reason to not hire you. But this is not the case for real. If you give prospecting clients an open-ended option, you don’t have things under your control. By doing a risk reversal, you set up a benchmark based on which the hiring should happen. And who is the best-suited person to meet the standards set up by you? Yourself.

If you don’t get hired even after doing a risk reversal, it is highly likely that the client would have hired you anyway. That means you are not increasing the risk of not getting hired by implementing this strategy. The clients want the applicants to give them reasons to hire you, and risk reversal is a technique to show them proper reasons why you are the best-suited candidate for the job.

Another benefit of this technique is, very few other freelancers will come up with a similar strategy. Risk reversal will label you as a unique candidate who is knowledgeable and already have a plan to complete the task. This is exactly what clients are looking for.

## #7 Make the Client Smile

Make him smile means reducing the headache of the client while hiring for the job. When clients look for freelancers for larger projects in particular, they tend to be more cautious while hiring someone. You need to show them that the risk associated with hiring you is significantly lower than hiring someone else.

Make it as easy as possible for them to hire you, especially for larger jobs. They have to take a leap of faith when hiring you, so perhaps offer that they hire you for only a few hours, instead of 100. This will allow you to show your expertise and good communication. Once a relationship is established it’s much easier to continue.

If you are hired for a few hours, then it is up to you to do a great job and extend your contract. If you agree to work for a few hours to prove your worth, the clients will be more likely to hire you as they have a lot less to lose even if you fail to deliver. On the contrary, the clients will face wastage of a lot of time and money if the hired freelancer fails to complete the project after taking the whole job.

By lowering barriers to entry, you put the clients in a comfort zone. In cases like this, your first priority should be building a long term relationship with the client. Once the relationship is built, the client won't hesitate to give you larger projects, and even future projects.

## #8 Give the Best Price

Pricing is an important aspect when it comes to freelance jobs. At times freelancers don't understand how to write a bid proposal and end up asking for outrageous amounts. No matter how much budget clients have, they will always try to get the best value for their money. If you demand an outrageous amount that is way above the market standard, then you will not get hired for sure.

The best way to go about is to explain in your job proposal why you deserve the payment you have asked for. Explain what you are going to provide for that price, and how the price is justified.

The client won't mind giving you a higher rate if you can prove your services are worth the price. But if someone else offers to provide the same services for a lower price, then you might not get the job. That's why you need to be fair while setting up the price. Here's a helpful freelancing pricing guide for you.

# How to Write a Professional Proposal Cover Letter?

If you do not know how to write a cover letter and looking for the professional cover letter samples then you've come to the right place. You can easily download PDF file for sample cover letter from here.

If you have nothing in your mind about what is a Cover letter, don't worry, I am going to provide all the information you need to know about write a cover letter. And I will also provide you the best cover letter samples so that you can write your own killer cover letter to win a job.

## What is a Cover Letter?

A Cover Letter is actually nothing but a document which is sent with your resume to provide additional information on your skills and experience. In simple words, it works like a seasoning over your dish.

The letter provides detailed information on why you are qualified for the job along with why you are applying for this particular job. Many experts think of their cover letter as a sales pitch that will market their credentials and help them to reach out for the interview. More likely, they want to make sure that cover letter makes the best impression on the person who is reviewing it so that they can easily get a call for the interview.

## Why to Write a Cover Letter?

Our common perception is, as a cover letter typically accompanies each resume you send out, so maybe writing a cover letter is nothing but a courtesy or formality, right? No! That's a completely mistaken perception. Please pay attention while writing your cover letter as the employers use cover letters as a way to screen applicants for available jobs and to determine which candidates they would like to interview.

A cover letter, most of the times is your earliest or the only written contact with a potential employer which plays an important role to create a critical first impression. An effective cover letter explains the reasons for your interest in the

specific organization and it also identifies your most relevant skills or experiences which determines your efficiency, quality and capability for finishing the job.

## 05: Steps of Writing a Cover Letter

### 01. Be Specific

A cover letter's work should be to complement your resume but not to duplicate it. A cover letter's sole purpose is to interpret the data-oriented, factual resume and to add a personal touch to your application for employment. An active worker should understand the

Differences between a resume and a cover letter so that he can make sure he is writing a cover letter with the correct approach.

### 02. Don't Make an Essay

Well, you should specify your resume but there are some certain things that you don't need to include in the cover letters you write. Your cover letter should be about your qualifications for the job, not about you your personal life. It's totally irrelevant to share any personal information about yourself or your family in it unless they want it. Even if you don't have all the qualifications the employer is seeking its wise not to mention it but you can focus on the credentials you have that are a match. I strongly prohibit everyone to mention salary unless the company asks for your salary requirements. One should keep in mind that if he has got any question about the job, the salary, the schedule, or the benefits or whatever else; it's really not appropriate to mention them in the letter.

Another important thing that sometimes people forget is, not to write too much. You should make your letter focused, concise and elegant. It's better to finish within a few paragraphs in length. Remember that, you should not convey more than enough information to entice the hiring manager to contact you for an interview because the most tragic part is, if you write too much, it's probably not going to be read and all your efforts will go in vain and no one is going to say sorry for that!

### 03. Customization

Who doesn't love a crafty cover letter? Even if you don't have all the requirements, but if your cover letter is easy to read, beautiful and precise, you might hit jackpot!

So, every cover letter you write should be customized in this process –

- Be aware of which job you're applying for. That's why you should include the job title in your opening paragraph.
- Do not forget to mention how you learned about the job. So please add a referral if you have one.
- Be specific about why you are qualified for the job.
- Let your employers know fast and loud about what you have to offer to his company. Be also specific about why you want to work at this particular company.
- You should take your time to find out your skills to the job description, and read up on the organization's mission, values and goals. And when you're done doing that don't forget to mention it in your letter.
- Thank your employer for being considered for the job. Show your gratitude towards him as every employer wants to hire a humble worker.

### 04. Edit and Proofread

Do not forget to edit and proof your cover letter before sending it. I know it might sound funny. One might say that, "Hey, I'm not in school, I don't make spelling mistakes!" True.

But it's not about just the spelling mistakes, it's about something big. It's about making sure that you included the correct employer and company names. Especially when you are writing multiple cover letters at once, it is not impossible to make a silly mistake. Printing out and reading the letter aloud is a good way to

catch small typing mistakes as this and other mistakes. By doing this, you can fill up missing words, or cut out the sentences that sound odd.

Always double-check the spelling of your client's name and the company name. Many experts suggest that you should enlist a friend or a family member, if possible, to help proofread your cover letter, as we all know that two pairs of eyes are better than one and even professional proofreaders don't always catch their own mistakes.

## 05. Choose the Right Format

It's always wise to keep your cover letter formatted like a professional business letter. One important thing to consider here is that the font should match the font you used on your resume, and your cover letter should be simple and easy to read. Now here's some important tips to remember while formatting your cover letter-

Basic fonts like Arial, Calibri, Georgia, Verdana, and Times New Roman work well.

- A font size of 10 or 12 points is easy to read.
- Standard margins are 1" on the top, bottom, and left and right sides of the page.
- Add a space between the header, salutation, each paragraph, the closing, and your signature. You can reduce the font and margin sizes to keep your document on a single page, but do be sure to leave enough white space for your letter to be easy to read.
- Follow these cover letter formatting guidelines to ensure your letters match the professional standards expected by the hiring managers who review applications.

## 06: Parts of a Cover Letter

Although a cover letter may have, different ways to be written but there are six basic and main parts for every kind of cover letter. And they are -

- Header,
- Salutation,
- Introduction,
- Body,
- Closing,
- Signature.

### 01. Header

A cover letter should begin with both your and the employer's contact information like name, address, phone number and email which is generally followed by the date. But if you are writing an email formatted letter rather than a hard copied letter, please remember to include your contact information at the end of the letter, after your signature.

Your contact information should include:

- First and Last Name
- Street Address
- City, State Zip
- Phone
- Email

### 02. Salutation

Consider writing your cover letter salutation with "Dr. /Mr. /Ms. Last Name." But if you are not sure about if your potential client is male or female, you should write out their full name. Or in case, you do not know the employer's name, simply write down, "Dear Hiring Manager." Trust me when I say that this is very much better than the generic and formal, "To Whom It May Concern."

You should review information on how to choose the right cover letter greeting to select one that works for the job and company you are applying to.

### 03. Introduction

Many of the new workers mix up between Salutation and the Introduction. But these two things are not the same at all. You should begin your introduction by stating with what job you are applying for. As I have mentioned earlier, never forget to mention where you heard about the job, particularly if you heard about it from a contact associated with the company. You should also briefly mention how your skills and experience match the company or the position; this will give your employer a preview of the rest of your letter. Your one and only goal in the introduction is to get the reader's attention and nothing more or less.

### 04. Body

Here in the Body, you should be concentrated on explaining why you are interested in the job and why you make an excellent candidate for the position but not in more than two paragraphs, one is better. You should mention specific qualifications listed in the job posting, and you should explain how you meet those qualifications better than others do. Do not just simply copy and paste your resume, but think about providing specific examples that demonstrate your abilities.

Remember, actions speak louder than words, so do not just "tell" the reader that you are the best one for this job, No. But you should use effective examples from your work experience to "show" these traits in action.

### 05. Closing

In the closing section of your cover letter, show your employer again, about how your skills make you a strong fit for the company or for the position. If you have room, you may also discuss why you would like to work at their company or project.

State that you would like to have the opportunity to interview or discuss employment opportunities with him/ her. Explain your employer about what you are willing do to follow-up and explain when you are willing do it. And in the end, thank your employer for his/her consideration.

## 06. Signature

If you're writing a cover letter, you always should use a complimentary close, and then end your cover letter with your signature, handwritten, followed by your typed name.

But if you are writing an email, simply include your typed name, followed by your contact information, after the complimentary close.

## Types of Cover Letter

There are different types of Cover Letters but there's generally three types of cover letters that we usually use. Indeed, there are many sub types of these three main types. We will discuss everything ones by one but let us gather a little knowledge about these three types first which are –

- *Application Letter,*
- *Prospecting Letter,*
- *Networking Letter.*

## 01. The Application Letter:

The application letter is a particular type of Cover Letter, which responds to a known job opening such as Data Entry, Social Media Marketing, 3D Modeling, Architectural Designing, Article Writing etc. Basically, you will have to write an application letter when you are applying for a job that has been posted by a company that's hiring workers. This company could be an online-based company from Dhaka or it may also be a famous company from New York, your client may belong from anywhere! You will find this kind of job posting on Upwork, Freelancer, Behance, People per hour, Toptal, Guru, Smashing Magazine, Fiverr and any other freelancing marketplaces or you may have to write one for company, organization, project, advertisement etc. related job posting. In a word, the use of application letters are huge and widespread.

Here is a sample cover letter of Application Letter category. I hope it will help you to understand its format.

## Sample 01: Cover Letter Sample on 3D Modeling /Design/CAD

Dear Hiring Manager,

Recently I studied all the details given in your job posting which was posted on (Write down the name of the Freelancing Platform). From your job description, I came to understand that you need an expert 3D artist for your project. I would be highly happy to declare my candidacy for this post.

As you already know that Technical aptitude, sharp artistic talent, and productive team collaboration are all essential elements to be succeeded in 3D production and design. I am a highly skilled professional with more than seven years of experience developing and executing a wide variety of successful 3D design projects. Because of my reputed position in these work fields, I am more than sure that I would be able to make a significant impact on your team as your next 3D Artist.

I would be happy to let you know that my background includes designing and delivering creative projects and also it includes services from concept through completion. I have a solid proficiency in using both computer software and hand-drawing techniques to render flawless 3D special effects. Along with my ability to collaborate effectively with clients, peers, and senior management teams, I can assure you that my talents and abilities will significantly benefit you in this particular project of yours.

I think I am the best applicant for this job as I have keen ability to evolve and complete 3D design projects. My abilities combined with my steadfast commitment to apex design quality and production, I am ready to excel in providing outstanding services to your project. I really look forward to discuss the project requirements in detail.

You can always find me on Email and Skype if you need.

I am willing to work for 60 hours per week to make your project successful if you just hire me once.

Thank you for your consideration.

Sincerely,

(Your name here)

**Dear Hiring Manager,**

Recently I studied all the details given in your job posting which was posted on ( Write down the name of the Freelancing Platform). From your job description, I came to understand that you need an expert 3D artist for your project. I would be highly happy to declare my candidacy for this post.

As you already know that Technical aptitude, sharp artistic talent, and productive team collaboration are all essential elements to be succeeded in 3D production and design. I am a highly skilled professional with more than seven years of experience developing and executing a wide variety of successful 3D design projects. Because of my reputed position in these work field, I am more than sure that I would be able to make a significant impact on your team as your next 3D Artist.

I would be happy to let you know that my background includes designing and delivering creative projects and also it includes services from concept through completion. I have a solid proficiency in using both computer software and hand-drawing techniques to render flawless 3D special effects. Along with my ability to collaborate effectively with clients, peers, and senior management teams, I can assure you that my talents and abilities will significantly benefit you in this particular project of yours.

I think I am the best applicant for this job as I have keen ability to evolve and complete 3D design projects. My abilities combined with my steadfast commitment to apex design quality and production, I am ready to excel in providing outstanding services to your project. I really look forward to discuss the project requirements in detail.

You can always find me on Email and Skype if you need.

I am willing to work for 60 hours per week to make your project successful if you just hire me once.

Thank you for your consideration.

Sincerely,

**Write Down (Your name here)**

## 02. The Prospecting Letter:

These types of Cover Letters are also known as the “Inquiry Letters” as they inquire about possible positions. This cover letter is sent to those particular companies that may be hiring workers but have not advertised job openings online. Well, this might sound tricky that why would someone write a cover letter for a post that he does not even know about!

But what you may not know yet that a well-written inquiry letter can help you to get noticed by an employer who may not be actively recruiting. Writing a Inquiry Cover Letter may be proven as a ‘Golden Ticket’ for you to get your resume in front of a hiring manager and possibly considered for employment even before a job is listed. So, read this Prospective / Inquiry Cover Letter Sample to understand how it works.

### Sample 02: Cover Letter Sample for an Entry Level Position

Dear Mr. /Ms. (Write down Your Client’s Name)

I am thankful to you for taking the time to review my resume. I have recently graduated from University of... (Write Down your University Name but if you have not finished graduation yet, please skip this line) and I am currently looking for a position in the....

(Write down your preferred working area) area.

I am interested in an entry-level position with you company, The “Triple M Productions” (made up name, write down the name of your client’s company here). I always have heard that the “Triple M Productions” is a wonderful company to work for, and I hope that I can be considered for the team.

If you have questions regarding my credentials or anything else about myself, please feel free to call or email me or to make a call via Skype. I am always available in both sides.

Again, I would like to thank you for reviewing my resume. I really look forward to hearing from you in the near future.

Thanks for regarding,

Sincerely,

Signature (for hard copy letter)

(Your Name Here)

**Dear Mr./Ms. (Client's Name)**

*I am thankful to you for taking the time to review my resume. I have recently graduated from University of..... ( Write Down your University Name but if you haven't finished graduation yet, please skip this line) and I am currently looking for a position in the....*

*(Write down your preferred working area) area.*

*I am interested in an entry level position with you company, The "Triple M Productions" (made up name, write down the name of your client's company here). I always have heard that the "Triple M Productions" is a wonderful company to work for, and I hope that I can be considered for the team.*

*If you have questions regarding my credentials or anything else about myself, please feel free to call or email me or to make a call via Skype. I'm always available in both sides.*

*Again, I would like to thank you for reviewing my resume. I really look forward to hearing from you in the near future.*

*Thanks for regarding,*

*Sincerely,*

Signature (for hard copy letter)

**(Write Down Your Name Here)**

### 03. The Networking Letter:

This particular type of Cover Letter is that one which requests information and assistance in your job search. Doesn't make sense? Okay, let's be specific.

You might find another cover letter, which might simply bounce up your position or business as a networking letter. This single letter that makes vital communications, can pay dividends in future business dealings. As we all are aware of the fact that networking is about relationship building, and one way to build relationships is through written communication, whether by letters or email. So it's not unusual that successful business people use networking letters to develop an arsenal of business and personal connections that gradually helps them to grow their businesses or gain new employment. Sometimes, you might get referred for a position too by writing a networking cover letter.

We live in a corporate world where everything depends on marketing and networking is marketing, whether for yourself or your business. So, needless to say, Networking Cover Letters have more importance than you might ever think of.

Now, let's read a sample Networking Cover Letter and explore its format.

#### Sample 03: Cover Letter Sample for a Referred Networking Letter

Dear Hiring Manager,

*I am writing this letter to express my interest in the International Sales position open at TripleM, Inc. I am very familiar with your products, and would welcome the opportunity to speak with you about how I could help increase your International presence.*

*My colleague Mr. Zohan recommended that I should contact you directly about this position. Mr. Zohan and I have worked closely in the industry for many years, and he thought that I would be a good match for TripleM.*

*My nine years of experienced marketing widgets, not only locally but also internationally have given me an overall knowledge of the business, which is directly applicable to your interest in increasing sales abroad.*

*In my previous position as ‘International Sales Representative’ with UB Industries, I successfully increased our revenue in each of my territories by over 40% within my first year. In the five years I spent at UB, I helped to establish sales bases in an additional seven countries, while I never failed continuing to increase revenue in all.*

*Please take the time to review my resume as I firmly believe that I am an excellent candidate for the position you have advertised, and would very much like the opportunity to meet with you discuss what I have to offer TripleM Inc.*

*I truly appreciate your consideration.*

*Sincerely yours,*

*(Your Name Here)*

**Dear Hiring Manager,**

*I am writing this letter to express my interest in the International Sales position open at TripleM, Inc. I am very familiar with your products, and would welcome the opportunity to speak with you about how I could help increase your International presence.*

*My colleague Mr. Zohan recommended that I should contact you directly about this position. Mr. Zohan and I have worked closely in the industry for many years, and he thought that I would be a good match for TripleM.*

*My nine years of experienced marketing widgets, not only locally but also internationally have given me an overall knowledge of the business which is directly applicable to your interest in increasing sales abroad.*

*In my previous position as 'International Sales Representative' with UB Industries, I successfully increased our revenue in each of my territories by over 40% within my first year. In the five years I spent at UB, I helped to establish sales bases in an additional seven countries, while I never failed continuing to increase revenue in all.*

*Please take the time to review my resume as I firmly believe that I am an excellent candidate for the position you have advertised, and would very much like the opportunity to meet with you discuss what I have to offer TripleM Inc.*

*I truly appreciate your consideration.*

*Sincerely yours,*

**Write Down (Your Name Here)**

## Conclusion

Well, that was all you needed to know about writing your own killer Cover Letter. Always remember that well-written cover letter will help you to get your application noticed and it will surely help you to secure an interview. So take all the time you need to personalize it so that it shows the employer why you're a solid candidate for the job.

Now, stop copy-pasting other people's cover letters and follow our Simple but Effective Five steps to write your own Cover Letters.

## Common Upwork Proposal Mistakes [17]

Before we discuss Upwork proposal mistakes, let's discuss the present condition of job proposal competition in Upwork. Now a days, getting a job with Upwork as a freelancer is very difficult because too many freelancers are now applying for a single job. The clients also become overwhelmed when they see an abundance of candidates for just one job. The smart clients will of course take the best and most qualified freelancer for his or her project. So, how does the client examine their potential freelancers? Now the point of having a quality cover letter comes to light.

When the client receives an application, they carefully read the cover letter; review your feedback, work history, job success rate, experience and skills. After properly examining your profile and cover letter, the client will then make a decision to send you a message to be interviewed.

When you receive an interview message from your client, you should always response as early as possible because the client may need to start his or her project immediately. You must always present yourself professionally and aim to satisfy the client. They should be convinces that you have the appropriate skills that they are looking for. Of course, you should never apply for a job that does not meet your skills. Let's discuss the 17 Upwork proposal mistakes:

### Mistake 01: Copy and Pasting your Cover Letter for your Upwork Job Application

Most of the freelances now have a sense of urgency to receive a job offer, which is why the competition is so fierce. As a result, they write their cover letters in Microsoft Office Docs and just copy-paste as needed. Most freelancers do not make different types of cover letters for different types of jobs. They think that the old cover letter will work everywhere. I strongly suggest that you do not just copy-paste your cover letters when applying for jobs. Here are the top ten rules to abide by when applying for a job.

- Read the job description carefully.
- Understand the required skills.
- Examine the skills that you have as well as the skills that you are lacking.

- Make a decision only when you believe you are a good fit for the job.
- Pick up the topic sentences from the job description.
- Explain the topic lines carefully in your cover letter.
- You can copy some common sentences to save time.
- Always use new and updated sentences.
- Do not use same beginning over and over.
- Do not use same ending over and over.

## Mistake 02: Rushing to Apply

With the competition level being so high, freelancers think that if they apply faster, they will get a job offer faster. This is almost never the case. When a freelancer does hurry, he or she is more likely to make mistake in his or her cover letter. I suggest that you do not rush and instead go over each detail to ensure that your application is submitted properly. First, read through the client's job description and then apply gradually follow the above 10 rules.

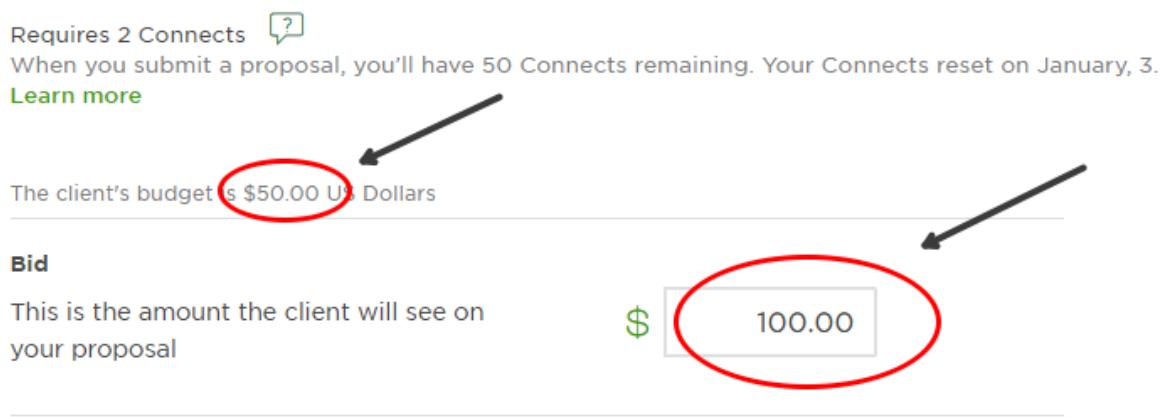
## Mistake 03: Always offering cheap rate for hourly jobs

One common problem in most of the freelancers is that they think offering cheap rates can increase their chance of being offered the job. However, this is far from true. When you are applying, you should check the client's average hourly rate.

Suppose one client's average hourly rate is \$4.00/hr, based off this information you should apply for somewhere in the ballpark of \$3.00/hr or \$5.00/hr regarding the job requirements. If you apply with a rate of \$10.00/hr, the client will most likely not entertain your cover letter. One common problem is that freelancers do not check for the average hourly rate so they continue applying for \$3.00/hr. I suggest that you check each client's average hourly rate first and then apply. Another issue is that when a new client to Upwork post is a job description, you will not be able to see an average hourly rate. In this case, you should apply according to your regular job rate and make adjustments as you see fit with consideration to the job requirements.

## Mistake 04: Applying over the Budget for a Fixed-Price Job

When a client post is a fixed-price job, they should always provide a budget. Sometimes new clients are not aware of the job budget. The client may put the budget at \$10, give or take. The problem with this is that our freelancers start applying for jobs for less than \$10. This is because they think that the client will accept the low price. You should always apply considering the project needs. For example, you might offer \$100 where the client posted for \$10. Never think that if you offer less, the client will be satisfied and hire you.



The screenshot shows a proposal page with the following text and visual annotations:

- "Requires 2 Connects" with a question mark icon.
- A note: "When you submit a proposal, you'll have 50 Connects remaining. Your Connects reset on January, 3." with a "Learn more" link.
- An arrow points from the text "The client's budget is \$50.00 US Dollars" to a red circle around the text.
- An arrow points from the text "This is the amount the client will see on your proposal" to a red circle around the bid amount.
- The "Bid" section shows a dollar sign icon and the amount "100.00" in a box.

## Mistake 05: Focusing on Experience over the Job Description

Sometimes freelancers start writing their cover letter by talking about all of their years of experience. Example: Hello, I have 10 plus years of experience that I can apply to your job, bla bla bla. One should never focus too much on his or her experience. You should try to concentrate more on the subject matter in the job description. The client will be satisfied when they see that you have related your knowledge to the facts that he mentioned in his job description. I suggest to stay away from focusing too much on job experience over the actual subject matter.

## Mistake 06: New Clients, no Feedback and Payment Method Unverified

Most freelancers do not feel interest in applying for jobs where a client does not have any feedback or payment method listed. I wouldn't let this stop you from applying. Flip the script to a client looking to hire yourself as a new freelancer. Clients still might hire you and give you the chance to show off your skills. You may even have a better skill set than another freelancer who has 2 or 3 years of experience. Sometimes one client may take 3 days to verify his payment method. You might pass up on a great job opportunity simply because you overlooked someone with less experience who is new to Upwork and hasn't verified their payment method just yet. Don't let opportunity pass you by.

The screenshot shows a client profile on Upwork. On the left, there is a message from the client:

Something red, white and black, easy to  
our one stop Gaming lobby" any  
ea of what I'm looking for. The Logo  
ial media, so something that is  
  
m currently applying the licenses

On the right, there is information about the client:

**About the Client**  
Payment Method Not Verified

United States  
02:49 PM

1 Job Posted  
0% Hire Rate, 1 Open Job

Member Since Dec 17, 2016

## Mistake 07: Over Confidence

Clients can see when a freelancer has 100% job success rate, 5 out of 5 star rating, proper portfolio, proper work history, proper overview and good positive comments from past clients. Relying just on your profile and high ratings is a matter of over confidence. You are applying like you are the boss and that none of your competition is worthy. You thought that your profile alone can get you the jobs that you want. One thing to remember, clients will first see your cover letter and then your profile. With that being said, try to explain your skills and experience neatly rather than showing over confidence.

## Mistake 08: Responding Delay in a Client's Message or Interview

Most of the new freelancers do not even know what an interview is. Let me make this clear, after applying for a job, a client will read your cover letter and send you a message. That message is called, "the call for an interview". Sometimes it so happens that a client calls for an interview with you, but you are unable to respond in due time. You end up responding 12 hours later. If the client needs the job done immediately, he will likely skip you and call another freelancer. Try to respond quickly when applying for a job with Upwork.

## Mistake: 09: Beg to Hire

Most of the new freelancers have a bad habit of begging clients to hire them. Just remember one thing; if you are a client and you want quality work in timely manner, you will be sure that you find a qualified freelancer for your project, not someone who begs until you give in. Don't ever beg for the job. Try to present yourself in a professional manner to increase the likelihood of being offered the job.

## Mistake 10: Not applying when you see Poor Feedback

Sometimes when you are applying for a job, you may see that the client's feedback is 3.50 stars or less. Suddenly, you change your mind and decide not to apply for the job. If you have a strong belief in your skills, don't let this hold you back from applying. Also, if you have poor feedback on your profile, don't hesitate to apply for a job. Sometimes your feedback is not important if you have great skills, solid work history and a killer cover letter.

## Mistake 11: Shortcut answers for additional questions in Upwork

One of the most important things to remember is that all clients see your answers to additional questions first and your cover letter last. So providing a good answer to the additional question can increase your chances to get a job offer.



Sometimes we see...

- Client's question: Do you have suggestions to make this project run successfully?  
Your answer: yes, I have.
  
- Client's question: Do you have any questions about the job description?  
Your answer: No, I have not.

Typically, we try to answer like this so that we cut down on the time it takes to apply. Do not rush when applying for a job. Try to arrange your cover letter in a clear and concise way to impress your clients. You can check [Additional Questions and Answers of Upwork Job Application](#).

## Mistake 12: Applying seeing interviews

Sometimes, when you are applying for a job, you may see that there are already one or more interviews that are in process and you decide not to apply. Taking an interview with a worker means that the job is already 90% theirs. Why would you

apply for a job that you have only a 10% possibility to get. Just 10% of the time, clients will hire freelancer after already conducting other interviews. Sometimes it is best to follow your instinct and not apply for a job where interviews are already taking place. You could spend more energy on another job where you have a better chance to receive the job offer.

### Mistake 13: Cover Letter Formatting Mistake

Remember that a perfect cover letter should have a marvelous beginning, a descriptive body and a stunning ending. Sometimes freelancers rush and forget to maintain the structure of the cover letter. Sometimes freelancers start like this....

Sir, I have been working on these types of jobs for over 10 years now. I know everything there is to know pertaining to your job. Please hire me...

Never do this! Instead, try to apply in a proper way by writing a good cover letter. Sometimes you may need to shortcut the formalities of your cover letter. However, 60% of clients are still supporting proper formalities in cover letters. Even the highly professional clients may not like all of the formalities in your cover letter.

### Mistake 14: Mentioning the Hints

This is the most common mistake that 80% of the freelancers make. When posting a job on Upwork, a client might tell you to mention a hint in your cover letter. Let's see an example....

Job Description:

I am looking for a skilled sales person for my business. My business is a new brand product business and I want to increase sales in my local areas through marketing online. I am expecting applications from experienced persons only. Please mention, "I am qualified" in your cover letter's heading.

Just think, if you do not use the hint, "I am qualified" in your cover letter's heading, the client will dismiss your proposal without second thought. Applying without reading through the entire job description may cost you big time.

## Mistake 15: Partial Matters

Read carefully, sometimes you may cook good food, can arrange fresh vegetables, use spicy masala, and make it delicious by providing a variety of other food ingredients. However, all of your efforts may go to waste if you cannot serve it properly. So, when applying you have to look after all of your partial materials, such as; profile picture, title, overview, Upwork test's, job experience, portfolio, time availability, phone verification and language skills. Make all of the necessary arrangements and then serve it properly in time like a hot cake.

## Mistake 16: Fear of asking Questions

Most freelancers don't know that clients actually appreciate questions from their potential workers. If you are a qualified freelancer, you must understand the job properly and for proper understanding the job, you must ask questions. Again, do not try to ask any irrelevant questions. You have to ask questions in a way that will allow the client to understand that you have interest in their job and you want to make it successful by all means.

## Mistake 17: Failing to View the Requirements

Sometimes clients may set requirements for their particular job. The client may ask for the "Natives Only", "100+ hours billed", "night work", "4.5% plus feedback" and/or "80% plus job success". You can still apply for this job, but the clients can always see that you did not meet all of the required fields. It will suddenly decrease your chances by 60% to get that particular job. I advise that you do not apply where there is not a 100% match with your skills and their requirements.

## Submit a Proposal

### You do not meet all the client's preferred qualifications

You may still submit a proposal, but the client will see that the proposal does not meet the following criteria:

English: Native

Region: Americas

Last word: Make up your mind...

- Quality is better than quantity.
- I will not do 10 applications to win a single job.
- I will do one quality application to win a single job.

What do you think after a long journey full of mistakes? Of course, you are now more determined than ever to avoid common mistakes in your cover letter. Never think that you are the only one who is presenting their cover letter in a professional and concise way. There will always be competition. You have to have some personal qualities to separate yourself from the field that will help make your cover letter stand out. I hope this article will help you in understanding more about how to win a get a job offer through Upwork or any other freelancing market place. Please feel free to ask any questions in the comment area.

# How to Answer Proposal Questions Professionally?

These common upwork additional questions have to be answered during submitting a proposal mostly known as upwork interview questions.

I would never encourage you to search for additional questions and answers of Upwork proposal because most of the freelancers simply just copy and paste answers to the questions without understanding exactly what they are looking for.

Let's see some upwork question samples below to help you understand the correct way to present your answers in the screening questions section for Upwork. Note that your answers to each question will be seen by the client first then the cover letter.

## Let's see all the Upwork Additional Questions and Answers

- Question: What past project or job have you had that is most like this one and why?
  - Answer: According to your job requirements, I have done many projects that are similar to yours. For more details, you can review my portfolio, profiles and employment history where you will find projects similar to yours.
- Question: Do you have suggestions to make this project run successfully?
  - Answer: I have several suggestions for you regarding this project. According to my concepts, by updating your strategy and applying proper methods, I am very confident that we can make this project successful.
- Question: What part of this project most appeals to you?
  - Answer: There are actually two parts of this project that appeal to me more than the others. One part is that all of the requirements are in areas that have a great deal of experience in. The second part is that I really enjoy this kind of work. It is my passion and I take abundant pride and satisfaction in achieving great results.
- Question: Do you have any questions about the job description?
  - Answer: Your arrangement of the job description is fully understandable and I have understood it very well. Still I have no questions about your job

description. If I need any further information latter, I must convey you and discuss with you in greater detail.

- Question: What challenging part of this job are you most experienced in?
  - Answer: Everything about this project is challenging. It is hard to find a project similar to yours that does not pose a challenge these days. This is because SEO is so competitive and you need someone who knows what they are doing to help guide you. My experience will help me set us apart from the field and get you ranked with Google.
- Question: What questions do you have about the project?
  - Answer: The job description that you have posted is very informative. I did not find anything that is irrelevant or questionable to me. I will be sure to ask you if I need any questions answered down the road.
- Question: Why do you think you are a good fit for this particular project?
  - Answer: I think I am a good fit for this project job because I have all the qualities that you are looking for. Experience is the golden factor with this type of project and I have a minimum of 3+ years of working experience in all of the categories that you need assistance with.
- Question: Which part of this project do you think will take the most time?
  - Answer: I have several years of experience in both fields. I always use the most up to date techniques to help gain an edge on the competition. I strongly believe that I will be able to make this project successful within a short period of time.
- Question: Which of the required job skills do you feel you are strongest at?
  - Answer: I have carefully read your job description and I have more than 3 years of extensive working experience in both of your required skills. I am extremely confident in my abilities to perform above and beyond your expectations in each phase of this project.
- Question: Why did you apply to this particular job?
  - Answer: I have applied to this particular job because I not only meet, but exceed all of the requirements for this project. I can assure you that, if given

the opportunity, we will be successful and you will reap great satisfaction. Also I never apply to a job that doesn't match my skills.

- Question: Why should I hire you?
  - Answer: I not only meet, but also exceed all of the requirements for this project. I can assure you that, if given the opportunity, we will be successful and you will reap great satisfaction. Besides, I never apply to a job that does not match my skills. I have done many projects similar to this over the years and I know the ins and outs of this field. If you want to be successful and be ranked by Google, you need to hire someone who has done it before. This is why I believe that I am your best option.
- Question: Why should I chose you over the other 100 that have applied for this Job?
  - Answer: This is a good question. Upwork will offer you many workers who claim that they know what they are doing. I am completely different from them. I have a long-term plan with milestones along the way. This is not my first rodeo and I am not here to cheat you. Rather, I am here to help you succeed by doing what I do best.
- Question: What can you do for us that someone else can't?
  - Answer: It is difficult to say what another freelancer whom I have never met can and cannot do. Different workers have different skills and different past experiences. I can, however, assure you about myself that I never apply for or accept a project in which I know that I can't succeed at. I consider my skills and knowledge before I assure my clients anything. For this reason you can be sure that your project will be successful in due time.
- Question: Have you read the job description fully and understand it and feel you are an ideal candidate for the job?
  - Answer: Great question. I never attempt to apply for a job without having a complete understanding of the task at hand and supreme confidence in my ability to be successful. I took my time in carefully reading the job description and only then did I decide to apply.
- Question: Do you have previous experience? If so, do you have some examples?

- Answer: This is a good question, my dear client. Yes, I have a lot of previous experience. For details, you can view my profile, work history and feedback. I have also attached some of my portfolio for you to view that is more relevant to your question.
  
- Question: How long do you need to complete this task?
  - Answer: I am always a first learner. I have studied your project very well and understand it well. I have a strong belief that I would be able to complete your task in a short period of time.
  
- Question: What is important for you in a company you work for?
  - Answer: Freelancers are always exciting to satisfy their clients but very few clients think about worker's satisfaction. I am really thankful to you for asking this question. I appreciate good behavior, well circumstances, good communications, friendly approach and time-to-time payment.
  
- Question: How much time do you think it will take to accomplish the task for google results?
  - Answer: Competition is everywhere. People always want to be ranked in google. As a result competition is increasing day by day. The problem is that most people do not use the updated methods to achieve a high ranking. I know and understand what buttons to push and when to push them so that I can I always hit the iron when it is hot. That's why I can assure you that I will be able to do help you get ranked in a short period of time compared to everyone else.
  
- Question: How much time do you think it will take to receive a high ranking with Google?
  - Answer: Competition is everywhere and it is extremely important to receive a good ranking with Google. The problem is that most people do not use the updated methods to achieve a high ranking. I know and understand what buttons to push and when to push them so that I can I always hit the iron when it is hot. That's why I can assure you that I will be able to do help you get ranked in a short period of time compared to everyone else.
  
- Question: What SEO jobs have you done in the past?

- Answer: I have successfully completed many SEO projects before, which you can see in my employment history and portfolio projects. I am confident that I will be successful with this particular project and I assure you that you will not make a mistake in hiring me.
  
- Question: How much time will you need to work on this project to see results and how will you spend your time working on this project?
  - Answer: I strongly believe that I will be able to achieve success in a short period of time. I will spend my time working on this project hourly and I will report to you as needed.
  
- Question: Have you done high quality back linking before? If so what sites do you use?
  - Answer: I have done high PR back linking before and ranked multiple sites. You can check my employment history and portfolio. (You can also include some links here)
  
- Question: Who have you worked with that has yielded quick results. What was the cost to client to receive positive results?
  - Answer: I have successfully completed a variety of projects. You can view my portfolio and employment history for more details. I always take a fair price and will take any and all concerns regarding cost and payment method into consideration.
  
- Question: Tell me how you would go about increasing my rankings for my website?
  - Answer: Ranking a website on particular keywords has become increasingly difficult. If you have relevant ideas and skills about the search engines' logarithm, you must stay ahead of the competition. I will utilize my wide skill-set to ensure that your site is search engine friendly and then I will increase its popularity, which will have a very positive effect on its rank.
  
- Question: Can you read and understand English to a reasonable standard?
  - Answer: Yes, I can read and understand English to a reasonable standard. Although English is my second language, I practice it very well and I can read, write, listen and speak fluently in English. This ensures that I clearly

understand your project request and that there will not be any type of communication issues.

- Question: Tell me how you would go about increasing my rankings for my website?
  - Answer: Ranking is very competitive in today's market. For a professional marketer, such as myself, this is a project where success is very realistic. Pro marketers always do research to keep up with the ever-changing and improving technology. In one hand, competition increases and in another hand, technology updates. So as a pro marketer and researcher, I can promise you that I know what I am doing and I have done it many times in the past. I know the proper steps to take and I do not take shortcuts.
- Question: How long does it take to rank a website? On google?
  - Answer: Let me tell you the truth behind SEO ranking. SEO is now a difficult process as everyone wants to rank their business. For this reason, the search engine's logarithm is now updated and spam free. As a result, ranking a site overnight is completely impossible. SEO is a gradual process now. We have to rank a site gradually day by day. If you ask for an estimate, it may take 6 to 12+ months to get a website ranked in search engines.

It also depends on the site's keyword competition. If the keyword competition level is high, it will take much more time to get ranked. If the competition level is low, it will take less time to get ranked. Of course, we have to do white hat tasks for ranking a site. Black hat tasks are seriously harmful for a site. I always appreciate and do all the white hat methods to rank a website. Requesting you to give me a chance to display my talent by working on your project. I strongly believe that I am your best candidate and I assure you that I will take your project serious each and every day.

- Question: How would you Market a new product with \$0 Budget a year?
  - Answer: Thank you very much for asking a valuable question. I am going to put the answer in a short list. Please review the below list.
- Leverage Communities
  - A. Subreddit

- B. Craigslist
- C. FB Groups
- D. Quora
- E. Niche Forums
- F. Twitter

- Incentivize users to share
  - A. \$1 discount for every new sell from a user invite
  - A. \$1 discount for sharing on fb or twitter
  - B. Create viral interactions such as quizzes or giveaways
- Affiliate Programs
  - A. Blogger & YouTube
  - B. Give free products in exchange for reviews
  - C. Guest Blogging
  - D. provide quality content and soft pitch your product
- Reach out to your existing network
  - A. Friends
  - B. Families
  - C. Co-workers
  - D. Social media connections
- Get your friends and family to share
  - A. Sell in person
  - B. Local meetup groups
  - C. Industry events
  - D. Door to door

- Provide Free Service
  - A. Quick Sprout
  - B. Entrepreneur
  - C. KISS metrics
  
- Question: Tell me about a brand that you like its marketing approach? and why do you like it?
  - Answer: Of course NIKE. I am surprised to see its marketing strategy. It knows well about client's demand and provide several products according to the test of customers. I think the people who even never used any product of Nike, knows Nike very well. Nike's media coverage and time to time product delivery are really appeals me.
  
- Question: Do you have a past experience for copy writing?
  - Answer: Yes, I have past experiences for copy writing. I am blogger and write minimum two blog posts per day in my personal blog. I've added many samples in my portfolio area. I would request you to review them all.
  
- Question: Do you have a bachelor's degree with journalism/ BA in English literature?
  - Answer: If you have this degree, please write, "I have the required degree that you are asking for". You can also put some information about your study areas. If you do not have that degree but you are skilled about the facts that are mentioned in the job description, please continue presenting that in a good way.
  
- Question: Have you worked on SEO, show me samples and examples with keywords ranking, Goal set up should be known.
  - Answer: Yes, I have been working on SEO for more than 3 years and I know the updated algorithm of google ranking process. I have ranked many sites and keywords. Also I am going to provide my ranking sites and keywords list in a row. I also know the process of goal set up.

- Question: Show me some examples of citations you have claimed in the past?
  - Answer: Citations are commonly known as business listings, directory listings, Yelp, business posting, directory submission, and so on. If you worked on citation before, please put a short list of your tasks.
- Question: How do you search for duplicate citations?
  - Answer: Duplicate listings can destroy your business and search engine presence. For finding out duplicate citations, I will make a citation sites list first. After that, I manually search in all the directories for the duplicate contents. Then I will take the action to remove the duplicate one.
- Question: What websites have you developed before?
  - Answer: I have developed several types of websites. I applied for your job because I met all the requirements that you were looking for. I am going to put a list of my developed websites. (Please put a list of your own developed sites, try to do short list and different types of site)
- Question: Have you taken any Upwork tests and done well on them that you think are relevant to this job?
  - Answer: Yes, I have taken Upwork Skill Tests and I performed quite well. You can check my rankings in the Test area on my profile. Default system of Upwork tests is a good method of justify oneself. And yes I appreciate it as well as I did well in here.

# How to Get Hired on Upwork?

When starting a career as a freelancer, your first concern is “how to get hired on upwork” or “how to get first job on upwork” because it is very very tough to get your first job. Sometimes it so happens that you are applying and applying but the result is ZERO because the clients are not responding. Do you know, why are you not getting an interview? The only reason is that you do not meet the requirement that your clients are looking for. Let’s see some real tips to win a job.

## How to Get Hired on Upwork

Are you a new freelancer and worried for not being hired. Don’t be depressed. We have a lot of suggestions for you that will help you a most to get hired on upwork soon. There are a number of people interested in freelancing. But they don’t know all the tricks to make money on upwork easily. They just simply open an account and wait for getting hired. But simply opening an account on upwork won’t ensure you’re getting hired. Let’s go on with all the tricks to get hired on upwork.

## Make Your Profile Standard

As a freelancer your first duty is to make your profile 100% complete and make it standard as much as possible. Your profile will represent all the skill and experience you have to your client. A damn profile will damage your career as a freelancer greatly. So, be conscious about developing your profile. Here are some important sides you must take care of while developing your profile.

### ➤ Use a Smiling Picture:

It is an important thing for your career what type of picture you are using as a freelancer. Don’t use any sober picture or one that is too much unofficial. Use a professional picture with a smiling and confident face. Your expression really matters to your client. Your picture has more ability to talk to your clients than a thousand of words you use to describe yourself and your skill. So, take care of it while uploading a picture as a profile picture. Ensure that your picture is of high resolution.

➤ Take Tests and Show your Result on Top:

It is an important thing to take tests and show your result on the top of your profile in order to getting hired. It will strengthen your profile to get a job easily. And there are some clients you know who likes to judge the freelancers simply by their result of tests. So, don't miss the opportunity to impress your client with your wonderful results on the relevant tests.

➤ Make an Impressive Overview:

Your overview is the most important thing of your profile. It is the thing that distinguishes you from other freelancers. Your optimistic overview is able to impress your client most. If you write your overview answering why you should be hired then you are right here. Don't make it too lengthy to seem boring to your client. Make it short and to the point. Try to finish it within 1000 characters.

➤ Portfolio:

You must set a portfolio as a kind of evidence of your skill and experience. Some clients usually like to check the portfolio of the freelancer before hiring one. If you have any project completed include it here. If you don't have any work to make a portfolio then work for it. You may make your own website and develop it to make a reference of your website in your portfolio.

## Build Up Your Reputation

You know what, Reputation means a lot on upwork. The more you can build up your reputation the more you will get hired. So, you want to know the policy of building up your reputation? There are many ways of it. You will just have to maintain some things such as- Quick Responses to your client, Job Satisfaction, Better Communication with different clients and so on.

Usually, Upwork measures your reputation with the Job Success Score you earn throughout your career as a freelancer. The score depends on the satisfaction of your client. The more they are satisfied the more score you earn. And you can also be benefited in the upwork search engine if you have a high Success Score. Thus you may get a top rated badge.

## **Write a Killer Cover Letter**

To propose for a job contract you must write a killer cover letter to your client. You must satisfy your client with the surety that you are the one who can assist him with the task. Be concise while writing your cover letter. Highlight your skill and experience. Express your passion for your work. Show your availability. And arrange all these information in a smart and presentable way. Use your well written cover letter as a trap to catch up your clients.

## **Ensure Your Niche**

As a freelancer it is a must to ensure a niche. You cannot be expert of all trades. So, specify your skill and the area you want to work. You must update your profile according to your niche. You will also have to select a title matched with and relevant to your niche in your profile. It will ensure that your client will take you as an expert of a particular area. So, be selective while choosing a niche and focus on the project only which you can perform well.

## **Fix a Reasonable Rate**

You must fix a reasonable hourly rate for your work. You cannot rate high. It will make you lose a lot of clients for their budget. You will be un-affordable to them and lose their job. On the other hand too cheap rate also damages your quality. So, make your charge reasonable to get hired more. And thus keep your client happy in both ways with your quality and with his budget.

## **Always Remain Active**

In the world of your freelance there is no scope of interruption or unavailability. If you remain inactive for a long time you will lose many opportunities to get hired. So, don't do such mistake. Try to remain active as much as possible. You may use your account of skype, email or hangout to ensure your availability always to your client. And search for your work, Knock the clients and you will find you getting hired more and more.

## Be Conscious of your Language and Spelling

There is no scope of misspelling or grammatical mistake in anywhere of you profile or your cover letter. Furthermore Use a standard and smart language everywhere. As a freelancer English Language Proficiency is a must as you are dealing with the clients of different country of different language. So, always take care of your language to make a better impression to your client.

## Never be Depressed and Keep Patience

Even if you are not getting hired as your expectation, never be depressed. Rather keep patience in searching your work. In the land of freelancing it is usual to take time to get hired in the first few months. And after that you will certainly be able to get hired more and more. There is nothing to be depressed. Your depression is really very harmful to your confidence and quality of your work

## Give Your Best to your Work

Once you get hired, work for it whole heartily not only for money but to earn reputation. Try to give your best to your client so that your client feel tempted to hire you again for his next project. Use all of your skill and experience to do the work in a better way. Submit your work within time to impress your client. Once you submit your work don't forget to ask for the feedback from your client. Use the feedback for your next project to improve it more. You may also ask your client for 5 star rating and good comments if your client is pleased with your work. Such rating and comment will help you more to convince other clients and to get hired more.

These are all of our exclusive tips for you to get hired on Upwork. We hope that it will help you much to make a bright career in the land of freelancing. But all you need is to maintain all these tricks while continuing with your attempts. Only taking advice won't work if you do not follow them in real. If you really think our site helpful for your project, share it with others.

Best of luck!

# How to Get First Job on Upwork?

Are you new to the land of upwork? If so, we welcome you in upwork. But as a new worker surely you are facing some troubles to get your first job. There is nothing to worry as long as we are here to provide you with all the strategy on “how to get first job on upwork”. Our real tips will help you to get your first job on upwork and start making money through it. Just keep patience and follow all of our instructions carefully. Read this article to the end because we have really a helpful guideline to the new freelancer to get their first job.

Let's see the tips to get your fist job on Upwork. Here you will find some steps to reach your goal. Follow these steps and you will find yourself on the top of your expectation.

## Make Your Profile a Brighter One

The very first step to get your first job on upwork is to make a bright and attractive profile. It is very easy to make a profile, but it is really very difficult to make it an attractive one. A damn profile is surely going to damn your career as a freelancer also. So, be conscious of making a good and presentable profile so that your client may be pleased with your personality and feel tempted to hire you. Here you go with some effective tips of the important things that really matter to your client and to your job.

### 01. Overview:

- Overview is the most important things of your profile that will set you apart from the other contractor. So, think over it what you should write in this overview part to make your client attracted. Focus on your skill that may be helpful for your client. Ask yourself why your client should hire you over the other worker. Ask yourself and answer it in the overview smartly. Make an overview of three or four paragraphs and try to stick within 1000 characters. Too lengthy overview will destroy your focus. Don't make it boring with unnecessary words.

## 02. Profile Picture:

- Oh, you know it very well that there is hardly any chance to meet your client directly to impress him. But your profile picture is that important think that will work like a bridge between you and your client. Your client will be able to see you through your picture. You must bear in mind that a picture speaks a thousand of words. So, it is very important to think deeply while choosing a profile picture. Don't put here any serious, sober or reserved image of you. Rather a smiling face is liked by all. After all a smiling face is preferred by any client to a thousand of words.

## 03. Setting up your hourly rate:

- Really, it's a very embarrassing thing to discuss about. But we cannot ignore it or your client. There are many clients who judge a worker according to their working rate. So, you must set your rate wisely while bidding. If you are confused about what your rate should be then check out other employees rate. But we recommend you to set a reasonable price always. Remember that if your price is too low it will make the impression that your working quality is also very low. On the other hand if you bid too high you will lose many clients because of their budget. So, bid reasonably to get your first work on upwork.

## 04. Build up a strong Resume:

- Your resume works as a showcase of your skill and experience. So, don't forget to skip a single skill of yours. Arrange all of your skills in a Descending way. Remember that your client will judge you with every detail you put on here. So, build up a strong resume to catch up the attention of your client. Simply make a list of them. Also include the information of how long you have been using these skills in your past.

## 05. Take test and show result:

- You know there are some clients who take your tests into a great account. There are a lot of tests in freelancing. You must take the tests relevant to your work. Tests reflect your specialty. It is very necessary to take tests and show your result to the clients. And the best way of it is to show your result on the top of your profile. It is really very helpful to impress your client and

to get the first job on upwork.

## 06. Create a Portfolio:

- Try to create an effective and rich portfolio. Clients often look over it to verify your experience. If you don't have enough work to make a portfolio then you must work for it. It is like a key to your job. You cannot ignore it at all. To enrich your portfolio you may start your own website and work in it and start a blog to show your client your skill.

## Remain Active Always

There is no room for laziness in the land of freelancing. If you remain inactive you will lose many opportunities. So, try to remain active as much as possible. Concentrate on your work and overcome your laziness.

## Respond Quickly

You know what, a quick response is liked by all. So, whenever your client is trying to contact with you make a quick response. Don't keep him waiting for long. Otherwise your client will turn opposite to hire another worker for his project. So, your time of response really matters to your clients.

## Keep Patience and Don't Give Up

Really, it's an important thing to keep patience in freelancing when you are a completely new worker. It will take time to get your first job. Till then be patient and try to get hired. Your first jobs will really take some time but gradually you will see that you are getting hired fast. Generally, it takes two or three weeks to get the first job and then one or two weeks for the second. Thus, the time reduces to be hired. So, don't give up hope. Stick to your work. Hard times will go on soon. And you will be hired shortly. Be optimistic and self-confident. Believe it that success is only for you.

## Carefully Read the Job Description

To get your first job you must read the job posts carefully. Try to understand what your client actually needs from you. You also make a research of your clients to get a clear idea of your client's work and so on.

## Make a Killer Proposal

You must make a killer cover letter for getting your first job. If you may impress your client by your cover letter, it will be very easy for you to get the job. Highlight all your important skills and experience regarding your work. Explain your client how you may be an asset for him. Make him believe that you are the only person to meet his necessity. Make your proposal a smart one to attract your client. Do not use any template anywhere. Always try to make a unique piece of writing of your own.

## Focus on Feedback, Not on Money

To get your first job you must focus on the feedback of your clients. Forget about money at the first time. You will be able to make a lot of money later. But your first target is to make your profile heavy with experience. So, do your job with your best attempt. Give time to your work. Make it improve as much as possible. Always ask your client for a reasonable wage and ask him for feedback. Use these feedbacks to improve your works.

These are all the strategies to get your first job on Upwork. Read through the instructions carefully and apply these while preparing you for your job. Surely, you are going to be a successful freelancer. If you like our tips and find it helpful don't forget sharing our website with others. All the best wishes for your career as a freelancer.

# Real Tips to be Successful on Upwork

The most common question of freelancers is “how to be successful on Upwork”. We are going to provide you with some awesome tips that will help you to succeed in your freelancing career. Even if you are new to upwork, don’t be anxious at all. We will explain you what the Upwork really is and show you every strategy to be a successful freelancer in Upwork. We will help you also if you are working with Upwork for a long time without any improvement. Nothing to be depressed as long as we are here. You’ll really be benefited with our tips and directions. Please read this article till the end. I hope you will find your success at your hand.

## What is Upwork and How it Works?

Before going to the secret of being a successful upworker, you must have a clear idea about Upwork- what it means, how it works and how you can use it to make money all your own sitting on your bedroom. Upwork.com is a website where the works are submitted by the client and Freelancers apply for those jobs and get hired. After successfully completing the job, the freelancers get paid.

The recruiters who remain busy but have a number of works to do for the improvement of their company they adopt this shortcut way to make their work done by some third party called freelancer. In this process the recruiters judge the freelancers according to their profile and experience. Then they choose one for their works and fix it with an agreeable wage to be paid after the submission of the work. When the work is submitted successfully the recruiters pay the money on the account of the employee.

These are the systems of upwork. It includes a variety of work. Some instances are article writing for website and blogs, Photo editing, Graphic Designing, Data Entry, Web Development, Search Engine Optimization, Software Development, Creative Writing and so on. The upworkers can do these works in any place with a computer and internet connection. In fact they can do it even in their bedroom with their trouser at any time they please day or night. Nowadays it’s becoming more and more popular all over the world.



## Negativity of Upwork for Making Money

It is often seen that people generally don't trust upwork as it doesn't exist physically around us. But you need not worry of it. If you make a research you will find that there are many people who are much successful in the area and making money using it as the only way of their income source. So, don't go with these rubbish negative idea. Rather keep patience, follow our instructions carefully and your success is just one step away from you.

## Secret of Being Successful on Upwork

So, you are much eager to know the secret of the success on upwork. Okay, we are now showing you the way to it. You must follow the following steps to be successful in the land of freelancing.

### 01. Create an Awesome Profile:

- Your profile is all that your client will check first. So, first of all make an awesome profile with all the correct information about you and include all of your skills and experiences in it to attract your client. Use a professional smiling photo for your profile. Don't forget to highlight your optimistic view and confidence. You have to represent your profile in such a way so that your client says that you are the one they need, only you are well worth for the job.

### 02. Upwork Test & Success Score:

- To be really successful you should take test for upwork. These tastes are really very much annoy-able. But what to do? These are our necessary evil.

One of the most important tastes is Upwork Readiness test. If you do not take this test then the clients will never hire you for their project. So, take relevant tests as much as possible and set your results at the top of your profile to please your client.

### 03. Update Your Profile Regularly:

- You must update your profile regularly with all the updated information. Add your recent projects also as soon as you finish it. It will make your profile heavy and suitable to your client. Another important thing is that, clients always like updated information.

### 04. Always Remain Active:

- After creating your profile you should always remain active. If you are lazy and don't search for work regularly then you won't be able to meet your target. Check the job post regularly, select your own, apply for it and wait to be hired. Try to respond quickly. I request you to apply daily 02 jobs. You can use email alert for immediate response. If you fail to response quickly, you will lose the possibility to be hired.

### 05. Analyze Your Client's Demand:

- Read the job post carefully. Try to understand what your client exactly asking for. Research your client to know more about his work and company. It will help you to represent yourself as your client demand. Without understanding the project carefully, do not apply. The client will only ask for an interview, if he feels that you understood the job requirements. Also carefully answer your Client's Screening Questions.

### 06. Write a Standard Proposal:

- Write your proposal in a standard and attractive way. Distinguish you from others through your speech in the proposal you are making to your clients. Make it concise and to the point as your client wants. Make your client belief of your skill and show your interest and enjoyment of your work. Make your proposal the most attractive so that your client becomes convinced to hit the hire button.

## **07. Respond Quickly:**

- You should respond your clients quickly. A quick response always pleases your clients. So, try to be always available to your client and respond to them in a very short time. I request you to remain in upwork messenger platform. It will show you active with a green icon.

## **08. Appropriate Work Rate:**

- It is not a matter whether it is a fixed price job or hourly job, you have to apply for an appropriate wages. For the hourly job, you have to first check your client's average hourly rate and you have to place your rate according to that average salary. If you place higher on that, you may not be get hired. You have to do the same thing on fixed price job. Sometimes clients want cheaper offer from the freelancers.

## **09. Give the Best to Your Work:**

- Once you get an order from any client, don't make any haste. Rather give all your effort to make the work best. Don't make any mistake here. Do your work in such a way so that you client become happy with your work and feel tempted to give the next work also. It will increase your marketing and help you to get more and more jobs.

## **10. Charge of Your Work:**

- Keep your charge of work standard. Don't rate too high or too low. Remember that maximum clients look for a standard charged employee. If you charge high many clients will refuse you for their budget. On the other hand, if you charge very low your client will think that you are very cheap to trust with your work. So, rate a standard wage so that you may be knocked by the maximum clients.

## **11. Send a Draft Copy First:**

- You may send a draft copy of your job first to know the opinions of your clients. If you send the final copy then ensure your client that you are always available to edit and improve your task if needed. It is really helpful to impress your client.

## **12. Submit your Work in Time:**

- After getting any job finish it as soon as possible. Don't make so haste that your work be damaged. But you must submit your job in time. It will please your client and increase the chance of getting his next project also.

## **13. Ask for a Feedback:**

- After submitting your task, don't forget to ask the feedback of your client. Use the feedback for your next project to improve it. Thus you will be able to make your project better than the previous one.

## **14. Ask for five Stars and Positive Comments:**

- As a freelancer you must ask your client to rate five stars and positive comments for your work. It is always helpful to improve your profile. Other clients will be impressed with your the stars and positive comments of these projects and they will be eager to hire you for their own project.

So, use these techniques to be more successful in your upwork. Hopefully these will help you really. Adopt these techniques from now and you will see the change of your fortune. Our tips will make you be a very successful freelancer in a very short time. Wish you all the best to your career.

# How to Improve Your Job Success Score on Upwork?

First of all, I want to say that today's post is about the ways of improving job success score in upwork. Upwork is a platform of various kinds of top talent, it can be from programmers to designers or from writers to customer supporters, and many more. Before starting, please have some ideas in your mind:

## 1. No hurry, follow right steps

- Your Job Success Score is not haphazard or open. Upwork uses a particular algorithm to calculate every freelancer's score. That doesn't mean you can just "lap a switch" and improve your score overnight, but if you follow the right steps and right instructions you can always improve your Job Success Score. Even it can happen in just a few weeks.

## 2. Quality of work

- This is one of the best strategies of score boosting. It is effective because you're designed to show that how talented freelancer you are. I'm about to share are effective because they're designed to show clients that you're a talented freelancer. It will help you to improve your scores in upwork. And it also helps you to be hired by someone, a client, and your rate can be higher than you thought. Though we are not obvious the exact algorithm behind the score we know some factors that can boost your score when determining your performance.

## 3. Positive feedback is a must

- On Upwork or boosting your score on upwork it's very significant to get positive feedback from your client. Your client can give you public and private ratings. And those ratings are important to highlight your profile, and have more percentages than others. So, be polite and humble to your client so that feedback will be very positive.

#### **4. Proper and specific work**

- Whatever your work is on Upwork, you have to be proper and very specific to the work. As a result, your client will get satisfaction from your work and they will give you positive ratings or feedback. It will raise your demand to the clients. And they may feel that they should hire you again. On the other hand, your profile will be popular by a short range of time. So, my advice is, don't ruin your work by doing something else or adding some contents or words or a dot or a file which are not necessary toward your work.

#### **5. No dispute or complain**

- On Upwork, your client may complain about you by observing your work. In that case, you have to handle the situation more carefully. If you disturb or load with some headaches, you should not behave abnormally or harshly rather than you can explain the problems or the difficulties for the interruption. And when they will hire a freelancer, they will look after profiles of finalist freelancers on upwork.

#### **6. Don't miss the deadline**

- Every client has some expectations from there hired freelancers. They expect that you will submit their work in time. If you don't suibmit there work in time, they may fall in trouble. So, my advice is doing miss the deadline.

#### **7. Be active and responsive**

- As a freelancer, you have to be active and responsive. You can contact with your client over phone or video calling on internet. Whatever your client's objection or complaints about you can be avoided for a good communication. Because, if you are communicating with your client properly, they will know the problems and the profits of the work too.

#### **8. Avoid controversy**

- Do not involve yourself in any controversy. It can make your profile a worthless and a low rating profile. So be the just one. And do not involve in any controversy by missing the deadline or incompleteness the work. It is very

obvious that a controversy can bring down a low profile with low ratings to you.

Ok, let's start... And don't forget to be constant in that way

# Data Entry Cover Letter Sample

Data entry cover letter sample for upwork has become a hot cake because it is one of the most demanding jobs in freelancing world right now. Everyday more than 1 million data entry jobs are being posted by various clients all over the world in freelancing marketplaces, local job markets, and international job markets.

Upwork cover letter for data entry freelancers plays the vital role to win a job because hundreds of freelancers bid against a single job posting. So, you must have to be a very skilled data entry operator and describe your expertise in your proposal letter.

Let's see some data entry proposal samples for writing a perfect upwork cover letter for data entry freelancers.

## How to Describe your Proposal for Data Entry?

When you are writing a proposal letter, you need to concern always with one thing that the client will judge you by the cover letter. Which means the chance of getting the job is totally depends on the cover letter you post to the clients. As a fact, you need to write a cover letter, which can impress the client so that you can get the job. For this, you need to follow the tips given below -

### A. Reading Full Job Description (A-Z)

You need to do is reading the whole job posting description. Because sometimes the clients puts some information in the writing which you need to write in the cover letter also. If you fail to fill up those requirements at the first stage no doubt the client will not read your letter.

### B. Prove your Reliability

You need to make your client understand that you are a data entry expert and you know all the basics of data entry. So, that the client can understand well working with you will not be pathetic as now most freelancers do not know the work properly.

### **C. Time Schedule**

Time is a very important factor here. In the cover letter, you should input your time schedule for the job. How long can you stay online? When the clients can get you. Sometimes if you have client from America then you will have to follow schedules by his time. Therefore, you need to make sure that you can stay online more than 7-8 hours a day.

### **D. Show your Experiences**

You need to share some experiences you have in this sectors of working. If you have any related work experience then it is good to mention those skills in the cover letter. Your experience can impress the clients to get the job.

### **E. Stick to Words**

The last thing you need to be bold with your words. Suppose you should not miss your work submission date. It can effect on your job performance. So, be sure before you say something to the client.

## Sample 01: Data Entry Cover Letter Sample for Upwork

Dear Hiring Manager,

Hope you are fine and happy with your life.

Before I start my letter, I want to thank you for posting the job. In your job posting, you are looking for a Data entry expert who knows every basic of data entry works. The job made me happy as because the skills required in the job matches with me properly. Nowadays there is bunch of freelancers available who ensure you to work properly but they do not keep their promises. Most people do not even know the work strategy properly. By reading your job description, what I have come to understand that you want someone who can complete the task faster and with perfection.

I have all the required skills that you posted in the description. As being a skilled data entry, employee I would like to offer myself as a candidate for the job. It's been almost 6 years I'm working with data entry, data importing, data exporting. In these 6 years, I have worked with lots of people and companies, which has made me a skilled and experienced data entry worker. My typing speed has also proven satisfactory to all my old clients. And I'm also okay with your time schedule so the time can't do any harm in our work.

For knowing more about my skills, you are requested to visit my profile and read the satisfactory posts that are posted by my previous clients. Your job made me so curious that I just can't wait to have the job and complete it quickly and properly. Moreover, I can assure that I'm the only data entry worker who can make you pleased by the work. So, all I want you to give me the opportunity to prove myself for the work.

My resume and references are attached for your review. I'm providing you my mail and skype to connect with me. I can assure you that I'll be online for more than 60 hours in a week. And I'm willing to start your job as soon as you let me do the work.

Sincerely,

(\_\_\_\_your name\_\_\_\_\_)

Hello

Hope you are fine and happy with your life.

Before I start my letter I want to thank you for posting the job. In your job posting you are looking for a Data entry expert who knows every basic of data entry works. The job made me happy as because the skills required in the job matches with me properly. Nowadays there's bunch of freelancers available who ensure you to work properly but they don't keep their promises. Most people don't even know the work strategy properly. By reading your job description what I have come to understand that you want someone who can complete the task faster and also with perfection.

I have all the required skills that you posted in the description. As being a skilled data entry employee I would like to offer myself as a candidate for the job. It's been almost 6 years I'm working with data entry, data importing, data exporting. In these 6 years I have worked with lots of people and companies which has made me a skilled and experienced data entry worker. My typing speed has also proven satisfactory to all my old clients. And I'm also okay with your time schedule so the time can't do any harm in our work.

For knowing more about my skills you are requested to visit my profile and read the satisfactory posts that are posted by my previous clients. Your job made me so curious that I just can't wait to have the job and complete it quickly and properly. And I can assure that I'm the only data entry worker who can make you pleased by the work. So, all I want you to give me the opportunity to prove myself for the work.

My resume and references are attached for your review. I'm providing you my mail and skype to connect with me. I can assure you that I'll be online for more than 60 hours in a week. And I'm willing to start your job as soon as you let me do the work.

Yours Faithfully  
Bardoon

*Bardoon*  
16 Paxina Road, Barkdaman, USA - 97205  
[bardoondesign@gmail.com](mailto:bardoondesign@gmail.com)  
8247-09876543

*To*  
General Manager  
Dinive Tech Solution, USA

*06 June 2030*

*Dear GM,*

*Hope you are fine and happy with your life.*

*Before I start my letter I want to thank you for posting the job. In your job posting you are looking for a Data entry expert who knows every basic of data entry works. The job made me happy as because the skills required in the job matches with me properly. Nowadays there's bunch of freelancers available who ensure you to work properly but they don't keep their promises. Most people don't even know the work strategy properly. By reading your job description what I have come to understand that you want someone who can complete the task faster and also with perfection.*

*I have all the required skills that you posted in the description. As being a skilled data entry employee I would like to offer myself as a candidate for the job. It's been almost 6 years I'm working with data entry, data importing, data exporting. In these 6 years I have worked with lots of people and companies which has made me a skilled and experienced data entry worker. My typing speed has also proven satisfactory to all my old clients. And I'm also okay with your time schedule so the time can't do any harm in our work.*

*For knowing more about my skills you are requested to visit my profile and read the satisfactory posts that are posted by my previous clients. Your job made me so curious that I just can't wait to have the job and complete it quickly and properly. And I can assure that I'm the only data entry worker who can make you pleased by the work. So, all I want you to give me the opportunity to prove myself for the work.*

*My resume and references are attached for your review. I'm providing you my mail and skype to connect with me. I can assure you that I'll be online for more than 60 hours in a week. And I'm willing to start your job as soon as you let me do the work.*

*Yours Faithfully  
Bardoon*

## Cover Letter Sample for Article Writer

Writing is a novel profession. If you want to enter into this profession, you have to first find out the source of job. Today I am going to introduce two types of job sources. One is organizational platform and another one is freelancing platform. Upwork is one of the best freelancing platform in the world. It has taken freelancing to the professional level. Because of Upwork, freelancing is not for amateurs anymore. Masterminds with a professional approach are ruling the freelance market in modern days.

That is why, if you want to impress your potential client with your cover letter, you should always consider to write the best one. Mediocre cover letters are not reliable anymore on Upwork, especially if you are applying for an Article Writer/Content Writer job.

Have you written thousands of cover letters but failed to impress a client? Are you sitting idle though you have great writing skills? Where was the lacking in your cover letter? Is there any professional tip that you forgot? Or simply, are you tired of copying other's cover letters?

If that's the case with you too, you have come to the right place. Here we will provide you the best sample cover letter for Article Writer/Content Writer so that you can write your own persuading and intellectual cover letter. Besides, we will also give you other information and tips for excelling in professional Article Writing jobs.

### Daily Duties to Fulfill as an Article Writer:

Article Writing is not only about writing and submitting writings to your boss anymore. It has earned a huge highlight among freelancers because of its freedom of writing, reputation and good money.

Because of this, clients on Upwork always expect his/her clients to be active and skilled. Honesty and Punctuality is the key to success here. Any work of plagiarism is completely prohibited here as creativity is one of the basic qualities of an Article Writer.

There are also some fundamental duties of a freelancing Article Writers which include –

1. Receiving the list of article topics and directions from the client.
2. Searching for the current and past references of the subject topic.
3. Searching the web for related information and data.
4. Gathering information and content material of the subject topic.
5. Planning and preparing the overall format of the article with care and creativity.
6. Searching for the keywords.
7. Organizing the collected information and writing the article.
8. Submitting completed articles to the client.
9. Uploading Articles Online.

### Sample 01: Article Writer Cover Letter for Upwork & Freelancer

Dear Hiring Manager,

Hello there.

I am (Write Down Your Name Here) and I am from (Write Down Your Country Name). I would like to announce my candidacy for the Article Writer post in your company which was posted minutes ago on Upwork.

As soon as I looked at the post, without wasting any time, I thoroughly read your job posting and after understanding every single detail, I took no time to apply for the job. I believe that I am the best candidate for your job as you seek a qualified and experienced article writer who can join your team of experts and make your project successful.

I am this much confident because I have a huge writing experience of more than 6 years now and I have shown my versatility by writing quantity articles on various topics. I am very much aware of the duties that I will have to fulfill as an active and honest employee of your multinational company.

I also have an extraordinary ability to write instantly on almost any topic. In my previous projects, I have written articles on many contradictory subject matters as

*medieval history, archaeology, wildlife, entertainment, sociology, world literature, and hair care products, product reviewing, computers etc. But most importantly, I not only write the article but also make sure that it's on point and reader friendly which is very important for your project.*

*I depend on my perfect hand at MS tools such as WORD, EXCEL, PowerPoint, and tremendous search traits at the web platform for creating a 100% client satisfaction merger. I also have a very high speed of typing and reading capabilities.*

*My educational backgrounds also have helped me to excel in this section. I have a Master's Degree in Arts with English literature as graduation subject from University of ..... in the year of 2016. (Write your own university and graduation year here).*

*I can assure you that if you hire me, I will work more than 60 hours a week to make your project successful in a short period of time.*

*I hope to hear from you soon. You can contact me via Email or Skype as I'm always online.*

*Thank you.*

*Dear Hiring Manager,*

*Hello there. I am (Write Down Your Name Here) and I am from (Write Down Your Country Name). I would like to announce my candidacy for the Article Writer post in your company which was posted minutes ago on Upwork.*

*As soon as I looked at the post, without wasting any time, I thoroughly read your job posting and after understanding every single detail, I took no time to apply for the job. I believe that I am the best candidate for your job as you seek a qualified and experienced article writer who can join your team of experts and make your project successful. I am this much confident because I have a huge writing experience of more than 6 years now and I have shown my versatility by writing quantity articles on various topics. I am very much aware of the duties that I will have to fulfill as an active and honest employee of your multinational company.*

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*My educational backgrounds also have helped me to excel in this section. I have a Master's Degree in Arts with English literature as graduation subject from University of ..... in the year of 2016. (Write your own university and graduation year here).*

*I can assure you that if you hire me, I will work more than 60 hours a week to make your project successful in a short period of time.*

*I hope to hear from you soon. You can contact me via Email or Skype as I'm always online.*

*Yours Faithfully*

## Tips for Writing a Killer Cover Letter for Article Writer:

If you have read the sample cover letter above, you might've noticed the tricks already. Still, let's point out the essential tips again-

1. Greet in a Professional Approach: Dear Hiring Manager / Dear Potential Client etc.
2. Do not attempt to write the cover letter without reading the job title and job description thoroughly.
3. Make your client understand that you can perform according to his job description easily.
4. Hit straight on the point without shredding extra words.
5. Mention your educational achievements and past experience.
6. Do not bore your client with a flood of promises.
7. Your Working Hours Per Week
8. Your preferable contacting options
9. Formal good bye.

## Sample 02: Article Writer Cover Letter for Organization

In this case you must follow some traditional rules and format for your cover letter. Generally, a small, simple but effective cover letter is required in such phase. So, you must make it brief and go with only the required information just as your client demand like the format below of an organizational jobs' cover letter:

1. Your Name:
2. Your Address:
3. Your Email:
4. Your Phone:

Employer's Name:

Employer's Address:

Date: 01-01-(in this year)

Dear [Client Name]

*1st Para:*

*The job name you are applying for, job source, your interest, etc.*

*2nd Para:*

*Your skills, work experiences, education, and success summary,*

*3rd Para:*

*Your goal in this project, your guarantee, honesty, work process and time schedule,*

*4th Para:*

*Thanks the client, communication Medias, ready to work,*

*Yours Sincerely*

*[Your Name]*

*Bardoona*  
16 Paxina Road, Barkdaman, USA - 97205  
[bardoondesign@gmail.com](mailto:bardoondesign@gmail.com)  
8247-09876543

*General Manager*  
Dinive Tech Solution, USA

*06 June 2030*  
Dear Mr, Clare  
Dear Hiring Manager,

*Hello there. I am (Write Down Your Name Here) and I am from (Write Down Your Country Name). I would like to announce my candidacy for the Article Writer post in your company which was posted minutes ago on Upwork.*

*As soon as I looked at the post, without wasting any time, I thoroughly read your job posting and after understanding every single detail, I took no time to apply for the job. I believe that I am the best candidate for your job as you seek a qualified and experienced article writer who can join your team of experts and make your project successful. I am this much confident because I have a huge writing experience of more than 6 years now and I have shown my versatility by writing quantity articles on various topics. I am very much aware of the duties that I will have to fulfill as an active and honest employee of your multinational company.*

*I also have an extraordinary ability to write instantly on almost any topic. In my previous projects, I have written articles on many contradictory subject matters as medieval history, archaeology, wildlife, entertainment, sociology, world literature, hair care products, product reviewing, computers etc. But most importantly, I not only write the article but also make sure that it's on point and reader friendly which is very important for your project. I depend on my perfect hand at MS tools such as WORD, EXCEL, PowerPoint, and tremendous search traits at the web platform for creating a 100% client satisfaction merger. I also have a very high speed of typing and reading capabilities.*

*My educational backgrounds also have helped me to excel in this section. I have a Master's Degree in Arts with English literature as graduation subject from University of ..... in the year of 2016. (Write your own university and graduation year here).*

*I can assure you that if you hire me, I will work more than 60 hours a week to make your project successful in a short period of time.*

*I hope to hear from you soon. You can contact me via Email or Skype as I'm always online.*

*Yours Faithfully  
Bardoona*

## Cover Letter Sample for Virtual Assistant (VA)

Are you looking for a wonderful cover letter format for Virtual Assistant to impress your client? Yes, we are here to help you in these regards. You will find a lot of hidden tips and the rules of writing a cover letter for Virtual Assistant here.

So, keep with us to have a clear concept about Virtual Assistant (VA) and the writing tips of a killer Cover Letter for it. We will provide two types of cover letter sample. One for Upwork and freelancing platform and another one is for individual organization. I request you to read till the end and you may also download Upwork overview sample.

### Why Your Cover Letter is so important

First of all, why you should be so conscious of writing a standard cover letter. Your cover letter is the most important thing to draw your client's attention. Your recruiter won't see you, or your resume, or any of your previous works at first. Your cover letter is the thing that your recruiter will judge first. So, now you understand your cover letter will make your first impression to your clients. That is why you should create it in such a way that it may work like a bridge to you and your expected position.

### What Virtual Assistant is

Some people start writing a cover letter without even knowing about Virtual Assistant properly. Eventually they fail to get their desired job. It is must for you to know what VA or Virtual Assistant is and what type of work they do before writing a cover letter for Virtual Assistant. So, let's get some knowledge about Virtual Assistant before starting with the cover letter.

Virtual Assistant plays a very important role for a company as they provide clerical and operational support. But they don't communicate with their customer directly. Rather, they support their clients over the internet or other technical communication way. Generally, when the entrepreneurs remain busy but they have to meet their daily tasks, they appoint these Virtual Assistants to do the job on behalf of them. Virtual Assistants help them to handle the strategic actions over the internet. They generally do the following tasks for their recruiters-

- Scheduling Appointments
- Attending Phone Calls
- Creating Presentation
- Providing Customer Service
- Managing email
- Travel Arrangement
- Updating Websites regularly
- Updating Database
- Writing Content
- Doing Errands
- Assisting with recruitment
- Computer proficiency
- Organizational skills
- Planning
- Effective communication
- Good interpersonal skills
- Self-motivation
- Creativity and resourcefulness
- Problem-solving orientation
- Diplomacy and tact
- Time management and deadline orientation etc.

## Tips for Writing a Killer Cover Letter for Virtual Assistant

Now you know what The Virtual Assistant is and what type of job they actually do. So, let's proceed on with the cover letter for Virtual Assistant. Here are some tips to write a good, standard and effective cover letter to draw your reader's attention that will help you to reach your ambition.

### 1. Research your client:

Before starting to write your cover letter read through the job post carefully and make research of your client. Find out the skill and efficiency that your client is looking for in the employee. It will help you understand what your client exactly needs from you. And convince your reader in your cover letter that you are the only person that your client needs for his work.

**2. Formatting:**

Your cover letter must be formatted in a standard way. Generally, a good cover letter consists of three things- a polite salutation followed by a nice introduction, a chronological representation of you and an optimistic ending with your signature. So, try to maintain this format while writing a cover letter.

**3. Header:**

Mention your full name along with your contact number and address in the header in a smart way.

**4. Introductory Paragraph:**

In the introductory paragraph clearly mention your purpose of writing that is your job title with reference of the job post. And then introduce yourself to your client with your educational and professional qualifications.

**5. Development:**

In the next paragraph develop your logics in a proper way why you are suitable for the post. Highlight your experience and confidence of the work. Make your reader believe that you love and enjoy your job as virtual assistant whole-heartedly.

**6. Concluding Paragraph:**

In the concluding paragraph show your optimistic view and explain your availability and make an end with the hope of next contact. And make it followed by your signature.

This is the genuine way how to write a standard cover letter for Virtual Assistant. If still you are in confusion and face any problem writing a killer cover letter, look over the following sample of an amazing cover letter written for the post of Virtual Assistant. You'll surely be able to write a standard cover letter yourself. And hopefully you will take you to your goal. All the best wishes for you.

## Sample 01: Virtual Assistant Cover Letter Sample for Upwork

Dear Mr. Heylon,

Wish you a very good day.

I have gone through your job post and come to know that you are looking for a reliable Virtual Assistant for your company. As it is a passion of me working as a Virtual Assistant, I don't want to lose the opportunity and therefore applying for the post.

Being a post graduated in ICT and having years of experience I believe myself to be the most reliable person for your job.

I am working as a freelancer and as a Virtual Assistant for long five years. It has made me much expert in my work. I have an admirable persuasive quality to handle the customer over the internet or phone calls. Besides, I can make presentation with a very short time and in an effective way. For my work purpose I have a nice arrangement of Computer Components with a powerful internet connection, a fixed land line telephone, printer, fax machine etc. in your home in a pin drop silent room usable for such purpose. It allows me working any time night or day with my trousers. I work in such environment and enjoy the variety of works the job brings each day.

So, you may trust me with any task as a Virtual Assistant. I am ready to work with you at most 60 hours per week. I will be eagerly waiting for your response. I am always available on my email and skype.

Thanks a lot for taking time reviewing the letter.

Saxena

*Dear Mr. Heylon,*

*Wish you a very good day.*

*I have gone through your job post and come to know that you are looking for a reliable Virtual Assistant for your company. As it is a passion of me working as a Virtual Assistant, I don't want to lose the opportunity and therefore applying for the post. Being a post graduated in ICT and having years of experience I believe myself to be the most reliable person for your job.*

*I am working as a freelancer and as a Virtual Assistant for long five years. It has made me much expert in my work. I have an admirable persuasive quality to handle the customer over the internet or phone calls. Besides, I can make presentation with a very short time and in an effective way. For my work purpose I have a nice arrangement of Computer Components with a powerful internet connection, a fixed land line telephone, printer, fax machine etc. in your home in a pin drop silent room usable for such purpose. It allows me working any time night or day with my trousers. I work in such environment and enjoy the variety of works the job brings each day.*

*So, you may trust me with any task as a Virtual Assistant. I am ready to work with you at most 60 hours per week. I will be eagerly waiting for your response. I am always available on my email and skype.*

*Thanks a lot for taking time reviewing the letter.*

*Saxena*

## Sample 02: Virtual Assistant Cover Letter Sample for Organization

In order to write a cover letter in response to your client's job posting, you have to follow some traditional rules. This is not mandatory but showing respect is always golden. Let's do that.

Date: July 3, 2011

From:	To:
<ol style="list-style-type: none"><li>1. Mr. Guilbert Saxena</li><li>2. 2012 Western Lane, Los Angeles, 125-402-011</li><li>3. <i>Guilbert120@example.com</i></li></ol>	<ol style="list-style-type: none"><li>1. Mr. Robert Heylon,</li><li>2. New Street, 1240 Holy Yard, NY 201456</li></ol>

Re: For the Post of Virtual Assistant.

*Bardoon*  
16 Paxina Road, Barkdaman, USA - 97205  
[bardoondesign@gmail.com](mailto:bardoondesign@gmail.com)  
8247-09876543

*General Manager*  
Dinive Tech Solution, USA

*06 June 2030*  
Dear Mr. Heylon,

*Wish you a very good day.*

*I have gone through your job post and come to know that you are looking for a reliable Virtual Assistant for your company. As it is a passion of me working as a Virtual Assistant, I don't want to lose the opportunity and therefore applying for the post. Being a post graduated in ICT and having years of experience I believe myself to be the most reliable person for your job.*

*I am working as a freelancer and as a Virtual Assistant for long five years. It has made me much expert in my work. I have an admirable persuasive quality to handle the customer over the internet or phone calls. Besides, I can make presentation with a very short time and in an effective way. For my work purpose I have a nice arrangement of Computer Components with a powerful internet connection, a fixed land line telephone, printer, fax machine etc. in your home in a pin drop silent room usable for such purpose. It allows me working any time night or day with my trousers. I work in such environment and enjoy the variety of works the job brings each day.*

*So, you may trust me with any task as a Virtual Assistant. I am ready to work with you at most 60 hours per week. I will be eagerly waiting for your response. I am always available on my email and skype.*

*Thanks a lot for taking time reviewing the letter.*

*Saxena*

## Cover Letter Sample for Web Developer

Looking for a professional upwork cover letter format for web developer? Then, don't worry. You'll get a lot of effective instructions here that will help you to fill your purpose. Hope this article will end your search for upwork proposal sample for web developer. I like to request you to read the whole article till end.

But you must know that writing a cover letter doesn't mean always just writing a definite format of that. You should always keep in mind that your cover letter will represent yourself, your skill and your proficiency of your work. And your client will first judge you with your speech through your cover letter. So, you must write an upwork cover letter in a very effective and attractive way that must have the capability of drawing attention of your client from the very first reading. If you need Screening Question & Answer of Upwork, please follow the link.

As we are discussing here about writing an upwork cover letter for web development, we must know some important key terms which are randomly used in web development and web developer before starting with the cover letter. Web development, you know, isn't any short field. Rather people use it as an orientation of their work that is involved in creating and developing a delegate website in internet with the purpose of advertising themselves to the whole world. We may also call it a "World Wide Web" development.

Another kind of Web Developers is also there that is dedicated for the Graphics and SEO Developments of a number of intranets of a company. And an intranet is another important term here mostly indicating a private network owned by an individual to be used within his essential area. We will discuss about some key factors of web development at the end of this article, by the time, let's see an example of web developer cover letter:

## Must! Read Before Submitting a Proposal

Now, let's think about the Web Development. It includes a variety of works to be considered as the Web Development. Its range is quite large. As a matter of fact, Web development can range from developing the stagnant single simple page of plain words to the most multifarious web-based internet applications, electronic businesses, and social network services .Web based internet applications are usually known as the Web App. It's not over here. Many more inclusive and complex tasks are also included in Web Development. You may be heard about the terms-client liaison, web engineering, client-side /server-side scripting, web content development, e-commerce development, web server and network security configuration all of which are included in Web Development.

It's only the general idea of Web Development. In fact, Web Development means quite differently to the Professional web developers. To them Web Development means the non-design portions of creating web sites that includes writing, mark up and coding.

Currently, to the professionals Web Development means mainly the creation, orientation and development of the contents management systems or CMS. These contents management systems or CMS can be made from open source, proprietary or graze. CMS may be a new term for you.

There's nothing to worry. I'll explain it to you. It simply indicates a thing that operates as a middle ware between the database and the user through the browser. And now you may be interested to know the benefit of a CMS.

Okay, then let me explain it through your own terms. You know there are many non-technical people who don't have any technical knowledge themselves but they want to create, develop or make change their web site. In such case, CMS is a wonderful solution for them. It allows them to improve their web sites according to their wish.

## Sample 01: Upwork Proposal Sample for Web Developer

Dear Hiring Manager

Wish you a very good day

In response to your latest job posting on upwork I am here to apply for the post of Web Developer position. I have an excellent background as a Web Developer along with my academic education in Computer Science and Technology. The experience and my academic education have provided me with some outstanding and technical skills. Furthermore, I have the excellence of creating upstanding design of novelty. I firmly believe that these qualities make me different from the rest of the contestants

I would like to inform you also that I am highly skilled with HTML, CSS, and JavaScript as I have a handsome experience over it. Still I am always eager to learn anew and make my skill sharper whenever I get any chance.

Above the beyond, I have a great passion for mobile and software technology as well. I have worked with some mobile companies and enjoyed the work a lot. My recruiters are always delighted with my creativity, hardworking and stamina.

For why, I believe myself to be the best candidate and a great asset to your project. My profile, portfolio and work history are also attached herewith for your kind consideration that will help you recognize my skill.

Thank you for taking time reviewing the letter. I'll look forward to hearing from you for further process.

Thanking you

Your Name.

*Dear Hiring Manager*

*Wish you a very good day*

*In response to your latest job posting on upwork I am here to apply for the post of Web Developer position. I have an excellent background as a Web Developer along with my academic education in Computer Science and Technology. The experience and my academic education have provided me with some outstanding and technical skills. Furthermore, I have the excellence of creating upstanding design of novelty. I firmly believe that these qualities make me different from the rest of the contestants*

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*Thank you for taking time reviewing the letter. I'll look forward to hearing from you for further process.*

*Thanking you*

*Your Name*

## 4 Important Facts you should remember

By the time, you must have got understood that Web Development is not any easy thing that everyone can do. So, when you are willing to write an upwork cover letter you must keep these things in your mind. You'll also have to conduct some things with a great care.

Firstly:

You must learn how to use the scripting or authoring language to build a website. These languages will build up the primary foundation of your site. So, you don't have any choice to do any mistake here.

Secondly:

You should follow the proper way of writing, designing and editing the contents of the web page. If you are making others to do the job then you must direct them proper way so that the contents of the web page may be coherent and effective to your purpose.

Thirdly:

You must identify the problems after the first touch up and correct them immediately. You may serve the purpose also finding the mistakes by testing or from user feedback.

Fourthly:

You must know how to convert a component to compatible web formats. These components are generally of written, graphic, audio or video format. And you will have to convert these formats to web format.

Last but not the least:

Advice is that don't forget to take a look on the sample cover letter bellow that will help you to write your own cover letters for upwork job postings. You'll get the format of writing a cover letter from these samples. But just cut, copy, paste doesn't always prove to be effective you know. Use your own word, highlight your creativity with your own speech following the establishing format and you'll get your expected result.

Follow these instructions with great care and believe me you'll be able to write a breath taking cover letter yourselves.

## Web Developer Job Posting Sample 01:

### web site for a HR supply company

Web Development Posted 22 minutes ago

Fixed Price \$500 Budget Intermediate Level  
I am looking for a mix of experience and value

[Submit a Proposal](#) [Save Job](#) [Flag as inappropriate](#)

**Details**

looking for a very good experienced (Php, Mysql, Java script, HTML5, CSS3) professional to do a simple and highly efficient / natively coded web site for a HR consultant company.

\* the web pages needs be natively coded / not based on any CMS (HTML5, CSS3 Template may be used as base, also any tools such as dreamweaver can be used, if needed)

\* technologies to be used PHP, MySQL, HTML5, CSS3 and Java script

\* some example site (for the content and menus), nesign has to be different : <https://www.rizeworldwide.com/>

the initial scope :

1. all pages are static except the login / register pages
2. new user chooses registers and this will be form  
Email verification  
Optional CV upload
3. existing user should be able to view, modify, update and delete the profile upon login ( email verification after choosing delete)
4. when the login is done by predefined administrative user, then the administrator should be able to view the registered user details , able to filter / sort , able to download the cv, able to delete one or all records of the users ( clean up ).

Required Connects to submit a proposal: 2 [?](#)  
Available Connects: 60

About the Client

(5.00) 2 reviews

Sweden Solna 10:30 AM

2 Jobs Posted  
50% Hire Rate, 1 Open Job

\$500+ Total Spent  
4 Hires, 2 Active

\$25.74/hr Avg Hourly Rate  
Paid  
7 Hours

Member Since Jun 28, 2016

## Cover Letter Sample for WordPress Developer

Are you a WordPress designer and developer? If you are looking for a brilliant & breath taking cover letter for your WordPress Development, you are here in absolutely right place as I am going to provide a number of professional cover letter samples for wordpress developer.

It could be used in upwork, freelancer and any other freelancing marketplaces. If you still could not decide to go for any particular freelancing marketing place, this article is for you: Upwork vs Freelancer, which one is better?

Nowadays a standard cover letter is all for your purpose as it represents your features to your client. So, it is very necessary to make your cover letter most presentable maintaining all the formalities and providing all the important information.

In this modern era, many people deal with different kinds of freelancing jobs. WordPress is one of them. And the surprising thing is that there are many job seekers who apply for WordPress without even knowing what WordPress actually is and what it demands. In fact, even knowing properly about WordPress it is really that not easy to write a proper and killer cover letter on Upwork.

So, it is very important to know what WordPress is. Fundamentally, it's an online, open source website manufacturing tool written in PHP. There is hardly any famous business today without using WordPress for their publicity in World Wide Web. WordPress is the way to introduce your works with general people. It's most likely the easiest and most influential blogging and website content management system or currently known as CMS. Thousands of different types of companies such as- famous blog sites, news outlets, music sites, Fortune 500 companies and celebrities are using WordPress for their own reason. In a word they just can't go without it. If you do not know How to Write a Cover Letter, please follow the link.

Now, if you feel like making your chance by doing WordPress jobs, make sure you know how to accomplish these things fruitfully ahead of submitting cover letter on Upwork.

Here you go with some samples and directions to write a killer cover letter.

## Sample 01: WordPress Cover Letter for Upwork & Freelancer

Hello,

Let's get to the point. I came to know that you need a wordpress ecommerce website with an awesome front end design and 100% secure background calculation.

According to your description, you need the job done very quickly with an affordable budget. Also, you are not going to use your card to buy any plugins or wp themes.

Your requirements are fully clear to me and I am applying only because I meet all the requirements that you are looking for. I have been working as a wordpress developer and designer for more than ten years and I know all the ins and outs of wordpress development and customization.

Ecommerce site should be 100% secure that will be my first guarantee service in this project. Moreover, I will be available for you for any kind of future edits and customizations. Sometimes my five years back clients search for me till now only because of my service.

I am mostly in love of communication. I like to be in touch with my clients 24/7 so that they can catch me any time when they need me. I am easy to use any kind of mobile or pc applications to be connected with you.

I am looking for the clear requirements docs of your site so that I can start working immediately. If you need to discuss with me for any kind of suggestions or information, please knock me anytime. I am looking forward to hearing from you very soon.

Yours

Devid Marthin,

*Hello*

*Let's get to the point. I came to know that you need a wordpress ecommerce website with an awesome front end design and 100% secure background calculation. According to your description, you need the job done very quickly with an affordable budget. Also, you are not going to use your card to buy any plugins or wp themes.*

*Your requirements are fully clear to me and I am applying only because I meet all the requirements that you are looking for. I have been working as a wordpress developer and designer for more than ten years and I know all the ins and outs of wordpress development and customization.*

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*I am looking for the clear requirements docs of your site so that I can start working immediately. If you need to discuss with me for any kind of suggestions or information, please knock me anytime. I am looking forward to hearing from you very soon.*

*Yours*

*Devid Marthin*

## Sample 02: WordPress Cover Letter for Organization

In this case you must follow some traditional rules and format for your cover letter. Generally, a small, simple but effective cover letter is required in such phase. So, you must make it brief and go with only the required information just as your client demand like the format below of an organizational jobs' cover letter:

1. Your Name:
2. Your Address:
3. Your Email:
4. Your Phone:

Employer's Name:

Employer's Address:

Date: 01-01-(in this year)

Dear [Client Name]

1st Para:

*The job name you are applying for, job source, your interest, etc.*

2nd Para:

*Your skills, work experiences, education, and success summary.*

3rd Para:

*Your goal in this project, your guarantee, honesty, work process and time schedule.*

4th Para: *Thanks the client, communication Medias, ready to work.*

Yours Sincerely,

[Your Name]

# Cover Letter Sample for Graphic Designer

This upwork proposal sample graphic designer plays the role of a ticket to get the freelancer's dream job. Perfect cover letter is the key to enter into your dream world of freelancing. When you are writing an upwork graphic design cover letter, you must show your creativity through the style and words of your cover letter because you're bidding on a creative post.

Let's see the best upwork cover letter sample for graphic designer to determine yourself for writing your own proposal on Upwork. The recruiter must get a clear concept of your skill and confidence via your proposal letter. So, be conscious about writing a killer cover letter of Graphic Designing. You may also check: [Upwork Overview Samples](#)

## Graphic Design Cover Letter: Hidden Tips?

Are you interested in the hidden tips of writing a killer graphic design cover letter? Yes, that is; write attractive answers of your upwork proposal screening questions. These questions appear first at your clients' end then the cover letter. If you cannot write satisfying answers, the recruiter will never move to your cover letter. We will provide you with all the strategy so that your client will be satisfied and call you for the interview. Follow our techniques that will distinguish cover letter from the others.

## Graphic Design in Depth

Before learning the rules of writing a cover letter especially for Graphic Designer you must know at first what Graphic Design actually means to get an idea of what your recruiter wants from you.

Okay, Graphic Designing actually indicates conveying your message or ideas through graphic images using visual media. Every Graphic Designing work will tell you a story through images with the purpose of promoting products, activities, ideas or communication. It also includes Using HTML coding for e-mail invitations

and announcement, Experience producing brochures, advertisements and newsletters, Strong creativity and mastery of a variety of graphic design software.

So, when you are applying for such task, your cover letter is the most important part of your interview process. That is why you may utilize your creativity as a designer here in writing a cover letter also. Design your cover letter in an attractive and smart way so that your recruiter gets pleased at first glance. Now, let's see two samples of a good cover letter of Graphic Designer.

### Sample 01: Upwork Cover Letter Sample for Graphic Designer

Dear Mr, Clare

I have learnt through your circular that your graphics department currently needs a professional designer with demonstrated creativity and technical skills along with a strong desire to continue learn and to succeed. In response of it I am offering myself for the vacant post. I have a sharp proficiency with web design software and design program. I have satisfied most of my clients with my creativity.

Graphics design is an art by which one can easily express so many meanings of it. It adds so many extra outlook to an ordinary creation. I am ready to provide all types of graphics regarding logo, banner, animation, cartoon, 3D images, etc.

Please consider the following aptitudes of me as a candidate:

1. A Master of Fine Arts with Bachelor degree in the specific subject of Graphic Designing.
2. Thesis on advertising photographs on cultural program.
3. Adeptness of Adobe Illustrator, Adobe Photoshop, Adobe Image Ready, CSS, Word Press, Quark Xpress web etc.
4. Admirable achievement in team management and Customer Care.
5. Agility in visual strategy, layout development and electronic
6. Three years of practical experience in Graphic Designing and animation program.
7. Passion for designing and creative work.

*Besides, I have a number of graphics works online that I have done in these years. I have attached the link of these portfolios that will help you get a clear idea of my creativity. My educational and professional experiences prove the eligibility of my work. I firmly believe to be able to be an asset for your project.*

*You may also review my resume attached here. Please feel free to contact me if you have anything to know about me. I am always available in my email and skype.*

*Thank you for kind considering. I'll be waiting for your response for further process.*

*Yours Faithfully  
Bardoon*

*Dear Mr, Clare*

*I have learnt through your circular that your graphics department currently needs a professional designer with demonstrated creativity and technical skills along with a strong desire to continue learn and to succeed. In response of it I am offering myself for the vacant post. I have a sharp proficiency with web design software and design program. I have satisfied most of my clients with my creativity. Graphics design is an art by which one can easily express so many meanings of it. It adds so many extra outlook to an ordinary creation. I am ready to provide all types of graphics regarding logo, banner, animation, cartoon, 3D images, etc.*

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*Thank you for kind considering. I'll be waiting for your response for further process.*

*Yours Faithfully  
Bardoon*

## Sample 02: Graphic Design Cover Letter Sample for Organization

In this case you must follow some traditional rules and format for your cover letter. Generally, a small, simple but effective cover letter is required in such phase. So, you must make it brief and go with only the required information just as your client demand like the format below of an organizational jobs' cover letter:

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Employer's Name:

Employer's Address:

Date: 01-01-(in this year)

Dear [Client Name]

1st Para:

*The job name you are applying for, job source, your interest, etc.*

2nd Para:

*Your skills, work experiences, education, and success summary.*

3rd Para:

*Your goal in this project, your guarantee, honesty, work process and time schedule.*

4th Para:

*Thanks the client, communication Medias, ready to work.*

Yours Sincerely,

[Your Name]

*Bardoon*

*16 Paxina Road, Barkdaman, USA - 97205*

*bardoondesign@gmail.com*

*8247-09876543*

*General Manager*

*Dinive Tech Solution, USA*

*06 June 2030*

*Dear Mr, Clare*

*I have learnt through your circular that your graphics department currently needs a professional designer with demonstrated creativity and technical skills along with a strong desire to continue learn and to succeed. In response of it I am offering myself for the vacant post. I have a sharp proficiency with web design software and design program. I have satisfied most of my clients with my creativity. Graphics design is an art by which one can easily express so many meanings of it. It adds so many extra outlook to an ordinary creation. I am ready to provide all types of graphics regarding logo, banner, animation, cartoon, 3D images, etc.*

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*You may also review my resume attached here. Please feel free to contact me if you have anything to know about me. I am always available in my email and skype. Thank you for kind considering. I'll be waiting for your response for further process.*

*Yours Faithfully*

*Bardoon*

## How to Write the Best Graphic Design Cover Letter

Now let's learn the tips how to write an outstanding and effective cover letter of Graphic Design.

### 01. Personalize your letter

- Make your letter alive so that throughout the letter the recruiter may feel your presence. You must make a formal presentation of yourself through your letter. So. Outline your cover letter in a way that you are portraying yourself there.

### 02 Specific Address

- It is always better to address your recruiter directly. You must find it out who is actually hiring yourself. Don't address as "To whom it may concern" or something like that. After all it's a common addressing. So, in order make a distinguish cover letter avoid these common type of address. Make your research to know about your recruiter and address them specifically.

### 03. Consistent Writing

- Be consistent with your writing from the very first line to the last. You cannot change your style according to your wish. It will greatly damage your letter. So, select your style wisely and represent yourself coherently showing all the best quality you have for the job.

### 04. Highlight your skills

- In your letter you must highlight your skill, your working experience and your academic qualification. Always try to make your reader believe how much you love your work and enjoy it. Express your passion for design.

### 05. Regarding Portfolio

- Okay, to say about portfolio, you need not add it directly with your cover letter. Rather you may highlight your portfolios that you have worked on reassuring your reader about your quality and experience. If you can have

any online portfolio, attach the link with your cover letter. It will draw the attention of your recruiter.

## 06. Recheck

- After finishing writing your cover letter, don't forget to recheck your letter again and again. It will help you find out the errors and to improve your strength of words by editing. Really, it's a good habit to revise your letter before pressing the send button.

## 07. Designing

- To write a cover letter for Graphic Design, the design of your cover letter itself is very important. So, furnish your language and your letter in an attractive way so that your letter itself says that it's a letter of design.

## 08. Give time

- Never hurry to write a cover letter. You have to spend enough time to make your letter exclusive and admirable. Think deeply what you should highlight, make an outline, write it carefully and revise it to edit and improve.

So, you see these all are good technique to write a killer cover letter for upwork Graphic Design. Follow these instructions carefully and surely you will be able to write an exclusive cover letter that will bring your fortune.

## Cover Letter Sample for SEO (Search Engine Optimization)

Are you looking for the hidden tips to write a killer cover letter? Here you will find your solution with a great sample of an amazing Upwork cover letter for Search Engine Optimization.

It will help you a lot to learn writing a cover letter for SEO in a standard way. But if your intention is only to copy and paste the sample, then please don't waste your time here, you may visit other sites. Because we are here to give you sample and teach you the strategy so that you yourself may be able to write the cover letter as a perfect freelancer. We will provide you with the standard format of a SEO cover letter that may draw your recruiter's attention.

You will as well get all the information and details of the things related to SEO to write a perfect cover letter for SEO. I request you to read till the end of the article and if you need the Upwork Overview Samples, please follow the link.

### About SEO (Search Engine Optimization)

Before learning about the tips of writing a cover letter especially for SEO, you must know at first what SEO actually means. There are many new freelancers who have hardly any knowledge about the SEO, but they start writing a cover letter for it. It is always unappreciated and they never succeed in their purpose too. So, if you want to be successful with your cover letter for SEO, then let's know about some important information about it before we start with the formula of writing a cover letter for SEO.

SEO is an internet marketing strategy. It is designed in such a way that it helps you to boost your info in the search engines so that your site may appear in the first series of a search. You must also know that SEO has become very tough these days. There are two types of SEO – “on page” and “off page”. Both of these are equally important for freelancing. So, when you are writing a cover letter for SEO, you must understand which type of SEO your client is looking for- on page or off page. And according to the types you should gather some knowledge about it.

## Important things to know for “off page” SEO

Okay, if your client is looking for ‘of page’ SEO you cannot help knowing the following terms deeply.

- Forum Posting
- Article back linking
- Quality Link Building
- Authority Link Creation
- Link Wheel Creation
- Forum Posting
- Blog Link Creating
- Quality Social Book Marketing
- Google Panda and
- Penguin Friendly Link etc.

## Important terms to know for “on page” SEO

On the other hand if your client expects the “on page” SEO for you, then you must focus on the following terms.

1. Meta Description Optimization
2. HTML Tags (b, a href, h1, h2 etc)
3. Link Optimization
4. Title Optimization
5. Google analytics install and improvement
6. Google Search Console
7. Image Optimization, alt, sizes, title etc.
8. Research on Google adwords, search console and keyword etc.

## Purpose of Working with SEO

Search Engine Optimization is very necessary to make a company more advertised and for higher profit. Your company will be benefited greatly by you if your site can rank so high that it appears first on the first page of maximum search engine. And thus your company will get a remarkable recognition through you. Thus you may be

proved to be an asset of your company. But you must remember that the visibility of your website directly depends upon your ability to help it to be seen. Besides these, your deep knowledge of SEO helps you with job opportunities related to such things. If you wish you be self-employed also using it.

## Necessity of a Cover Letter for SEO

Your cover letter always represents the very you. So, when you are writing a cover letter your reader is visualizing you through your speech. It makes a sketch of you to your reader. Your opportunity mostly depends on your cover letter. And for SEO cover letter is very much important, because the job of SEO is related with your speech, your language and your style of representation.

So, your cover letter will determine how much you are suitable for job with SEO. That is why we are here to help you writing a killer cover letter for SEO. Follow our tips and you will be able to write an effective SEO cover letter your own.

## Tips to Write a Killer SEO Cover Letter

Now get ready to write an amazing cover letter for Search Engine Optimization. Here are some tips for you. Follow it and be a grand master of writing a cover letter for SEO and attract your reader very easily.

### 1. Research your employer:

Make a research of your employer and the company and use your data convince your reader. It will help you understand what your company actually wants from you. Your research will turn your cover letter to the way so that it can assure your employer that you are the most suitable person for the job.

### 2. Language representation:

Use your language in such a way that it focuses on what you can do for the company. Don't focus on what your company can do for you. Explain with your words how you can be an asset to your company, why the company

needs exactly you.

3. Length:

Don't make your letter too long. It will damage your style. Rather make a brief and informative strategic cover letter that may draw your reader's attention to your efficiency. Make it simple and appealing to your reader.

1. Highlight your future tendency:

Your past experience is always important to your reader. But what is more important is that what you can do for them in future. So, highlight your future purpose, interest and expected work. Make your reader believe how much you are dedicated to your work.

2. Write your Own:

Never copy some others' writing. If your employer gets that your cover letter is a copied item, you are surely to lose the opportunity. So, write your own words. Just follow our tips to improve it.

3. True Statement:

Give all the true information of yours. Never lie in the cover letter. It will hamper your scope of getting the job. Even if your employer gives the opportunity, you won't be able to fulfill their demand and lose the job in this way. So, apply only if you are really suitable for the post and put all the true information in your cover letter.

4. Revise and Edit:

After finishing writing your cover letter, don't forget to make a revise of it. Your rechecking will help you to find the errors of your letter. So, revise the letter, correct the mistakes and improve your words to give it more strength.

Follow these instructions carefully and you will surely be able to write an unbelievable, killer cover letter for Search Engine Optimization. We are providing you with a sample cover letter below which will help you more to furnish your letter in an effective way. If you maintain all these tips you will be greatly benefited and believe me your expected job is only one hand away to touch. Now let's see a sample:

## Sample 01: SEO Cover Letter Sample for Upwork & Freelancer

Dear Hiring Manager,

Wish you a very good day, sir.

I am here in response to your job posting for a dynamic SEO Analyst. I've carefully gone through the every details of your post. According to your demand and my capabilities, I believe myself to be the most appropriate candidate for the post. I have a great experience of seven years as a successful SEO Analyst. Furthermore, my educational qualification is also related to it as I am a graduate of ICT. I have made a thesis also on the basis of "Search Engine Optimization for business purpose"

I have a great knowledge and experience in SEO, Page Promotion on Social Media Sites, Copy writing, Key-word optimization, Troubleshooting, Free classified Websites, Article Writing, Spinning and Submission to Article Directories, You Tube Video Promotion and such other related job. I have a high ambition to go long as a SEO analyst. I have a great passion for working with these sites as I enjoy it a lot. To add more, I am self-confident, analytical and persuasive enough to handle the clients. I also possess a strong presentation skill which is very important for a successful SEO Analyst.

My experience, skill, efficiency and passion for work will help me to be an asset of your company. I am ready to work 50 hours per week for you and even more if necessary.

Thank you for considering my letter. I will look forward to hearing from you for further process. I am always available in my skype and email.

Sincerely Yours

Your Name

*Dear Hiring Manager,*

*Wish you a very good day, sir.*

*I am here in response to your job posting for a dynamic SEO Analyst. I've carefully gone through the every details of your post. According to your demand and my capabilities, I believe myself to be the most appropriate candidate for the post. I have a great experience of seven years as a successful SEO Analyst.*

*Furthermore, my educational qualification is also related to it as I am a graduate of ICT. I have made a thesis also on the basis of "Search Engine Optimization for business purpose"*

*I have a great knowledge and experience in SEO, Page Promotion on Social Media Sites, Copy writing, Key-word optimization, Troubleshooting, Free classified Websites, Article Writing, Spinning and Submission to Article Directories, You Tube Video Promotion and such other related job. I have a high ambition to go long as a SEO analyst. I have a great passion for working with these sites as I enjoy it a lot. To add more, I am self-confident, analytical and persuasive enough to handle the clients. I also possess a strong presentation skill which is very important for a successful SEO Analyst.*

*My experience, skill, efficiency and passion for work will help me to be an asset of your company. I am ready to work 50 hours per week for you and even more if necessary.*

*Thank you for considering my letter. I will look forward to hearing from you for further process. I am always available in my skype and email.*

*Sincerely Yours*

*Your Name*

## Sample 02: SEO Cover Letter Sample for Organization

In this case you must follow some traditional rules and format for your cover letter. Generally, a small, simple but effective cover letter is required in such phase. So, you must make it brief and go with only the required information just as your client demand like the format below of an organizational jobs' cover letter:

1. Your Name:
2. Your Address:
3. Your Email:
4. Your Phone:

Employer's Name:

Employer's Address:

Date: 01-01-(in this year)

Dear [Client Name]

1st Para:

*The job name you are applying for, job source, your interest, etc.*

2nd Para:

*Your skills, work experiences, education, and success summary.*

3rd Para:

*Your goal in this project, your guarantee, honesty, work process and time schedule.*

4th Para:

*Thanks the client, communication Medias, ready to work.*

Yours Sincerely,

[Your Name]

*Dear Hiring Manager,*

*Wish you a very good day, sir.*

*I am here in response to your job posting for a dynamic SEO Analyst. I've carefully gone through the every details of your post. According to your demand and my capabilities, I believe myself to be the most appropriate candidate for the post. I have a great experience of seven years as a successful SEO Analyst.*

*Furthermore, my educational qualification is also related to it as I am a graduate of ICT. I have made a thesis also on the basis of "Search Engine Optimization for business purpose"*

*I have a great knowledge and experience in SEO, Page Promotion on Social Media Sites, Copy writing, Key-word optimization, Troubleshooting, Free classified Websites, Article Writing, Spinning and Submission to Article Directories, You Tube Video Promotion and such other related job. I have a high ambition to go long as a SEO analyst. I have a great passion for working with these sites as I enjoy it a lot. To add more, I am self-confident, analytical and persuasive enough to handle the clients. I also possess a strong presentation skill which is very important for a successful SEO Analyst.*

*My experience, skill, efficiency and passion for work will help me to be an asset of your company. I am ready to work 50 hours per week for you and even more if necessary.*

*Thank you for considering my letter. I will look forward to hearing from you for further process. I am always available in my skype and email.*

*Sincerely Yours*

*Your Name*

# UI & UX Designer Cover Letter Sample

Looking for an outstanding cover letter sample for UX and UI designing job postings on upwork? Yes, you are absolutely right to look up here. We will provide you with all the hidden tips and strategy to write a killer upwork cover letter especially for UX and UI designing job postings on upwork.

Upwork cover letter, you know, is not simply a letter at all. Whenever you are writing an upwork cover letter you are trying to convince an employer to select you among other competitors. So, you must create your cover letter in such a way that may help your employer understand your worthiness and the difference from others.

## What do UX and UI Design Exactly Mean?

There are a number of freelancers who write cover letters for UX and UI Designing job postings on upwork not even knowing about UX and UI Design properly. So, let's take a clear idea about it before starting with the cover letter. Generally, the term UX Design refers to 'User Experience Design', while UI is the abbreviation of the term 'User Interface Design'.

As a freelancer you must know the difference of the terms even though they work closely together. In a plain word, UI Design is closely connected to the graphic design, whereas UX Design is a technical and analytical field. But the responsibilities of UX Design are more complex than UI Design.

## Important Terms to know

Even after knowing the about UX and UI Design you should have a clear idea and proficiency in the following terms before applying for any UX and UI design related job.

- Icon Designing
- Photoshop, Illustrator
- Copy writing
- Story Boarding
- FX animation
- Sketch Design

- Public Relations and Promotions
- Account Planning
- Online Marketing
- Media Buying
- Concept Development
- Digital Illustration
- Market Research

## Sample 01: UI & UX Designer Cover Letter

Dear Hiring Manager,

I am here to represent myself as a qualified candidate for the post of UX & UI Designer as you posted online. I fit best for your need for my brilliant result in academic progress and the working experience that I have in the field. I am a Master of Science with a Bachelor degree of Engineering on Computer Science and Technology.

From my student life I have been enjoying working in web programming as well as web developing that eventually have made me a proficient user of PHP, CSS, HTML, Java and more. I also have working experience with the creative sites for instance – Adobe Creative Suite, Illustrator, Photoshop and Dreamweaver. I also love to work with animation software.

As I have been working for years with UI Development you may trust me with any of your UI task. I have the required qualification, skill, talent, proficiency and willingness to work hard under any pressure. I have a sharp sense of UI & UX Design with creative ability to support you with your designing task in both aspects web as well as software.

You may check my profile for your further convenience. Thank you for taking time reviewing the letter. I'll look forward to your response. I'm always available on Email and Skype.

Sincerely Yours  
(Your Name)

*Dear Hiring Manager,*

*I am here to represent myself as a qualified candidate for the post of UX & UI Designer as you posted online. I fit best for your need for my brilliant result in academic progress and the working experience that I have in the field. I am a Master of Science with a Bachelor degree of Engineering on Computer Science and Technology. From my student life I have been enjoying working in web programming as well as web developing that eventually have made me a proficient user of PHP, CSS, HTML, Java and more. I also have working experience with the creative sites for instance – Adobe Creative Suite, Illustrator, Photoshop and Dreamweaver. I also love to work with animation software.*

*As I have been working for years with UI Development you may trust me with any of your UI task. I have the required qualification, skill, talent, proficiency and willingness to work hard under any pressure. I have a sharp sense of UI & UX Design with creative ability to support you with your designing task in both aspects web as well as software.*

*You may check my profile for your further convenience. Thank you for taking time reviewing the letter. I'll look forward to your response. I'm always available on Email and Skype.*

*Sincerely Yours*

*(Your Name)*

## Tips to Write an Upwork Cover Letter for UI & UX Designing

To write an effective cover letter for UI & UX Designing you must follow the following rules that will help you with your every step.

### Greet Professionally:

First of all you will have to greet your employer in a professional way. After all, 1<sup>st</sup> impression is the last impression always. And your confidence should also be expressed through your greeting. You may say for example- “Dear Mr X” or “Dear employer” or “Dear Hiring Manager” that suits you most.

### Read the Entire Job Post:

There are some freelancers who just apply for a post immediately after seeing it. Consequently, their effort goes in vain. One should read the entire job post for a clear understanding and the demand of the employer. You must know what your clients want from you. So, read the entire job post carefully before applying.

### Follow Instructions:

It often happens that employers play a trick to select employees by saying them simply including a word or like that in the cover letter. So, you mustn’t ignore such instructions. It will express your seriousness to your client. Try to follow each instruction given by the employer.

### Revise Before Hitting Send:

Before applying finally you must go through your whole letter if there is any mistake. You may also find scope of improving your letter by revising it. There’s nothing to hurry. A correct and wonderful cover letter is always more effective than an earlier one full of errors. So, revise your letter, make change and strengthen it if possible.

### Briefly Research the Client:

You may also research your client through Google. It will help you to know more about your client, his works and what he exactly needs from the employees.

**Paraphrase the Job Post:**

You have to show that you have read through the advertisement. So, you may paraphrase it stating that you are efficient of the task you are willing to have. You must highlight your academic qualification and experience and you confidence over the work as it is wanted.

**Suggest a Solution:**

Connect your knowledge and skills to the client's desire. Represent yourself as a complete solution for your client. If a client posts a problem that they are trying to resolve then you may show a smart solution of that. It will attract your client to your skill and talent.

**Don't Promise too much:**

Too much promise often seems fake to the employers. So, avoid this and simply show your own confidence and liability with your speech. You may give reference to your experience and skill.

**Availability:**

Clearly say when and how you are available to them.

**End With Optimism:**

You must show your optimism about getting the job but not your necessity. So, put down some optimistic words before final greeting.

Follow these instructions and you will definitely find it easier to create an upstanding and effective cover letter for UI & UX Designing upwork.

## Cover Letter Sample for Digital Marketing

This job winning Upwork proposal sample for digital marketing will surely enrich you with the best cover letter sample for digital marketing in Upwork. If you cannot yet come up with the right and authentic cover letter format then, of course, here you are going to get your desirable sample for your desirable freelancing job.

And you have to stay honest and do not think about doing any kind of plagiarism at all because this toxic habit leads a freelancer to lose his reputed job at once. Basically, clients, from the freelancing job of Digital Marketing seek a precise, defined, decent and most importantly a lucid kind of cover letter.

And you have to be qualified for the job you are applying because without qualifications and with false credits you might not happen to complete any of the works like the SEO, SEM, EM, SMM types of works that are related to online or Digital Marketing. So according to my suggestions, add your work experiences (if you have any) in the cover letter and make your client believe that you are worth for the job.

Also do not forget to add some full of confident like words in that letter and you have to hide your inferiority complex and show up yourself as a person who is very much aware of his job and do not hesitate to toil more to make his or her client appease. As you can see that, online based markets are creating good vivid grounds, freelancers can easily grab the opportunity of getting a job by providing a precisely writing Cover Letter. Always keep some notes in mind that, clients are the seeker of good lofty words which can induce them and prove that you have the ability to make their business more visible in Online Marketing areas.

Also, never think of chit on your clients and feel free to let them know your brilliant success over any kind of Online Marketing related works and most importantly, only apply for the job you are truly capable of. Okay, so now we are going to take a glance of samples of Upwork Cover Letter for Digital Marketing which would surely satisfy the client and the job seekers and if you follow the format of the sample, you will surely come out as the best cover letter presenters.

## Sample 01: Upwork Cover Letter for Digital Marketing

Dear Hiring Manager,

I've recently noticed a job posting on the .... (Job Title should be written here) and highly interested in getting the job by applying here with appreciable qualifications of mine.

I would like to tell you that I have been working in the sector of Digital Marketing for like 3 to 4 years and the clients who have been hiring me till now, never get dissatisfied. I have immense knowledge in handling Digital Marketing by keeping a relationship of commercialism and can face any kind of improbability and unpredictability very much tactfully. Work experiences in SEO, SEM, EM, IM, SMM and various other online works that is related to Digital Marketing have made me almost a pro freelancer and thus I never happen to blight my clients' high hopes.

I am always keen to learn more associated with my job. My motive is to learn my job more precisely with practices and bring appeasement in the fair face of my client.

I can work for about 70 hours a week and can assure you to submit my projects on time.

I am available in Skype, Facebook Messenger and also in Email. I would love to take your project in my hand as soon as you confirm that I am worth for the job.

Sincerely,  
(your name)

*Dear Hiring Manager,*

*I've recently noticed a job posting on the .... (Job Title should be written here) and highly interested in getting the job by applying here with appreciable qualifications of mine.*

*I would like to tell you that I have been working in the sector of Digital Marketing for like 3 to 4 years and the clients who have been hiring me till now, never get dissatisfied. I have immense knowledge in handling Digital Marketing by keeping a relationship of commercialism and can face any kind of improbability and unpredictability very much tactfully. Work experiences in SEO, SEM, EM, IM, SMM and various other online works that is related to Digital Marketing have made me almost a pro freelancer and thus I never happen to blight my clients' high hopes.*

*I am always keen to learn more associated with my job. My motive is to learn my job more precisely with practices and bring appeasement in the fair face of my client.*

*I can work for about 70 hours a week and can assure you to submit my projects on time.*

*I am available in Skype, Facebook Messenger and also in Email. I would love to take your project in my hand as soon as you confirm that I am worth for the job.*

*Sincerely,  
(your name)*

## Sample 02: Upwork Cover Letter Sample for Digital Marketing

Dear Mr. Adam,

I would like to apply for the position of Digital Marketing specialist in your group as I have been going through the news on (Put the name of the Job Title).

I would like to inform you that working with me has always been a great satisfaction to my clients as I've become an expert in the sector of Digital Marketing for having an experience of 6 long years. It would be a great pleasure to share with you that I'm pretty good at SEO, SEM, IM, EM, SMM and other sectors of online marketing and also have great ability to convince people with business like words and thus can create a fair bridge between the customers and freelancers.

Recently I've completed a good amount of work in Digital Marketing with great feedback and here is my official site [https://www.\(name of your site\).com](https://www.(name of your site).com) for your convenience.

If you think I'm worth the job or want to learn more about me, you can check my portfolio and Work History. Also, you can always pick me up via Email or Skype at any time.

Taking your project would surely be a great experience of mine if you affirm me with giving the job. Best regards,

(put your name here)

*Dear Mr. Adam,*

*I would like to apply for the position of Digital Marketing specialist in your group as I have been going through the news on (Put the name of the Job Title).*

*I would like to inform you that working with me has always been a great satisfaction to my clients as I've become an expert in the sector of Digital Marketing for having an experience of 6 long years. It would be a great pleasure to share with you that I'm pretty good at SEO, SEM, IM, EM, SMM and other sectors of online marketing and also have great ability to convince people with business like words and thus can create a fair bridge between the customers and freelancers.*

*Recently I've completed a good amount of work in Digital Marketing with great feedback and here is my official site [http://www.\(name of your site\).com](http://www.(name of your site).com) for your convenience. If you think I'm worth the job or want to learn more about me, you can check my portfolio and Work History. Also, you can always pick me up via Email or Skype at any time.*

*Taking your project would surely be a great experience of mine if you affirm me with giving the job.*

*Best regards,*

*(put your name here)*

# Cover Letter Sample for Android Developer

This upwork cover letter & proposal sample for android app developer will surely surprise you and gain you the desired job at the first bidding of android app developer job.

As technology is now spreading divinely all over the world in this new era, Mobile devices with its special applications have created a new work station. Software Developers are, that's why, at a peak for specializing and designing applications for the market place of android and this kind of profession is acknowledged as the Android App or Mobile App or iOS developer.

So to get a job as an Android App Developer you must be qualified with some terms related to this field and above all you have to induce your hiring manager/recruiter by presenting a fine cover letter. Here are some tips for creating your best cover letter.

Firstly:

While writing a cover letter tear up your shyness and convince your client by saying that how much you are up to date with modern technology and tell him about your product development and their demands.

Secondly:

Let your clients know that you are very much acquainted with the App development languages and have got high proficiency in this field because you play with them to create apps and these languages are-

1. Python
2. JavaScript
3. HTML5
4. C++
5. C#
6. Objective C
7. Swift

Thirdly:

Mention in your cover letter that you've been roaming around the field as an

Android Developer for many years and by these years you've been collaborating with Cross-Functional groups to design and ship new features and thus you can prove yourself of having the ability to be a team player.

Then:

Do not forget to mention your bachelor's degree in computing/ computer science or software engineering. If you do not have any degree, then don't get freaked, instead of that show them your own created apps in Google Play store.

Again:

Do not copy paste or think of doing any kind of plagiarism while writing a cover letter and avoid including personal life information and be sharp on your professional skill only.

As your client will not hire you until he is sure about your statement in the cover letter, so try to be honest and get yourself prepare fully before applying for the job of Android Developer.

And again:

Make your client believe that you are very much capable of fulfilling your project within very short time because punctuality comes first in your priority list. Here, we are going to show you samples of cover letter for Android Developer.

## Sample 01: Upwork Android Developer Cover Letter

Dear Recruiter,

I have thoroughly been to your job posting news on (name of the group) and I'm highly interested to apply for this job.

I am experienced in creating and developing new features of android apps and also very much skilful in shipping them in different groups with high satisfaction. I have a record of working with Apple Company as well.

I have been in this sector for like 4 years now and pretty experienced in creating apps with using the proper app languages. I have highly proficiency in coding and programming as I have a bachelor degree on Computer science.

Also I can initiate a project skillfully and maintain the consistency diplomatically. I work collaborated with Cross-Functional groups and this experience has taught me about commercialism and tactful movement. As an Android Developer, I have created a technical group from where I can learn my mistakes and errors.

And I am content with the amount you have mentioned for the project so pick me up if you think I am worth the job.

Thank you.

Best regards

(write down your name)

*Dear Recruiter,*

*I have thoroughly been to your job posting news on (name of the group) and I'm highly interested to apply for this job. I am experienced in creating and developing new features of android apps and also very much skilful in shipping them in different groups with high satisfaction. I have a record of working with Apple company as well.*

*I have been in this sector for like 4 years now and pretty experienced in creating apps with using the proper app languages. I have highly proficiency in coding and programming as I have a bachelor degree on Computer science.*

*Also I can initiate a project skillfully and maintain the consistency diplomatically. I work collaborated with Cross-Functional groups and this experience has taught me about commercialism and tactful movement. As an Android Developer, I have created a technical group from where I can learn my mistakes and errors.*

*And I am content with the amount you have mentioned for the project so pick me up if you think I am worth the job.*

*Thank you.*

*Best regards*

*(write down your name)*

## Sample 02: Upwork Android Developer Cover Letter

Dear Hiring Manager,

Hope you are okay.

I have read out the job description on Upwork of yours and all the requirements that you have asked for the job, have been occupied by me.

I have a profound knowledge in programming and the primary languages of App Development including Python, HTML5, C++, C#, Swift, Objective C and many others. Working with me will not cause any kind of loss and that is of a sure thing.

I generally do not do any silly mistakes and very much keen to learn things associated with my job. As I have experience of 5 years in this field as an Android Developer, I've become a pro and have my own technical methods of handling situations.

To be more precious, the groups I have worked with have always appreciated me with my new features of apps and the quality of the process and support system of the apps.

I have got Bachelor's degree in Software Engineering and have done lots of other courses regarding this field. Work time has always been a pleasure time for me so I can assure you of not waste any time by not utilizing my job.

You can pick me up on Email or Skype anytime if you are thinking of affirming me with the job.

Sincerely,

Adam

*Dear Hiring Manager,*

*Hope you are okay.*

*I have read out the job description on Upwork of yours and all the requirements that you have asked for the job, have been occupied by me.*

*I have a profound knowledge in programming and the primary languages of App Development including Python, HTML5, C++, C#, Swift, Objective C and many others. Working with me will not cause any kind of loss and that is of a sure thing.*

*I generally do not do any silly mistakes and very much keen to learn things associated with my job. As I have experience of 5 years in this field as an Android Developer, I've become a pro and have my own technical methods of handling situations.*

*To be more precious, the groups I have worked with have always appreciated me with my new features of apps and the quality of the process and support system of the apps.*

*I have got Bachelor's degree in Software Engineering and have done lots of other courses regarding this field. Work time has always been a pleasure time for me so I can assure you of not waste any time by not utilizing my job.*

*You can pick me up on Email or Skype anytime if you are thinking of affirming me with the job.*

*Sincerely,*

*Adam*

## Data Entry Profile Overview Sample

While there are hundreds of types of works available on Upwork, Data Entry has always been one of the most demanding jobs here. But because of poor profile overview, many freelancers fail to get their desired jobs.

If you need professional upwork overview for data entry then this article is yours. We will provide you two sample Upwork Profile Overview on Data Entry here so that you can write your own killer profile overview. But before that, let's check out some basic information about this job sector.

### Client's Expectations

Key to become successful as a freelancer is to perform as your client expects you to. As a Data Entry expert, you should take care of your clients' requirements and expectations. What a client expects from a freelancer is never constant but there are some common needs which are always constant. Upwork Cover Letter is also an important fact here.

Your client expects you to be punctual, smart and creative. Experience is a big X factor in these types of jobs but even if you are new, you might get a job if your profile overview is exciting and unique.

That's why it is really important to write an accurate profile overview without committing any mistakes. Check out the next segment to understand the common mistakes which should be avoided while writing your profile overview on Data Entry.

### Mistakes to Avoid

First that should be kept in mind, your profile overview should not be a big essay. It should be short, interesting and informative. Clients want to hire freelancers who can attract them by their work, not by their words.

So, it is important to mention your previous job experience and success rate. But if you are new and have no experience, do not make fake claims as your probable client might check the information you provided.

Do not simply just copy and paste other people's profile overviews as most of the clients are likely to check if your overview is authentic or not.

Do not make grammatical errors or other mistakes. Your profile overview should simply state the fact that you are a very dedicated and expert freelancer who can make his client's project successful if the chance is given to him.

### Sample 01: Data Entry Overview for Upwork Freelancer

Hello,  
my name is (write down your name here).

I am a dedicated and hard working person who believes in honesty and good working relation. Though I am new at this sector of job but I have certain qualities which makes me good at this.

I am graduate of Computer Science from the University of (Write down your university name). My education background helps me to perform according to my client's expectations.

I am very skilled in data entry and Excel works. I am also very qualified in data extracting and tele communicating. If you hire me, you will get many services at one time investment.

I am very much confident of our succession together as I am punctual and creative.

I look forward to hear from you soon.  
Thank you.



Sabbar B.

📍 Rawalpindi, Pakistan - 2:04 pm local time - 1 hr behind

100%

Job Success

TOP RATED

BETA

Profiles

## Data Entry Expert

Hello, my name is (write down your name here). I am a dedicated and hard working person who believes in honesty and good working relation. Though I am new at this sector of job but I have certain qualities which makes me good at this.

I am graduate of Computer Science from the university of (write down your university name). My education background helps me to perform according to my client's expectations.

I am very skilled in data entry and Excel works. I am also very qualified in data extracting and tele communicating. If you hire me, you will get many services at one time investment.

I am very much confident of our succession together as I am punctual and creative. I look forward to hear from you soon. Thank you.

\$25.00

Hourly Rate

\$10k+

Total earned

94

Jobs

501

Hours worked

## Sample 02: Data Entry Overview for Upwork Freelancer

Hello.

*My name is (your name here) and I am from (country name).*

*I have been working as a Data Entry and Data Extracting Expert for more than 5 years now.*

*In my previous working years, I have finished many successful projects with 100% customer satisfaction. What makes me better than others is my punctuality and honesty. I would never accept a job proposal until I'm confident of making it successful.*

*I am very much skilful with Microsoft Excel and Microsoft WordPress. All your given tasks will be performed on modern technologies like iPhone, MacBook or Android Devices.*

*I do not have any educational degree on this but I have vast experience in this sector of job and my successful work history is the proof of my ability.*

*You can contact me via Email or Skype if you want to hire me.*

*Thank you.*



Sabbar B.

📍 Rawalpindi, Pakistan - 2:04 pm local time - 1 hr behind

100%

Job Success

TOP RATED

BETA

Profiles

## Data Entry Expert, Excel

Hello. My name is (your name here) and I am from (country name). I have been working as a Data Entry and Data Extracting Expert for more than 5 years now.

In my previous working years, I have finished many successful projects with 100% customer satisfaction. What makes me better than others is my punctuality and honesty. I would never accept a job proposal until I'm confident of making it successful.

I am very much skilful with Microsoft Excel and Microsoft WordPress. All your given tasks will be performed on modern technologies like iPhone, MacBook or Android Devices.

I do not have any educational degree on this but I have vast experience in this sector of job and my successful work history is the proof of my ability.

You can contact me via Email or Skype if you want to hire me. Thank you.

\$25.00

Hourly Rate

\$10k+

Total earned

94

Jobs

501

Hours worked

## Final Words

Do not copy and paste this for your own welfare. Rather, you should understand the pattern and write your own one. You always can attach more ideas and information if you find it necessary.

## Article Writer Profile Overview Sample

As you know that every cell has its nucleus in its center determining how the entire cell works, exactly in that way your upwork profile overview works as the nucleus of your whole profile.

It is your key place which works to attract your client. Your overview will make your client get a full and final impression of your personality and your skill. And if you are trying to improve your profile as an article writer then it is obvious that your writing skill will be judged through your writing quality of your overview.

It means as an Article Writer you must write your overview in an attractive way so that your client may get the proof of your skill of writing from your overview. Now, if you really want to know the tips to write a killer upwork overview as an article writer stay with us. We will provide you with all the strategy of writing your overview including a sample for your convenience.

### How to Create a Great Upwork Overview for Article Writing

Follow the steps we are providing you here and make an amazing overview to attract your client:

Make your 1<sup>st</sup> sentence most attractive:

You must understand a hirer won't give his full time to review your full overview. He must check out hundreds other. So, ensure that your first sentence must impress your client to make him read through the whole overview. Put your best skill and experience here. Answer your client why you should be hired.

Try to be Professional not Frank:

Remember that your overview is not something like your cover letter. You cannot use any greetings like- hi, hello, dear sir, good day etc. as you are not writing to any particular person. Rather be professional with your speech. Your overview is simply a representation of you. And try to make the impression that you are fully devoted to your work.

### **Focus on Your Best Skill Only:**

Even if you are good at many other sites, you should not highlight all these skills in your overview. Remember that hirers try to choose only the freelancers dedicated to one particular task so that he may be proved as master of that particular work rather than being students of thousand tasks. So, highlight your skill as an article writer only.

### **Be Concise and Clear:**

You don't need to write a lengthy overview. It will evoke your client to avoid your overview. Rather, be concise and to the point to your main thing. Make your overview more interesting to your client as you are presenting yourself as a writer.

### **Make it Creative:**

As an article writer you must make your overview something creative so that your skill is expressed through your art of creating your overview. Never make any copy paste here, it will destroy your career.

### **No Mistake:**

Ensure your writing has no mistake in grammar or spelling. It will damage your image to your client.

### **Be Smart with Your Speech:**

Try to be smart and attractive to your client with your words.

## **A Sample of Upwork Profile Overview for Article Writing**

Here you go with a good sample of upwork overview as an article writer. Follow its decoration and create your own one. All the best!

*I am highly skilled, enthusiastic, self-motivated professional writer with a great successful experience of full five years. My education and research on the field has made me one of the most perfect professional writers.*

*I must say writing is a kind of passion to me more than a profession. I love to write and aim to improve myself with each of my steps. In addition, I have a great communication skill and excellent convincing style to convince the readers through*

*my writing if needed. I hate plagiarism but I love to research a lot to make my writing enrich with every necessary elements as my client demands.*

*I have a successful past record as a publisher of blogger and content writing. Furthermore, I have a great hand on the following features-*

- Article Writing
- Website Content Writing
- Product Review
- Press Release
- Blog Writing
- Company Profile
- Newsletter
- Product Description
- News Writing
- Data Entry
- Advertising etc.



Sabbar B.

📍 Rawalpindi, Pakistan - 2:04 pm local time - 1 hr behind

100%

Job Success

TOP RATED

BETA Profiles

## Pro Article Writer

*I am highly skilled, enthusiastic, self-motivated professional writer with a great successful experience of full five years. My education and research on the field has made me one of the most perfect professional writers.*

*I must say writing is a kind of passion to me more than a profession. I love to write and aim to improve myself with each of my steps. In addition, I have a great communication skill and excellent convincing style to convince the readers through my writing if needed. I hate plagiarism but I love to research a lot to make my writing enrich with every necessary elements as my client demands.*

*I have a successful past record as a publisher of blogger and content writing. Furthermore I have a great hand on the following features-*

*Article Writing*

*Website Content Writing*

*Product Review*

*Press Release*

*Blog Writing*

*Company Profile*

*Newsletter*

*Product Description*

*News Writing*

*Data Entry*

*Advertising etc.*

*I believe in hard work and honesty. I am always interested in making long term professional relationships with my clients to ensure that every project becomes successful. So, if you hire me, I can assure you that you will not regret your decision.*

\$25.00

\$10k+

94

501

Hourly Rate

Total earned

Jobs

Hours worked



Webson Job

## Profile Overview Sample for Virtual Assistant (VA)

Are you a newbie in upwork & want to work as a Virtual Assistant? Or is that you are not getting enough response from your client? Then definitely you need to improve your profile overview as a Virtual Assistant.

You know what when you are representing yourself as a perfect Virtual Assistant it is essential to trap your client with your overview. Your overview is the most important part of your profile that your client takes into account seriously. So, remain with us to know how to write a marvelous upwork overview as a Virtual Assistant to impress your client.

### Steps to Make a Splendid Upwork Overview for Virtual Assistant

Oh, it's really very easy to create an impressive overview as a Virtual Assistant. You'll just have to simply follow the steps pointed below.

#### First Impression is the Last Impression:

It's a common and wise saying that your first impression is your last impression. So, use the technique here also. Impress your client with your first speech. Show your client how you are the best Virtual Assistant for him in your first line.

#### Be Professional:

Make your client believe that you are a professional Virtual Assistant through your professional speech. Remember that you cannot use any salutation here. Overview is simply a speech of yours about your skill. You are not addressing anybody here. So avoid any kind of salutation like- Dear sir, hi, hello or any wish like good day etc.

#### Use your own speech:

Nobody likes a copied element when you are required to describe yourself. Simply use your own speech with all the true and honest information to win your client's trust.

#### Represent yourself as a virtual Assistant only:

You need not introduce your additional irrelevant skills in your overview. Rather

focus on your skill as a virtual assistant only. It will make your client believe that you are really expert on that only are.

#### Make Your Overview Succinct:

Really, nobody likes a long and boring piece of writing. In fact seeing your long overview your client will simply avoid you to get escape of reading through it. So, the wise step is to make a succinct and to the point overview not being roundabout.

#### Answer Why You Should be Chosen:

It is very important to convince your client why you should be chosen among so many Virtual Assistant available for the job. Try to answer it in your overview why your client should select you.

#### Revise and Correction:

You cannot make any mistake in your overview. So, revise your overview after finishing it and correct all the errors you have done. Try to improve your speech to give it more strength.

## A Sample of Upwork Overview for Virtual Assistant

If you still face any confusion in writing your overview for Virtual Assistant look up on the following sample. It will help you a lot to make your own overview:

*I am a proficient, self- motivated Virtual Assistant with excellent skill and successful experience of six years. I have a great knowledge of virtual features as I have done a research on it along with my education on Virtual Science. I have been working with a famous Multi- International Company as a Virtual Assistant for five years and currently I have an established website of my own.*

*I have a great passion for working as a Virtual Assistant and I always remain alert to learn all the newest and updated materials. I give my best to improve my skill and my work. Besides, I have a strong communicative and convincing skill to deal with any kind of consumers.*

*To add more I have arranged a fully personal room furnished with all kinds of virtual purpose elements like a professional computer, a strong internet connection, land phone, fax, and printer and so on to ensure my 24 hours availability to the customers which is very important for a Virtual Assistant.*

*Furthermore, I am expert on-*

- Scheduling appointments
- Creating Presentation
- Providing Customer Service
- Handling the rude customers easily
- Travel management
- Organization Skill
- Updating Database
- Problem Solving Orientation
- Planning
- Writing Content
- Computer Proficiency



Sabbar B.

📍 Rawalpindi, Pakistan - 2:04 pm local time - 1 hr behind

100%

Job Success

TOP RATED

BETA

Profiles

## Expert in Virtual Assistant

I am a proficient, self-motivated Virtual Assistant with excellent skill and successful experience of six years. I have a great knowledge of virtual features as I have done a research on it along with my education on Virtual Science. I have been working with a famous Multi-International Company as a Virtual Assistant for five years and currently I have an established website of my own.

I have a great passion for working as a Virtual Assistant and I always remain alert to learn all the newest and updated materials. I give my best to improve my skill and my work. Besides, I have a strong communicative and convincing skill to deal with any kind of consumers.

To add more I have arranged a fully personal room furnished with all kinds of virtual purpose elements like a professional computer, a strong internet connection, land phone, fax, printer and so on to ensure my 24 hours availability to the customers which is very important for a Virtual Assistant.

Furthermore, I am expert on-

Scheduling appointments  
Creating Presentation  
Providing Customer Service  
Handling the rude customers easily  
Travel management  
Organization Skill  
Updating Database  
Problem Solving Orientation  
Planning  
Writing Content  
Computer Proficiency

I believe in hard work and honesty. I am always interested in making long term professional relationships with my clients to ensure that every project becomes successful. So, if you hire me, I can assure you that you will not regret your decision.

\$25.00

Hourly Rate

\$10k+

Total earned

94

Jobs

501

Hours worked



Webson Job

# Profile Overview Sample for Web Developer

Let's download the Upwork profile overview sample for web developer that will help you to create the best upwork profile for web developer to attract your client. A web developer's job is to play with the web fundamentals to develop the World Wide Web applications.

As freelance web developers have knowledge about creating applications using client-server model including Python, HTML, JavaScript, PHP, CSS, C#; the clients for their own sake compel to give projects to them. But, still, if the profile overview is not persuasive enough, then the client may not select you. You need to make confident your client by expressing your knowledge about web development and also need to make your client belief that you are not the same as the other web developers.

## What to Write in Your Web Developer Overview

You can take a project in hand and can finish it with less mistakes and with full potentiality, also with great transparency and in a total unique way. Tell your hiring manager that you have enormous capability of problem solving methods and you value your time and also like to stay honest. Always remember that, a simple error in designing your work may stop the whole webpage from running, so you have to have a vulture's eye. If you have any Bachelor Degree in Computer Engineering or Software Engineering, mention it in your profile overview because it will enhance the demand of your overview and client will not hesitate or feel any doubt to hire you.

## Technical Part of Your Profile Summary

If you do not possess any such degrees, do not worry. Show them your sample of designed websites and its demands, reviews and popularity among general people. Also include long term experience in this field so that the client comprehends that you are not a new bee and serving you with the project would not cause any loss. Most importantly, show your uniqueness in your work by staying honest and do not think of doing plagiarism. Depict that, your quality of work is not same as others

and it is quite satisfying as all the clients of yours have been content with your work.

Also your Upwork profile overview for web developer should be short, neat, informative and splendid and do not beat around the bush. Be straightforward and bold enough while typing the overview. Now that, you have come up here with some tips that is going to help you to achieve new project with much money in your pocket, I would like to show you a sample of profile overview for web developers.

## Sample 01: Upwork Profile Overview Sample for Web Developer

Hello there!

*Before talking about qualifications and professional abilities, I would like to introduce myself. I am Devid Buffelo and I am from United States. Taking web development as a profession not only fulfils my pocket but also my heart because it has been my passion since my early teenage.*

*I believe that people should do things in which they are good at or in which their heart lays. That's why I chose freelance web development as my career because I believe I'm good at this and mas I am always honest and I am never afraid of doing hard work.*

*I have finished my graduation from The University of (university name. If not, please pass) on Computer Science Engineering and I have taken many lessons on modern web designing from famous institutions. My education background allowed me to thrive in this career and my trainings on this have made me a master of this section.*

*I am very much expert in using both Swift & Objective C.I also know the use of Kotlin and Java for iPhone, iPod, Android and Tablet. I have developed various websites to optimize their search engines and to create easier user interfaces.*

*Recently, I have designed a website that helps its users to know about how they should utilize their free time and that very website has become very popular among students. The name of the website is (include sites name, if not please pass).The mobile app of the website was also created by me which has a 4.4 rating on google play store.*

*This is just one of my success stories as a freelance web developer. I am sure that if you hire me, I will present you many successful projects with minimal efforts from your side.*

I can give you money back guarantee and I can assure you won't regret hiring me.

Thank you.



Sabbar B.

Rawalpindi, Pakistan - 2:04 pm local time - 1 hr behind

100%

Job Success

TOP RATED

BETA

Profiles

## Web Developer

Hello there! Before talking about qualifications and professional abilities, I would like to introduce myself. I am Devid Buffelo and I am from United States. Taking web development as a profession not only fulfils my pocket but also my heart because it has been my passion since my early teenage.

I believe that people should do things in which they are good at or in which their heart lays. That's why I chose freelance web development as my career because I believe I'm good at this and mas I am always honest and I am never afraid of doing hard work.

I have finished my graduation from The University of (university name. If not, please pass) on Computer Science Engineering and I have taken many lessons on modern web designing from famous institutions. My education background allowed me to thrive in this career and my trainings on this have made me a master of this section.

I am very much expert in using both Swift & Objective C. I also know the use of Kotlin and Java for iPhone, iPod, Android and Tablet. I have developed various websites to optimize their search engines and to create easier user interfaces.

Recently, I have designed a website that helps its users to know about how they should utilize their free time and that very website has become very popular among students. The name of the website is (include sites name, if not please pass). The mobile app of the website was also created by me which has a 4.4 rating on google play store.

This is just one of my success stories as a freelance web developer. I am sure that if you hire me, I will present you many successful projects with minimal efforts from your side. I can give you money back guarantee and I can assure you won't regret hiring me. Thank you.

\$25.00

Hourly Rate

\$10k+

Total earned

94

Jobs

501

Hours worked



Webson Job

## Sample 02: Upwork Profile Overview Sample for Web Developer

Hello,  
this is (write down your name).

I am a professional back-end web developer and have been working in this field for 7 long years.

I have a bachelor's degree in Software Engineering from the university of (write down the name of your university and if not have any, then just pass) and a coursework in graphic design.

I have already earned a lot quantity of popularity by creating many famous websites. Recently, some of my created websites got many responses from the clients and here is the attachment (mention some of your work).

I have solid knowledge in programming and graphic designing and my works are not only enchanting but also integrated with graphics, video, and audio. I am also skillful in problem solving methods and acquainted with computer languages like Python, PHP, CSS, XML, HTML, HTML5, SQL, JavaScript and multimedia publishing tools like Flash and Photoshop.

Besides, my websites are SEO friendly because it did not fail to satisfy the users. Again, I keep myself up to date with new technologies and its uses, new tools and computer languages so that I can give my level best to my clients. I believe in hardship and hiring me would not fail your decision.

Thank you.



Marisa G.

📍 Rawalpindi, Pakistan - 2:04 pm local time - 1 hr behind

100%

Job Success

TOP RATED

BETA

## Profiles

### Web Developer

*Hello, this is (write down your name). I am a professional back-end web developer and have been working in this field for 7 long years. I have a bachelor's degree in Software Engineering from the university of (write down the name of your university and if not have any, then just pass) and a coursework in graphic design.*

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*Besides, my websites are SEO friendly because it did not fail to satisfy the users. Again, I keep myself up to date with new technologies and its uses, new tools and computer languages so that I can give my level best to my clients.*

\$25.00

Hourly Rate

\$10k+

Total earned

94

Jobs

501

Hours worked



Webson Job

# Profile Overview Sample for WordPress Developer

If you really need a professional upwork overview sample for wordpress developer, this article will fulfill your thrust. I am going to provide not only the overview sample but also some important things that you should remember while writing a wordpress designer profile overview.

Nowadays, working as a professional freelancer on Upwork has become very popular. While there are several types of freelancing jobs available in the marketplace, WordPress Designing & Developing is one of the most popular and demanding one.

Here you will get the best Upwork Overview Sample for WordPress Designer & Developer to impress your potential clients. But do you know what does a client requires from his hired freelancer?

## Client Demands

A client's requirements are easy yet difficult as their demands include –

- Quality Work
- Creativity
- Uniqueness
- Punctuality
- Problem solving methods
- Honesty
- Transparency
- Experience
- Value of money

Now, that you know your client demands, let's focus on creating your Upwork Profile Overview as a WordPress Designer & Developer.

## Sample 01: Upwork Profile Overview for WordPress Developer

Hello,  
my name is (write down your name here).

I have been working as a professional CSS, Angular and WordPress developer for 7 long years now. I also have acquired fame and popularity as a Front-end Developer

While there are thousands of freelance Web and WordPress developers available in the market, I consider myself as the best as in my professional career I never had one unsatisfied client.

I have a Bachelor's degree on Computer Science Engineering from The University of (your university name, if not then pass.)

I have great expertise in creating web applications using a variety of modern technologies. I am also very adequate in maintaining websites and mobile apps as I am an expert in using WordPress, WooCommerce, PHP and HTML/CSS. I always focus on producing high quality and module-oriented SEO-friendly codes.

As I have my own hosting, I would be able to show you the work progress anytime you want.

My other professional skills include –

- Use of PSD2HTML
- Use of JQuery
- Web Designing talents
- Problem-solving abilities
- Quick response
- UX and UI designing
- Monitoring and supervising

I believe in hard work and honesty. I am always interested in making long term professional relationships with my clients to ensure that every project becomes successful. So, if you hire me, I can assure you that you will not regret your decision.



Sabbar B.

📍 Rawalpindi, Pakistan - 2:04 pm local time - 1 hr behind

100%

Job Success

TOP RATED

BETA Profiles

## Pro Wordpress Developer

Hello, my name is (write down your name here). I have been working as a professional CSS, Angular and WordPress developer for 7 long years now. I also have acquired fame and popularity as a Front-end Developer

While there are thousands of freelance Web and WordPress developers available in the market, I consider myself as the best as in my professional career I never had one unsatisfied client.

I have a Bachelor's degree on Computer Science Engineering from The University of (your university name, if not then pass.)

I have great expertise in creating web applications using a variety of modern technologies. I am also very adequate in maintaining websites and mobile apps as I am an expert in using WordPress, WooCommerce, PHP and HTML/CSS. I always focus on producing high quality and module-oriented SEO-friendly codes.

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\$25.00

Hourly Rate

\$10k+

Total earned

94

Jobs

501

Hours worked

## Important Tips:

Your profile should be straight on point and short. Though most of the clients prefer experienced ones, if you have quality then experience doesn't matter that much. That's why it is really important to mention your expertise and qualifications as a WordPress Developer.

### DO NOT PROVIDE FAKE INFORMATION:

as your client is most likely to check your claims before hiring you. Check out this sample profile overview to write your own profile description.

### Summary:

This sample profile overview works as a guide to make sure that you write the best profile overview on your own. Do not copy and paste this one as your main profile description as this one is a sample template.

Good luck!

## Profile Overview Sample for Graphic Designer

This Upwork profile overview sample for graphics designer is very much important because a perfect profile overview is very much demandable for upwork jobs in the constantly changing world of graphic design.

One striking overview and the recruiter is compelled to hire you anyway. But before that, you have to earn knowledge by reviewing the job posts and what a client expect from you before handing you any project. First of all, as a graphic designer you should establish a profile picture which is crystal clear but professional in nature.

You can add your own charisma in that profile picture to attract your client and it would be considered as the first best impression of yours but again, strictly avoid any kind of exaggeration and make it simple within gorgeousness. Then you add the basic skills which are prominent to get this job.

Among them:

- Power of creativity and imagination
- Use of Adobe illustrator
- Photoshop, InDesign, Print Design, Web Design
- Adobe Creative Suite, Adobe CS
- Microsoft Office suite
- Typography, CSS, photography, PowerPoint
- Knowledge in developing graphics, visual images, audio, business cards, logo design, word press
- Skill in presenting vague data in a transparent way to the customers
- Minimal knowledge of coding and programming language like HTML, C++, fundamentals of Java can be added to value your market face in a better way.
- Ability of branding
- At least three years of experience

After showcasing your impressive skills, you take part on persuading your client by expressing your devotion and dedication for the job. Also make your client believe that you are worth for the job and ready to satisfy them with your excellent imaginative power and immense creative capability. Also, do not forget to add the attachments of your previous works as a proof of your good and appreciable

demands among the ex-clients. Do not start to share anything that is personal and unprofessional because there is no time to hear your personal view point of life to the clients. Keep your overview simple with some catchy keywords and as professional as it should be. Now that, you know what to write and what not to write in the overview, let us take a glance of two samples of the profile overview for the graphic designers.

### Sample 01: Upwork Profile Overview for Graphic Designer

Hello!

*I am working as a graphic designer from last 3+ years and have an exceptional knowledge in developing graphics, audio and visual images for product illustrations, logos and websites. I am passionate and enthusiastic to design and have the capability to create extraordinary designs with high visual impact according to the needs and requirements of the clients.*

*Besides, I have the awareness of the competitive business environment and can think creatively and have the capability to develop new designs, concepts and layouts that fit the clients' needs which will stand out the competition. I have exceptional knowledge of colors, images, text style, and layout and can develop designs for small businesses, large corporations and individuals.*

*I always keep me up to date with industry leading software and technologies that means I have up to date knowledge of Design, Illustrator, Dreamweaver and Photoshop. Clients have the promise to get their work on time. I can work on several projects at a time.*

My Skills:-

- Logo Design
- Photoshop
- Illustrator
- Graphic Design
- Web Design
- Graphics
- Business Cards
- Word Press

- Vector Illustration
- Adobe Creative Suit



Sabbar B.

📍 Rawalpindi, Pakistan - 2:04 pm local time - 1 hr behind

100%

Job Success

TOP RATED

BETA

## Profiles

Hello! I am working as a graphic designer from last 3+ years and have an exceptional knowledge in developing graphics, audio and visual images for product illustrations, logos and websites. I am passionate and enthusiastic to design and have the capability to create extraordinary designs with high visual impact according to the needs and requirements of the clients.

Besides, I have the awareness of the competitive business environment and can think creatively and have the capability to develop new designs, concepts and layouts that fit the clients' needs which will stand out the competition. I have exceptional knowledge of colors, images, text style, and layout and can develop designs for small businesses, large corporations and individuals. I always keep me up to date with industry leading software and technologies that means I have up to date knowledge of Design, Illustrator, Dreamweaver and Photoshop. Clients have the promise to get their work on time. I can work on several projects at a time.

## My Skills

**Logo Design**  
**Photoshop**  
**Illustrator**  
**Graphic Design**  
**Web Design**  
**Graphics**  
**Business Cards**  
**Word Press**  
**Vector Illustration**  
**Adobe Creative Suit**

\$25.00

Hourly Rate

\$10k+

Total earned

94

Jobs

501

Hours worked



Webson Job

## Sample 02: Upwork Profile Overview for Graphic Designer

Hi there.

*I am working as a professional graphic designer in this field for about 4 long years and have enormous proficiency in Adobe illustrator, Adobe Creative suite, Adobe Image ready, Photoshop, InDesign, Adobe CS and so on.*

*The best part is that, I have earned an exceptional creative knowledge by practicing tirelessly over these years and can produce unique peace of designs which can easily attract the customers as my work is deceptively simple and remarkable.*

*I don't step back to take hard challenges, rather I work enthusiastically to tackle all the obscurities and would like to represent my work with great satisfaction of my clients.*

*Clients never get bored of my works as I come up with different thoughts and imaginations to make my work appealing to the customers. So, of course, it is your best advantage to hire me as your co-worker.*



Marisa G.

📍 Rawalpindi, Pakistan - 2:04 pm local time - 1 hr behind

100%

Job Success

TOP RATED

BETA

## Profiles

*Hi there. I am working as a professional graphic designer in this field for about 4 long years and have enormous proficiency in Adobe illustrator, Adobe Creative suite, Adobe Image ready, Photoshop, InDesign, Adobe CS and so on. The best part is that, I have earned an exceptional creative knowledge by practicing tirelessly over these years and can produce unique peace of designs which can easily attract the customers as my work is deceptively simple and remarkable.*

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*Clients never get bored of my works as I come up with different thoughts and imaginations to make my work appealing to the customers. So, of course, it is your best advantage to hire me as your co-worker.*

\$25.00

Hourly Rate

\$10k+

Total earned

94

Jobs

501

Hours worked



Webson Job

## Sample 03: Upwork Profile Overview for Graphic Designer

Hello,

My name is (write down your name).

So, I've gone through your job circular about hiring a graphic designer with higher requirements and I would like to apply for that vacant post as I have possessed all the requirements you've asked for.

I am a professional graphic designer and have been working in this field with having a strong background in Adobe illustrator, Photoshop, Print Design, Web Design, CSS and so on.

I've been roaming around in this sector for about 5 years and a pro at understanding the recent demands and techniques for the best quality of image, its development and transparency.

I have boundless skills in making thoughtful images, developing layouts and electronics and agility in visual strategy.

I have a Bachelor's degree in Graphic Designing and a course work related to this field.

Apart from this, I am a keen learner and always in search for new knowledge to develop my thoughts and creative power associated with my job. My previous clients were always found content and here is the attachment of my best works and its reviews and high rate (attach your work as a proof).

Also, I can assure you of best works and best position in this very competitive workstation only if you provide me the golden opportunity.



Marisa G.

📍 Rawalpindi, Pakistan - 2:04 pm local time - 1 hr behind

100%

Job Success

TOP RATED

BETA

## Profiles

*Hello, my name is (write down your name). So, I've gone through your job circular about hiring a graphic designer with higher requirements and I would like to apply for that vacant post as I have possessed all the requirements you've asked for.*

*I am a professional graphic designer and have been working in this field with having a strong background in Adobe illustrator, Photoshop, Print Design, Web Design, CSS and so on.*

*I've been roaming around in this sector for about 5 years and a pro at understanding the recent demands and techniques for the best quality of image, its development and transparency.*

*I have boundless skills in making thoughtful images, developing layouts and electronics and agility in visual strategy.*

*I have a Bachelor's degree in Graphic Designing and a course work related to this field.*

*Apart from this, I am a keen learner and always in search for new knowledge to develop my thoughts and creative power associated with my job. My previous clients were always found content and here is the attachment of my best works and its reviews and high rate (attach your work as a proof).*

*Also, I can assure you of best works and best position in this very competitive workstation only if you provide me the golden opportunity.*

\$25.00

Hourly Rate

\$10k+

Total earned

94

Jobs

501

Hours worked



Webson Job

## Profile Overview Sample for SEO Expert

This Upwork profile overview sample for seo expert will win you your first job because now a days, upwork field is bringing immense success to the freelancers. A perfect overview can provide a fine job to the Search Engine optimization experts as well.

To write up a perfect upwork profile overview one should not be careless, rather be careful while choosing the keywords. First of all, a profile picture should be given in the top of the overview which is well focused and very professional to look at.

Then you contemplate on the keywords that the clients always seek for and as you review the upwork jobs of the clients so you should have maximum knowledge about the preference of the clients for a job. Again, showcase your top ten SEO based skill in your profile overview such as

- *Technical and programming skills*
  1. HTML
  2. CSS
  3. PHP
  4. Tags
  5. WP
  6. Blogger
- *SEO plugins*
- *On-page SEO*
- *Of-page SEO*
- *Backlinks & competitors*
- *SEO Tools paid/free*
- *Google search console*
- *Google analytics*
- *Keyword planner*
- *Alexa ranking*
- *Search Appearance*

And other very important skills without which the client do not feel safe to hand over his project to any person. You have to make your client believe that, you have enormous capability of adjustment & persuasive ability and also you have profound sense of handling a job by adopting all requirements with honesty.

Do not beat about the bush:

Rather be straight and shortcut. Do not put unnecessary or personal things which may cause disturbance to your clients. Always remember that, there are thousands like you who put overviews in the box of the clients for the upwork job.

So, their time is precious and they search for the kickass words which can comfy them with trust for that particular person who can accomplish this. Now that you have come to learn with things which can save your overview from throwing to the dustbin, here we are going to provide two profile overview samples for SEO experts.

### Sample 01: Upwork Profile Overview for SEO Expert

Hi there!

*I am an expert in search engine optimization in both on-page and off-page, with SEM and in SMM. I have experience in this work of 3+ years and working online is my passion. Additionally I know that getting a good ranking is very important for a website of a small business owner and it is becoming more and more difficult to get a good decent ranking for the website in Google. I am totally aware of marketing system and keep myself up to date.*

*So, I know the competition remaining in Google in getting the opportunity to appear in the first page. I am willing to help my clients heartily in standing out from their competitors and in getting better position and visibility in their targeted market. I can assure of delivering the work on time given by the client. So, if anyone provides me the information regarding to his local business, I might be able to help him in dominating his/her competition and in securing top spot on Google. Above all of these, getting satisfaction from my work is assured because satisfying the clients through my works is my best concern.*

My skills and expertise:-

In off page:

Social Bookmarking, Blog Posting, Blog comment, Directory Submission, Forum Posting, link Wheel, Web 2.0 Blacklining, Guest blog/Blog Submission, Article Submission, Social Media Marketing, Facebook Marketing, Twitter Marketing, Google+ Marketing Blog creation/Marketing, Press Release Submission, Classified Submission

And in on page:

Keyword Research, Website Analysis, competitor Analysis, Google Analytics, Google

Webmaster Tool, xml sitemap submission, Meta Description (HTML), Meta Tags (HTML), Content Optimization(Alt Tags, Header tags, etc.)



Marisa G.  
Rawalpindi, Pakistan - 2:04 pm local time - 1 hr behind

**100%**  
Job Success  
**TOP RATED**

**BETA Profiles**

*Hi there! I am an expert in search engine optimization in both on-page and off-page, with SEM and in SMM. I have experience in this work of 3+ years and working online is my passion. Additionally I know that getting a good ranking is very important for a website of a small business owner and it is becoming more and more difficult to get a good decent ranking for the website in Google. I am totally aware of marketing system and keep myself up to date.*

*So, I know the competition remaining in Google in getting the opportunity to appear in the first page. I am willing to help my clients heartily in standing out from their competitors and in getting better position and visibility in their targeted market. I can assure of delivering the work on time given by the client. So, if anyone provides me the information regarding to his local business, I might be able to help him in dominating his/her competition and in securing top spot on Google. Above all of these, getting satisfaction from my work is assured because satisfying the clients through my works is my best concern.*

*My skills and expertise*

*In off page: Social Bookmarking, Blog Posting, Blog comment, Directory Submission, Forum Posting, link Wheel, Web 2.0 Backlinking, Guestblog/BlogSubmission, ArticleSubmission, Social MediaMarketing, FacebookMarketing, TwitterMarketing, Google+ MarketingBlogcreation/Marketing, PressReleaseSubmission, Classified Submission And in on page: Keyword Research, Website Analysis, competitor Analysis, Google Analytics, Google Webmaster Tool, xml sitemap submission, Meta Description (HTML), Meta Tags (HTML), Content Optimization(Alt Tags, Header tags, etc.)*

\$25.00	\$10k+	94	501
Hourly Rate	Total earned	Jobs	Hours worked

 **Webson Job**

## Sample 02: Upwork Profile Overview for SEO Expert

Hello,

My name is (write down your name correctly).

I am an SEO expert and have been working in this sector for about 4 years. Long time experiences have taught me to solve unique problems from various angles and find thoughtful solutions to correct them.

I have a Bachelor's degree on Software Engineering from the University of (Name of the university), also, I am well acquainted in the tools like Google's Keyword planner. I do a lot of research to keep myself up to date and to improve my site position on the search engine results position. I avoid all kind of plagiarism because to me honesty comes first.

Also, I have strong background in keyword research and development, on-page full optimization, meta tags, image optimization, layouts, website traffic management and its growth and development, page audit reports and competitive analysis.

Above all, I can appease my clients by fulfilling every requirement and with great works.

So pick me up if you want good work to be done.



Marisa G.

📍 Rawalpindi, Pakistan - 2:04 pm local time - 1 hr behind

100%

Job Success

TOP RATED

BETA

Profiles

*Hello, my name is (write down your name correctly). I am an SEO expert and have been working in this sector for about 4 years. Long time experiences have taught me to solve unique problems from various angles and find thoughtful solutions to correct them.*

*I have a Bachelor's degree on Software Engineering from the university of (name of the university), also, I am well acquainted in the tools like Google's Keyword planner. I do a lot of research to keep myself up to date and to improve my site position on the search engine results position. I avoid all kind of plagiarism because to me honesty comes first.*

*Also, I have strong background in keyword research and development, on-page full optimization, meta tags, image optimization, layouts, website traffic management and its growth and development, page audit reports and competitive analysis.*

*Above all, I can appease my clients by fulfilling every requirement and with great works. So pick me up if you want good work to be done.*

\$25.00

Hourly Rate

\$10k+

Total earned

94

Jobs

501

Hours worked



Webson Job

## Sample 03: Upwork Profile Overview for SEO Expert

Hi there.

I am a Search Engine Optimization specialist and an expert of both on-page and off-page SEO. I have a total 5 years' experience in this workstation and pro at reviewing, improving websites, analyzing, actionable tasks, keyword selection, creating link wheel, press release, RSS feed creation and submission and so on.

My best part is that I can handle the site performance on google, pingdom, gtmetrix with total control and full enthusiasm.

As I know very well that, competition is getting tougher, I try the hardest to keep up with the date using technical tools to remain in Google in its first page. All my clients till now didn't find any scope to complain against my work.

I am an enthusiastic pro SEO expert and always quest for learning more associated with my job. I am conscious of my job and its process and always find ways to lift it up in the better position.

Giving me your project will not cause any failure for sure. So you can give a try by choosing me for your project.



Marisa G.

Rawalpindi, Pakistan - 2:04 pm local time - 1 hr behind

100%

Job Success

TOP RATED

BETA

## Profiles

*Hi there. I am a Search Engine Optimization specialist and an expert of both on-page and off-page SEO. I have a total 5 years experience in this workstation and pro at reviewing, improving websites, analyzing, actionable tasks, keyword selection, creating link wheel, press release, RSS feed creation and submission and so on.*

*My best part is that I can handle the site performance on google, pingdom, gtmatrix with total control and full enthusiasm.*

*As I know very well that, competition is getting tougher, I try the hardest to keep up with the date using technical tools to remain in Google in its first page. All my clients till now didn't find any scope to complain against my work.*

*I am an enthusiastic pro SEO expert and always quest for learning more associated with my job. I am conscious of my job and its process and always find ways to lift it up in the better position.*

*Giving me your project will not cause any failure for sure. So you can give a try by choosing me for your project.*

\$25.00

Hourly Rate

\$10k+

Total earned

94

Jobs

501

Hours worked



Webson Job

## Profile Overview Sample for UI & UX Designer

Hi! If you are going to create your upwork profile as a UI & UX Designer then don't forget to make your overview much strong and effective to your purpose. You must know your overview is the most important part of your profile that will directly draw your client's attention.

As the capital of a country represents the whole state so your overview represents your whole profile. So, in order to succeed as a UI & UX designer on upwork remain with us to know how to build up a well-built and effectual upwork overview.

### Let's Create an Enormous Upwork Overview for UI & UX Designer

Now be ready to step with us to make a wonderful upwork overview that will really help you a lot to be a successful UI & UX designer on upwork. So, why being late? Let's follow the steps showed below.

#### ➤ Use Your Intellect to Write Your First Sentence:

You must know that there are thousands other freelancers doing the same job as you. So, it's totally impossible for a client to read through the whole overview. In such case what you should do to keep your client busy with your profile is to draw his attention with your very first sentence. Use your intellect to make your first sentence attractive and effective.

#### ➤ Use a Professional Starting:

As you are not writing any letter to anybody you really don't need to use any kind of salutation or greeting here. Be professional in starting your overview. Make your client believe that you are really a professional UI & UX Designer.

#### ➤ Forget Your Other Irrelevant Skill:

Never try to show your other irrelevant skill here. Those skills will do no good to your client. Rather try to focus on UI & UX Designing only as your only skill to make show your expertise on the particular area.

#### ➤ Make It Brief:

Why making your overview so lengthy that your client loses his interest? Make a brief and to the point overview so that each of your sentence seems

to be interesting and helpful to your client.

➤ Why Choosing You:

There are really a thousand other options open to your client. Then why should your client choose you? Answer this question intelligently in your overview.

➤ Write Your Own:

Really nobody likes any copied item. In fact it makes a bad impression of you. So, be creative and write your overview with your own speech to be trustful to your client. Never do any copy paste here.

➤ Make It Correct from All Sides:

After finishing writing your overview take a second look on it and correct all that errors it contains. You cannot make any spelling or grammatical error here. If your client finds any mistake in your writing then surely he will go off you.

### Sample 01: Upwork Profile Overview for UI & UX Designer

If you still face any problem in writing your overview you may follow the sample given below to decorate your one. Hopefully, you are going to write a killer overview as a UI & UX Designer:

*With a five years' experience of UI & UX Designing and educational background on Computer Science and Engineering, I am now an expert professional on UI & UX Designing. Not only that I have worked for other company but I myself have also a website based on web programming and web developing of my own.*

*I have a great passion on designing and always love to create a new design. Thus now I am highly skilled, enthusiastic, self- motivated UI & UX Designer able to do any kinds of designing on upwork. Still I always seek for source to learn a new thing related to my work.*

*I am a successful UI & UX Designer with a booming past record. My efficiency is also on the following areas that are totally necessary to be an appropriate web designer.*

➤ Web Programming

- Web Developing
- Graphic Side of Web Design
- HTML, CSS, Java, PHP and more
- Adobe Creative Suite, such as Photoshop, Illustrator and Dreamweaver
- UI development for Mobile Applications
- User Interface Programs etc.



**Sabbar B.**

 Rawalpindi, Pakistan - 2:04 pm local time - 1 hr behind

**100%**

Job Success

 **TOP RATED**

BETA **Profiles**

**Expert in UI & UX Designer**

*With a five years experience of UI & UX Designing and educational background on Computer Science and Engineering, I am now an expert professional on UI & UX Designing. Not only that I have worked for other company but I myself have also a website based on web programming and web developing of my own.*

*I have a great passion on designing and always love to create a new design. Thus now I am highly skilled, enthusiastic, self- motivated UI & UX Designer able to do any kinds of designing on upwork. Still I always seek for source to learn a new thing related to my work.*

*I am a successful UI & UX Designer with a booming past record. My efficiency is also on the following areas that are totally necessary to be an appropriate web designer.*

*Web Programming  
Web Developing  
Graphic Side of Web Design  
HTML, CSS, Java, PHP and more  
Adobe Creative Suite, such as Photoshop, Illustrator and Dreamweaver  
UI development for Mobile Applications  
User Interface Programs etc*

<b>\$25.00</b>	<b>\$10k+</b>	<b>94</b>	<b>501</b>
Hourly Rate	Total earned	Jobs	Hours worked

 **Webson Job**

# Profile Overview Sample for Social Media Marketing (SMM), Digital Marketing

Are you worried about how to write an appropriate and attractive upwork profile overview for Social Media Marketing (SMM)? Then, stop being anxious anymore. We are going to show you all the way how to write a killer overview for Social Media Marketing.

Really, you must give importance to your profile overview as most of the clients prefer to judge a freelancer only by reading their overview. And you know it is more important a matter when you are going to make your profile as a Social Media Marketing. Your client will try to know how much you are skillful when it is about marketing through your own speech you use in your overview, as you are marketing yourself here.

If you may be successful at marketing yourself through your overview, then your client will be impressed with your skill as a marketer.

## Let's Create a Grand Upwork Overview for Social Media Marketing

Let's create a wonderful upwork overview for Social Media Marketing with the following steps to attract your client:

### ➤ Attract Your Client With the First Speech:

Oh, Really it's totally impossible to read through the whole overview of a number of employees. But you have so many things to add in your overview! What to do? In such case you must set a trap with your very first sentence so that your client feel tempted to read through the whole overview and get interested to know more and more about you. It's a great technique as a marketer.

### ➤ Be Totally Professional:

You should be totally professional when you are writing an overview. Never address your client in any way. Remember that your overview is not any letter to anybody; rather it's simply a description of you with your own speech. Describe yourself as a totally professional Social Media Marketer.

### ➤ No Copy- Paste:

Remember that when a client is reading your overview he wants to hear your

own voice through it. So a copy-paste item is easily recognized and your client will leave you immediately if you do so. Therefore, try to be creative here as much as possible. Use your own speech, own style and be native to earn the trust of your client. If your client can't trust your overview, how will he trust you with his project?

➤ **Highlight Your Skill as a Marketer:**

You know all clients do not like Jack of all trades. So, never try to prove that you have so many skills beside Social Media Marketing. Rather focus on the Marketing as your only skill. It will make your client believe that you are an expert of this particular feature and so trustable with his task.

➤ **Make Your Overview Short and Snappy:**

Oh, How disgusting to read through a lengthy and uninteresting passage! So, never make your overview so lengthy that your client becomes bore and avoid you. Rather make it smart, short and snappy. Work here as a marketer also to convince your client with your overview

➤ **Why You Should be chosen:**

Answer your client with each of your sentences why you should be chosen for his project. Impress your client through your speech and technique of convincing.

➤ **No Mistake at all:**

Surely, you won't like a piece of writing with a great amount of error in spelling or grammar. So, your client does that way. There is no scope of making any mistake in your overview. The best way is to revise your writing again and again and edit it to make it stronger and more convincing each time you revise it.

### Sample 01: Upwork Profile Overview for Social Media Marketing

Follow the sample below we are providing you to make your own overview more effective and fruitful. But please don't copy it for the purpose. It will really damage your career. Rather follow its language, technique and way of presenting yourself. Wish you all the best!

*"I am a master of social media marketing site with my excavated skill and convincing method that I have been applying for the last five years. I have a successful record as a Social Media Marketer. My education and research on the area of social media have made me more skillful at my work.*

*I am not only professional but enthusiastic also in Social Media Marketing with a lot of passion for it. I love to work as a Social Media Marketer and enjoy it a lot while working. Besides, I always love to learn new things associated with it when it is possible.*

*Additionally, my enormous communication skill and tremendous convincing style to convince the consumer helps me a lot to be a successful Social Media Marketer"*



**Sabbar B.**  
Rawalpindi, Pakistan - 2:04 pm local time - 1 hr behind

100%  
Job Success  
TOP RATED

**BETA Profiles**

**Expert in Social Media and Digital Marketing**

*I am a master of social media marketing site with my excavated skill and convincing method that I have been applying for the last five years. I have a successful record as a Social Media Marketer. My education and research on the area of social media have made me more skillful at my work.*

*I am not only professional but enthusiastic also in Social Media Marketing with a lot of passion for it. I love to work as a Social Media Marketer and enjoy it a lot while working. Besides, I always love to learn new things associated with it when it is possible.*

*Additionally, my enormous communication skill and tremendous convincing style to convince the consumer helps me a lot to be a successful Social Media Marketer.*

*I believe in hard work and honesty. I am always interested in making long term professional relationships with my clients to ensure that every project becomes successful. So, if you hire me, I can assure you that you will not regret your decision.*

\$25.00	\$10k+	94	501
Hourly Rate	Total earned	Jobs	Hours worked

 **Webson Job**

## Profile Overview Sample for Mobile App (Android-iOS)

In the modern era of technology and progress, Mobile devices and their unique applications have created a new type of profession which is known as the Mobile App/ Android App/ iOS developer.

You will see that this demand is at its peak on various online freelancing companies including the biggest one of them all, Upwork. Today I will provide some upwork profile overview samples for mobile app, android app and ios app. You may also like: Cover Letter Sample.

But no matter how capable you are or how much qualified you are, you will not get a job if you fail to convince your potential client with your profile overview. That is why here we are going to provide you with two different sample profile overviews on Mobile App/ Android App/ iOS developer jobs so that you can learn and write your own fascinating profile overview.

But that is not the end of it, we will also give you other important information like client priorities and common mistakes. So, let's get started!

### Client's Priorities:

As this type of work is completely based on modern technology, a client would always like to hire someone who has a thorough knowledge of modern mobile devices and their operating systems. The same mobile app can operate differently on different operating systems that are why your client expects you to know the difference between android apps and iOS apps.

A little mistake or wrong command on a code can change the whole purpose of a mobile app that is why transparency and accuracy is a must if you want to impress your client. Punctuality is also required here as this particular job sector is ever changing and one delayed action can cost your client thousands of dollars. Surely don't want to do that, do we?

As clients prefer young and dedicated workers here as this is a job sector which is kind of new and complex, previous working experience or work history is not mandatory here. But if you have experience, then mention it obviously as experienced freelancers are always more welcomed than the newbies.

## Common Mistakes and Errors:

There are many common mistakes that freelancers commit while writing the overview, which should be avoided.

First of all:

Giving too much personal life information never extends your qualifications, rather it creates a bad impact that you are a big TALKER, not a DOER. I mean honestly, if I need to hire you for fixing bugs of my mobile app, why I should waste my time on reading how much passionate you are about your traveling or cooking! Don't do that.

Secondly:

Do not provide fake information or attachments as your client will not hire you before checking the authenticity of your credentials.

Thirdly:

Do not copy and paste other people's resume as your own. Work of plagiarism is never acceptable in freelancing profession.

Fourthly and lastly:

Avoid grammatical errors in order to create a positive and eloquent impact on your client.

## Sample 01: Upwork Profile Overview for Mobile App Developer

Hello,

my name is (write down your name here) and I am from (write down your country name here).

I have been working as a freelance full stack engineer for more than 2 years now.

I represent an experienced and advanced skill set of iOS and Linux development system. I am also very skillful in creating solutions for Android devices as well. I am a specialist in creating and developing multiple apps and I also know how to monitor them properly.

From running tests to submitting project reports, I can take care of all. I also have a skillful technical team to help me with errors and glitches. I am a quick learner and I can guarantee you that if you hire me, you will have no trouble regarding time or quality.

I am a graduate in technical engineering and I use my educational background to become more efficient in this field.

I hope to hear from you soon.



Sabbar B.

📍 Rawalpindi, Pakistan - 2:04 pm local time - 1 hr behind

100%

Job Success

👉 TOP RATED

BETA

Profiles

## Mobile App Developer, Android, IOS

Hello, my name is (write down your name here) and I am from (write down your country name here). I have been working as a freelance full stack engineer for more than 2 years now.

I represent an experienced and advanced skill set of iOS and Linux development system. I am also very skilful in creating solutions for Android devices as well. I am a specialist in creating and developing multiple apps and I also know how to monitor them properly.

From running tests to submitting project reports, I can take care of all. I also have a skilful technical team to help me with errors and glitches. I am a quick learner and I can guarantee you that if you hire me, you will have no trouble regarding time or quality.

I am a graduate in technical engineering and I use my educational background to become more efficient in this field.

I hope to hear from you soon. Good day!

\$25.00

Hourly Rate

\$10k+

Total earned

94

Jobs

501

Hours worked

## Sample 02: Upwork Profile Overview for Mobile App Developer

Hello there!

I am (write down your name) and I am a full stack engineer from (write down your country name).

I believe in honesty and transparency. I can assure you that I am not here to cheat you and make easy money.

I am a graduate in Computer Science Engineering and I have taken a professional App Developer training from (write down your institution's name).

Though, I am new in this sector of jobs and I have finished only a couple of projects, my clients were 100% satisfied with my performance. I have never in my life, failed to satisfy my client with my qualifications and problem solving methods.

I have developed apps for Apple and Windows. I know how to create new apps for iOS and Android operating systems. In my last project, I have developed several apps about –

- Fitness and health apps.
- Dating and Tinder based apps.
- Uber based apps for finding service providers.
- Travel apps for booking flights and hotels.
- Medical healthcare apps for doctors and patients.
- Education audio and video apps.
- Geo location apps for finding restaurants.
- Events based apps.

You can contact me via Email or Skype if you're interested.

Thank you.



Sabbar B.

📍 Rawalpindi, Pakistan - 2:04 pm local time - 1 hr behind

100%

Job Success

⭐ TOP RATED

BETA Profiles

## Android and IOS App Developer

Hello there! I am (write down your name) and I am a full stack engineer from (write down your country name). I believe in honesty and transparency. I can assure you that I am not here to cheat you and make easy money.

I am a graduate in Computer Science Engineering and I have taken a professional App Developer training from (write down your institution's name).

Though I am new in this sector of jobs and I have finished only a couple of projects, my clients were 100% satisfied with my performance. I have never in my life, failed to satisfy my client with my qualifications and problem solving methods.

I have developed apps for Apple and Windows. I know how to create new apps for iOS and Android operating systems. In my last project, I have developed several apps about -

- Fitness and healthapps;
- Dating and Tinder based apps;
- Uber based apps for finding service providers;
- Travel apps for booking flights and hotels;
- Medical healthcare apps for doctors and patients;
- Education audio and video apps;
- Geolocation apps for finding restaurants;
- Events based apps;

You can contact me via Email or Skype if you're interested. Thank you.

\$25.00

Hourly Rate

\$10k+

Total earned

94

Jobs

501

Hours worked

## Final Words:

Your profile overview should be interesting and unique instead of boring and copied. That's why, we suggest you to follow this template and write your own profile overview. Again, do not copy it completely unless you want to loose your reputation as a freelancer.

You can add other information like your work history or your amateur engineering experience. It's never constant what you should provide and what you should not but it's better to choose relative information regarding your line of work.

## Profile Overview Sample for Video Editor (2D-3D-Animation)

Hi guy! Are you a video editor and trying to create your profile on upwork? Then surely you need to make an excellent upwork profile overview to succeed on upwork. You know what your client will surely check your overview whether he check your other site or not. And as a perfect video editor your excellent overview will help you to show your specialty among thousand other video editor available on upwork.

So, now you see how much it is important to make an effective, fruitful profile overview to be a successful video editor in upwork. If you don't know how to write a perfect overview then remain with us and follow our instructions.

### Steps to Create a Great Upwork Overview for Video Editor

Simply follow the instructions given below and surely you will be able to write an attractive killer overview.

➤ No Greetings, no salutation:

Always remember that your overview is not any letter to anybody that you need to use any salutation or greetings. Never use any- 'hi', 'hello' or 'wish you good day' etc. You need not use any 'sir' even. Rather represent yourself as a professional video editor.

➤ Make Your First Sentence a Grand One:

Oh! Really your first sentence is the only key that will open the door of your success. It is very important to draw your client's attention with your first line. It will determine whether your client will read through your overview or not. The best way is to provide your best skill and experience that your client really wants from his employee.

➤ Be Only a Video Editor:

When you are writing your overview as a video editor, forget your other skills. Just focus on your video editing skill only. Your other irrelevant skills won't be interesting to your client. Rather if you represent yourself as video editor only you will seem an expert on the required field. Who will like a Jack of all trades when he needs exactly one?

- Don't be too Lengthy:  
A lengthy overview may be boring to your client. So, in order to keep your client's interest create a short and snappy overview including your relevant skills and experience only.
- Why Selecting You:  
Try to answer in your overview why you should be selected. Make your client believe that you are the only one that your client actually needs. Show him how you be an asset to his project.
- No Plagiarism:  
When you are writing your own overview write totally on your own. Don't copy other's writing here. If your client comes to know that your overview is a duplicate one then surely you are gone off with your career. So, be creative in your writing.
- Don't do any Mistake:  
Once finishing making a draft of your overview, make a revision of it and try to find if there is any error. Try to improve your style and give it more strength.

### Sample 01: Upwork Profile Overview for Video Editor

You are also welcome to take a look on the sample of upwork profile overview as a Video Editor provided below:

*With a great experience of long seven years and a research on “Video Editing and Animation” I have become a successful Video Editor. My education is also based on Computer Science and Engineering with an excellent progress report. In fact, I myself have a video editing website of my own.*

*Really, it’s a great passion of me to work as a video editor. I am confident enough to prove my best capabilities to create any kind of 2D or 3D Video and editing these.*

*I have a successful past record of this graphic area that has made me more efficient on my work. As a video editor I am expert on the following sites also.*

- Web Developing.

- Graphic Side of Web Design.
- 3D or 2D video editing.
- 3D Animated Logo.
- 3D Design.
- Combining or Deducting Video Parts.
- Creating Animation Video.
- Web Programming.
- Adobe Creative Suite, such as Photoshop, Illustrator and Dreamweaver
- HTML, CSS, Java, PHP and more.



**Sabbar B.**

Rawalpindi, Pakistan - 2:04 pm local time - 1 hr behind

**100%**  
Job Success

 **TOP RATED**

BETA Profiles

**Expert in VIDEO Edit, Fx, 2D, 3D, Animation**

*With a great experience of long seven years and a research on "Video Editing and Animation" I have become a successful Video Editor. My education is also based on Computer Science and Engineering with an excellent progress report. In fact, I myself have a video editing website of my own.*

*Really, it's a great passion of me to work as a video editor. I am confident enough to prove my best capabilities to create any kind of 2D or 3D Video and editing these.*

*I have a successful past record of this graphic area that has made me more efficient on my work. As a video editor I am expert on the following sites also.*

*Web Developing  
Graphic Side of Web Design  
3D or 2D video editing  
3D Animated Logo  
3D Design  
Combining or Deducting Video Parts  
Creating Animation Video  
Web Programming  
Adobe Creative Suite, such as Photoshop, Illustrator and Dreamweaver  
HTML, CSS, Java, PHP and more*

<b>\$25.00</b> Hourly Rate	<b>\$10k+</b> Total earned	<b>94</b> Jobs	<b>501</b> Hours worked
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## Profile Overview Sample for Affiliate Marketing

Do you want to be established as an Affiliate Marketer on upwork? Then you must have the strategy of convincing others so that they feel tempted to buy your recommended product.

So, you see convincing is the only method to do well as an Affiliate Marketer. But your first attempt must be convincing your client or company that you will work for through your profile overview on upwork. If you can convince your client only then your client will trust your convincing method to sell their products.

In a word, your profile overview is the most important part to draw your client's attention as an Affiliate Marketer.

### How to Create a Great Upwork Overview for Affiliate Marketing

If you want to create a killer upwork profile overview as an Affiliate Marketer simply focus on the following technique. Surely, your client will be impressed with your overview.

- Write the Most Important Thing in the First Sentence:  
It is really tough to read the whole overview of everyone. So, if you can draw your client's attention with the first line then your client will get interest to read your entire overview. So, try to give your most important information in the first line that your client will really like.
- Start Professionally:  
Start your overview as a professional Affiliate Marketer. You don't need to address your client or greet him. Be totally professional with your speech. No hi, hello... no wishing. Remember that you are writing your own overview not any letter to anybody.
- Focus on Your Affiliate Marketing Quality Only:  
Even if you have many other irrelevant skills, it will do no good to your client. So, surely your client won't be interested to learn your other business. So, it is very necessary to focus on your Marketing Quality only. It is very

necessary to seem expert on the required field to your client.

➤ Write a Short Overview:

Don't make your overview too long. A concise and to the point writing is preferred by all.

➤ Be Creative in your writing:

You must be creative in your writing. You cannot copy some other's speech here. Write your own with all your true information to convince your client.

➤ Don't do Any Mistake:

An error piece of writing is really disgusting. So, ensure that your writing is totally free of any error. Revise it after finishing writing and correct all the mistakes. Try to improve your style to give it more strength.

➤ Write Smartly:

You must prove your convincing skill here in your overview as you need to be proved a successful Affiliate Marketer. Answer in your writing why your client should choose you, how you may be an asset to him etc.

## Sample 01: Upwork Profile Overview for Affiliate Marketing

If you still face any problem writing, your overview you are always welcome to review the sample we are providing below. It will help you a lot to create an upstanding upwork profile overview as an Affiliate Marketer. All the Best!

*With a great experience of long five years, I am now a successful Affiliate marketer on upwork. I am highly skilled in Marketing with a great communicative skill and wonderful convincing method. In addition, I have the ability to understand other's psychology that I use while convincing them. In fact I apply different methods while working with consumers of different views.*

*I really love my work and enjoy it a lot. It's really interesting to me to promote a product without creating it directly. I use some techniques to convince a consumer and never cheat anybody regarding the process. It helps me to win their trust and make a second deal with them.*

I have a strong hand on making both sides happy. The clients I have worked for are always happy with my style and strategy. I never ask any consumer to buy a product really. Rather I ensure them that I myself have used the product and I really liked it very much. I use my won strategy to make the deal and thus become successful in my purpose.



**Sabbar B.**  
📍 Rawalpindi, Pakistan - 2:04 pm local time - 1 hr behind

**100%**  
Job Success  
 **TOP RATED**

**BETA Profiles**

### Expert in Affiliate Marketing

*With a great experience of long five years I am now a successful Affiliate marketer on upwork. I am highly skilled in Marketing with a great communicative skill and wonderful convincing method. In addition, I have the ability to understand other's psychology that I use while convincing them. In fact I apply different methods while working with consumers of different views.*

*I really love my work and enjoy it a lot. It's really interesting to me to promote a product without creating it directly. I use some techniques to convince a consumer and never cheat anybody regarding the process. It helps me to win their trust and make a second deal with them.*

*I have a strong hand on making both sides happy. The clients I have worked for are always happy with my style and strategy. I never ask any consumer to buy a product really. Rather I ensure them that I myself have used the product and I really liked it very much. I use my won strategy to make the deal and thus become successful in my purpose.*

\$25.00	\$10k+	94	501
Hourly Rate	Total earned	Jobs	Hours worked

 **Webson Job**

# Upwork Overview Sample for Interior Design, Exterior Design, CAD or Product Design

As a freelancer you must know a good profile including a killer overview is very much important to draw your client's attention. It is an essential when you want to work for Interior Design, Exterior Design, CAD or Product Design.

As a designer you must build up your profile overview in such a way so that your client may be impressed with your skill and confidence. All that you need is to win your client's trust and attention to get the project. And your overview is the only thing that may do it for you and gift you a wonderful opportunity.

So, now you see how important your upwork profile overview is when you are working for Interior Design, Exterior Design, CAD or Product Design. If you don't know how to build up an amazing overview remain with us to know all the tips to write it.

## How to Build Up a Killer Overview for Interior Design, Exterior Design, CAD or Product Design

Simply follow the steps below to write your desired overview and snatch the opportunity from your client.

### ➤ Use Your First Sentence as the Key:

Remember that your client won't get time review the whole overview of each employee. So, what you should do to draw your client's attention is to write your first sentence in such a way that your client feel tempted to know more from you. For the purpose keep all your important skill and experience and the best quality in your first sentence.

### ➤ Don't Address Your Client:

While writing an overview you must not address anybody as it is not any letter to anybody. Be professional in your speech. Avoid any kind of salutation or greeting.

### ➤ Focus on your Designing Skill:

Even if you have other irrelevant skills you need not bother about them. Your client will surely not be interested with these. You just need to focus on your

skill on Interior Design, Exterior Design, CAD or Product Design only to impress your client. Thus your client will take you as an expert on the required field.

➤ **Make Your Overview Short:**

Don't make your overview too lengthy otherwise your client will lose interest and avoid you. Be to the point to your saying and explain your client why you should be chosen.

➤ **Don't Copy Other's Overview:**

Really, it's a bad habit and your client will surely go off you if he ever understands your plagiarism. So, the best way is to writing your own to win your client's trust.

➤ **Do Revision:**

Once you finish your writing revise it again. Correct the errors if there is any. Do your best to make your overview best of all. Give it as much strength as possible. A clear piece of writing without any mistake is really liked by all.

### Sample 01: Upwork Profile Overview for Interior Design, Exterior Design, CAD or Product Design

You may take help from the following sample also. It will help you to build up a good overview for Interior Design, Exterior Design, CAD or Product Design. All the best wishes to you!

*I am not any Designer rather I am a Master of Designing such as Interior Design, Exterior Design, CAD or Product Design with a long successful experience of full five years. In fact I have had a higher Study on Virtual Designing and had a research on it. In addition I myself have a website of my own to peruse these designing and I have an experience of teaching others how to do these Interior Design, Exterior Design, CAD or Product Design.*

*I enjoy a lot doing these kinds of Interior Design, Exterior Design, CAD or Product Design always. I have a great passion on it. I always love to make a new design and give a product a new look.*

*I am also expert on the following area-*

- *Web Developing*
- *Web Programming*
- *Adobe Creative Suite, such as Photoshop, Illustrator and Dreamweaver*
- *Graphic Side of Web Design*
- *HTML, CSS, Java, PHP and more*
- *UI development for Mobile Applications*

User Interface Program etc



**Sabbar B.**

📍 Rawalpindi, Pakistan - 2:04 pm local time - 1 hr behind

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Job Success  
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### Expert in Interior Design

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*Web Developing  
Web Programming  
Adobe Creative Suite, such as Photoshop, Illustrator and Dreamweaver  
Graphic Side of Web Design  
HTML, CSS, Java, PHP and more  
UI development for Mobile Applications  
User Interface Programs etc.*

\$25.00	\$10k+	94	501
Hourly Rate	Total earned	Jobs	Hours worked

 **Webson Job**

# Is Upwork Legit or Scam? REAL Truth Explanation

Security first has brought these two questions is upwork legit? or is upwork scam? It's fair to research the market before investing.

What do you think is upwork safe and worth enough? Some of us are confirming upwork is a waste of time and others saying upwork worth it.

So, as a newbie freelancer/client you should first identify a safe marketplace for working. As you know upwork is a complete virtual place to deal with. So, when it is about scam, it totally depends on the freelancers and the clients to deal with it. So, first of all you must know about the following information about upwork and its surroundings.

## What is Upwork?

Upwork is a huge virtual international market place where a large number of clients and freelancers are available to hire and to be hired. It is a merged version of formerly Elance and Odesk from December 2013. Upwork is open to all sorts of skilled freelancers and Clients all over the world. The works are done virtually as well as paid virtually by the clients.

## Is Upwork Legit or Not?

Is upwork legit? It is often heard that upwork is not safe at all, it is a fraud site and it scams others and so on. But as a regular member of over 15 years I assure you from my real experience that it is totally a legit site. All you need is to be conscious about the steps you are taking. You may be heard of a number of freelancers making a lot of money only by using Upwork. If it is really a scam then how do they do it?

## Why People Call Upwork a Scam

Is upwork legit or scam? To get the answer you have to think wisely. The scamming activities are done by some scammers over the internet. You know your messages and emails are often seen as scams. Do you know why these are seen scam? It is because the scammers use these messages & emails for their own profit. But what

you don't know is that scammers do not scam only these messages & emails they are also active in the freelancing sites as well. May be they are freelancers or maybe they are clients.

## Who are being scammed

Mostly the newbie asks for upwork legit? You must know that when you are a newbie you will face many competitors working over there. They won't want you to be grown up easily. As a newbie freelancer you may be hired for a project and after submitting the work, you may find that the client is vanished without giving you any payment.

On the other hand, as a newbie client you may hire a freelancer for a hourly rate. After working one month, he may be vanished without completing your work. Upwork imposed laws of an hour work and an hour payment. And your freelancer has gone away scamming your money.

So, Upwork is not a scam rather some miscreants are doing these illegal activities over upwork and other marketplaces. However it is now strictly prohibited by upwork.

## How to Remain Safe in Upwork as a Freelancer

So, now you see upwork is not a scam at all. It is totally safe to business. But to remain alert from being cheated as a freelancer you will have to tag along the following steps to get a genuine project and make money safely.

### 01. Never Hurry

- It is often seen that the newbie apply for a job and after getting hired start their work in a hurry without being sure whether the client is genuine or not. It is totally foolish. Never make hurry rather be cautious of every steps. Check the client's payment method is verified and ensure milestone for fixed price jobs.

### 02. Research your Client

- Before starting with any project you must research your client. Read through the profile of your clients deeply. Take into account each details of your client. Try to know the policy of your client – the duration of their project, reviews, work-hours, payment method, budgets, amount to be paid, project type etc. Genuine clients make these things clear before making the contract. So, be wise

while choosing your clients.

#### 03. Check the Transparency of Your Client

- You must check your client's transparency. Check carefully your client's rating and the feedback they got for their previous works etc. Remember that a reliable client surely has a great ratings and reviews. Never be scammed by the false reviews.

#### 04. Don't Agree of any Test or Free Samples

- You may often see that some clients are demanding free samples from you to test your skills. The wise decision here is to avoid these clients. It is strictly against the policy of upwork. These clients are fraud and follow such policy to get their job done without giving any payment. So, avoid these frauds simply. Never agree to give any free sample.

#### 05. Adopt a Secured Payment

- Always try to follow a safe and secured payment for the job done. Upwork recommends you to use the escrow system it provides. It is safe, secured and prevents any kinds of payment disputes. Whenever you deal with any fixed price contract or hourly contract make sure that you are dealing with such secured system to avoid loss of your payment.

#### 06. Report Scams

- If by any way you understand that a job post is a scammed one, feel free to report against it. Give your suspicion a better consequence. Your step will help other freelancers restrain from involving with the scammed job post.

### How to Remain Safe in Upwork as a Client

There are many other scams also in the land of freelancing. Just study carefully the following facts to remain safe as a client also. It will help you know how you may be cheated and what to do to protect yourself.

#### 01. Scamming by Plagiarized Material

- In the upwork system it has become very common to cheat a client with plagiarized material as there are a lot of opportunities to copy article, logo or

web design etc. So, as a client you must remain alert of your job you are getting done by your hired freelancers. You may cross check to justify the originality of the task. We recommend you to use Copyscape to check written material. And to check any designs use Google reverse image search or other online tools. You should ask your employee for designs in editable formats and multiple resolutions. It will help for further process. You may also ask for the resource, usage rights to ensure if it is royalty-free.

## 02. Scamming by Hacking Your Systems

- It is really a dangerous thing for a client that often happens when a client hires a freelancer to work on his website. It allows the employee to get all access to proprietary material of the site and thus hacking it. And if you forget to change your password of the site after the job done you yourself will give the hacker chance to hack it later.

To avoid such scamming use the tools like LastPass. It will share the access to your system without sharing your actual password. And you must ensure the level you want to share to accomplish the task and never give the highest level access even your employee demands. After the accomplishment of the job revoke the access as soon as possible and check system activities and logs.

## 03. Fake Identity

- Identity theft is a very common scamming in all kind of systems in the internet. Many freelancers often use a fake identity or some other good freelancer's identity to make the impression good to his client and get the job. So, as a wise client you must remain alert of such thing.

What we recommend you to avoid such scam that you may prefer a location of your choice of freelancers. It will ensure that the freelancer of the expected place only will be able to apply. If you are hiring your native employee, give special attention to his language, grammar and style to get a proof. You may ask for other identity proof from the employee for a large contract. For instance you may check his social networking site etc. for your comfort. You may also ask for referrals from your employee.

## Is Upwork Legit? Yes! You May Trust

So, now you clearly understand that upwork is not any scam at all. But scamming is seen here often done by some fraud scammers for their dishonest intention. You will just have to remain alert from them. If you follow our instructions while using upwork, surely you will find it profitable for you.

Never be frightened about these scams. Upwork is always legit and helpful for you. It widens a great scope to both the clients and the employees to get their job done easily with some simple steps. All you need is to use your account wisely and deal with your partner only after checking every detail adopting the wise means.

Upwork will pave the way for you to make money easily or get your job done easily. So, use your upwork site according to our suggestions you will surely be contempt. Best of Luck!

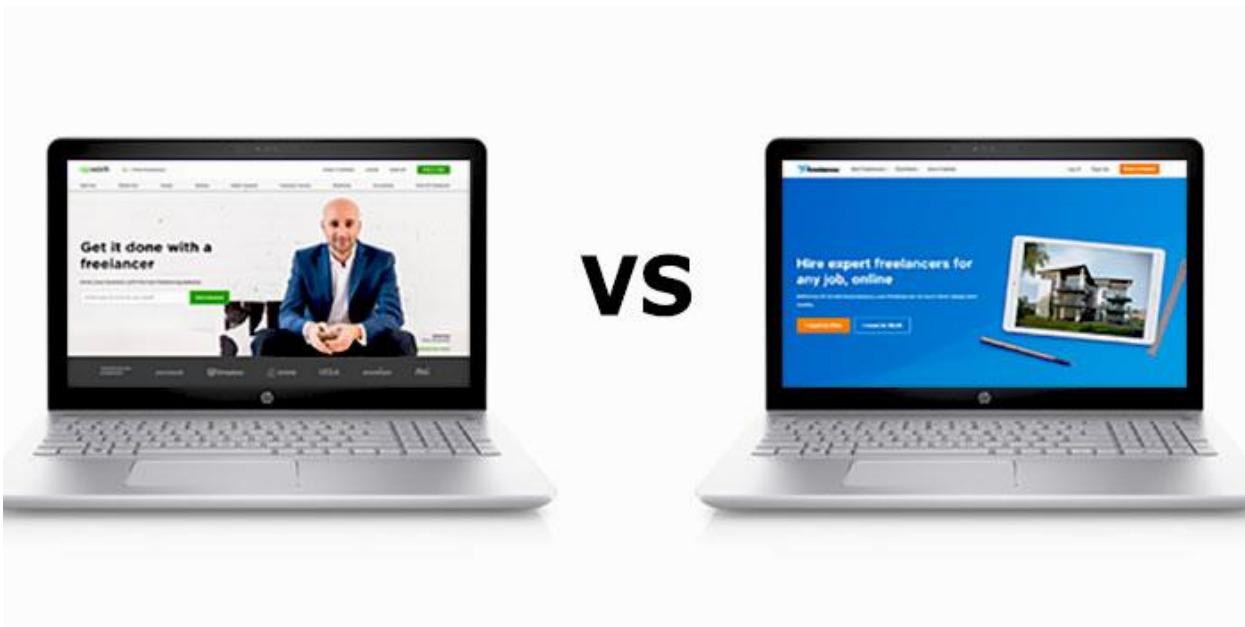
## Bonus Story for You

Once, Tricky Macs, an American successful businessman, wanted to invest in Turkey for a big Telecommunication business. He got a visit in Turkey and stayed there for six days in order to research the technical market. Finally he found, Oil business is more worthy than telecommunication. Finally he invested five billion USD in Telecommunication business and another five billion in Oil Business. Exactly after two years, he saw that his profit from Oil business was eight billion including capital and losses from Tele business was three billion including capital. So, he was still in one billion profits. If he invested his whole money in Tele business, he would have been in four billion loses.

## Upwork vs Freelancer world's Best Comparison

Upwork vs Freelancer which one is the best? Before start working as a freelancer, most of the people want to know the fact: "which freelancing marketplace is the best". Upwork.com and Freelancer.com both have become the freelancing marketplace giants in the world. But which is best?

Here you will find everything you need to know about Freelancer vs Upwork in this year. After reading this article which is basically a comparison-contrast blog, you will understand clearly which one among these two is simply the best. I have written this article based on real life experiences on 10 years working for both of these platforms. So, let's get started!



## 01: Upwork vs Freelancer: History and Popularity

Upwork	Freelancer
<p>Upwork was firstly known as the Elance-oDesk in its inception. It is a global freelancing platform where millions of freelancers and contractors meet and work remotely. Its current headquarters are in Mountain View, California, United States. Its founder members are Stratis Karamanlakis and Odysseas Tsatalos.</p> <p>Elance-oDesk was rebranded as Upwork in 2015. Since then till today, Stephane Kasriel has been working as its CEO. A claim by Upwork clearly states that their marketplace now has more or less 9 million registered freelancers and 4 million registered clients.</p> <p>On Upwork, you can find 3 million job postings worth \$1 billion per year. But they believe that because of their easy and trustworthy marketing policies, this number will boom by the double or triple compared to its current figure.</p>	<p>Freelancer is also another freelancing platform that works almost like Upwork.</p> <p>The inception year of Freelancer is 2009 and since then till today, its headquarters is located in 680 George Street, Sydney, Australia. The other offices of Freelancer are situated Southern California, Vancouver, London, Buenos Aires, Manila, and Jakarta.</p> <p>Its founder and CEO both is only one person named Matt Barrie.</p> <p>But when it comes to Freelancer, they claim that the platform now has been regularly working with an astonishing 15 million registered members who have posted more than 7.4 million projects.</p> <p>The price of the projects in cash? More than \$2.2 billion per year.</p> <p>This huge turnover for Freelancer has been possible because of their several subsidiaries like Freelancer.com, Escrow.com, Warrior Forum, SydStart, Freelancer Technology Pty Limited and many more.</p>

## 02: User Interfaces: Upwork vs Freelancer

Upwork	Freelancer
<p>Upwork uses an easier and clearer user interface than Freelancer. You can use its necessary navigation options easily. The navigation option includes a centralized notification system for contractors, which has a message center and settings option. If you need Upwork Cover Letter Samples, you may visit.</p> <p>If you visit a job posting on Upwork as a freelancer, it will provide you necessary client information including rating, open jobs, reviews, average hourly rate, spending etc. You can also find so many search filters here according to job's category, subcategory and other filter options.</p> <p>On the other hand, if you visit as a client, you see that job posting is so much easy. You will also get a job posting assistant. You can also invite the right person to apply for your job.</p>	<p>Roaming around Freelancer for job postings sometimes can be a real disturbing effort as they put so many navigation links and even promotional widgets like Free market and paid plans on the dashboard. This unnecessary feature makes the page congested.</p> <p>Freelancer's project listing pages are also similar to Upwork but they show the job titles with different colors all in the same font.</p> <p>Another thing that freelancer lacks in is its filtering system is "it is slower than Upwork".</p> <p>But hey, Freelancer has a very good feature that Upwork doesn't have. If you look at a job posting on Freelancer, you will find less information about the client. But it doesn't matter that much because, on Upwork, you need to pay the company to know the current bids on a project and it's totally free on Freelancer. Also it is possible to keep the trace of your client in Freelancer.</p>



### 03: Upwork vs Freelancer: Subscription Fees

Upwork	Freelancer
<p>The Upwork basic plan which is mainly the free membership plan, will offer you 60 points or 60 'Connects' per month. But what are the uses of these Connects? Connects are like a currency on Upwork if you want to apply for a job posting. Every time you apply for a job, a certain amount of Connects gets exhausted from your account. If you subscribe to a \$10 per month fee plan, it will increase the default Connect points to 70 with carry forward ability up to 140 points which means you can apply for more job postings.</p>	<p>Freelancer.com has a wide range of membership plans starting from \$0 to \$199.95 per month. Freelancer also takes a percentage from your earnings which vary according to your subscription plans. But unlike Upwork, the Company charges \$5 or more for one single skill test.</p>
<p>Getting a paid membership scheme on</p>	

Upwork has some other benefits also. One of the benefits is it lets you see competitor bids which is unavailable in unpaid membership schemes.

Then it comes to the percentage fee. Upwork charges 20% from your payment if the budget is below \$500 but if you can manage to get a payment over \$501, your percentage fee decreases to 10% which is in a way, better for those who prefer to work for long projects. And after earning \$10K, it will charge only 5% fee. You will also find disbursement fees varied by withdrawal methods on Upwork.

But the best free benefit of Upwork is its skill tests which can be taken for free which helps you to illustrate expertise.

Upwork and Freelancer have both free and paid plans. But which one is better? This table showed you that!



## 04: Job Variation

Both Upwork and Freelancer will offer you jobs with diverse range of budgets which are categorized by hourly and fixed price contracts.

From my personal experience I can say that on Upwork, you are likely to get more hourly job postings than Freelancer.com.

If you are regular google user, then you may have heard a buzz on the web that often there are scam projects posted on Freelancer which I can assure you is true.

In my early freelancing days, I was a victim of such incident where my client and his job posting was nothing but a hoax and it wasted a pretty good amount of time. Where time is money, these types of scams can be very much disturbing.

But it is never the case on Upwork as it's much easier to find better paying jobs when compared to Freelancer.com. This has been made possible by Upwork because of their better tools and user friendly policies.

## 05: Built-in Apps

Both Upwork and Freelancer provide tracker apps to keep work logs with screenshots and task notes which are available for all types of operating systems including Windows, Mac and Linux operating systems.

But if you don't like their built in apps, you are always free to use third-party applications to log your work progress. These types of tools are cheaper for you as they are free most of the times and even if they cut money, the amount will be of just a few dollars per month or per person which is almost nothing comparing to 10% fee that freelancers usually have to pay to Upwork or Freelancer.

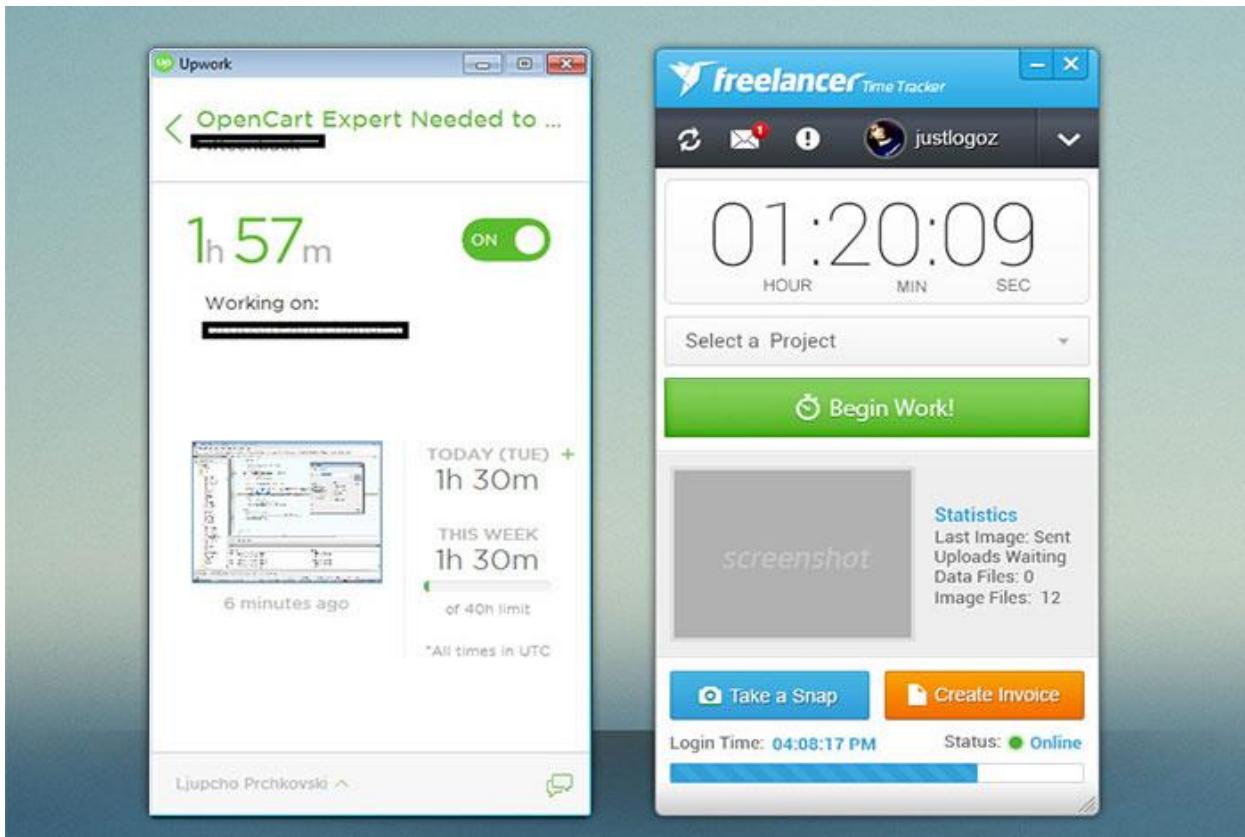
Both Upwork and Freelancer have their own versions of mobile apps to connect clients and freelancers.

But if you ask me, I would prefer the Upwork messenger app which is currently available for Android and iOS users. You can use this app to set status, send messages, handle job offers, get notifications and others.

You can also use Freelancer's official mobile apps on your Android and iOS devices to perform different types of works.

These works include posting or bidding projects, find workers and clients, chat with freelancers and buyers and managing projects.

Though it offers more features than Upwork's mobile app, but again, it is so much complex that users loose their interests.



## 06: Upwork vs Freelancer: Help & Support

Upwork	Freelancer
If you ever visit Upwork, you will find that they have a long list of support system. The support provides assistance with live chat, phone line, ticket request system and FAQ items.	Freelancer.com also offers FAQs, live chat, and ticket/email supports. But the sad part is, there is no phone helpline here.

## Which one is better

Actually, There is no such thing as the best or the worst here as Upwork and Freelancer both are online work sites who claim to be the 'world's largest' freelancing or outsourcing marketplace. But In terms of the total number of registered users, Freelancer clearly wins as Freelancer scores 15+ million and Upwork has 9 million contractors along with 4 million clients in total, 13 million or more.

But you shouldn't forget that Freelancer has made this possible because of their several different subsidiaries while Upwork and Elance have announced a merger, which has led them to these numbers.

Freelancer.com can provide its users a variety of features if you compare it to Upwork but its user interface needs more trustworthy improvements in order to make it interesting and user friendly.

New freelancers and in some cases, also the experienced ones prefer to work on Upwork because Freelancer charges fees for most of its core features but Upwork has many free core features.

Next, Freelancer's mobile app offers more features than Upwork's one but it's never that much helpful users find so many features boring because of its complexity.

Lastly, Upwork has more support portals than Freelancer.

### Overall Opinion:

Based on my personal experience and the research of more than 50 hours that I invested to write this article, I would say that Upwork clearly stays ahead of Freelancer.

The logic and reasons that have made Upwork the winner over Freelancer.com are-

- Simplicity
- Trustworthy features
- User friendly
- Pricing policy

Thank you very much and please don't forget to share your opinion.

## **Freelance Sites like Upwork (Best Alternatives)**

The increasing number of search for “freelance sites” and “online working sites” proofs that freelancing jobs are being more popular day by day. The freelance platform is also increasing rapidly in order to keep pace with the worker and jobs. Upwork has become one of the most popular freelance job sites in the world. Sometimes people also search for the websites like upwork because they do not like to work there or get suspended. As a result, upwork competitors are also increasing day by day. You may check: Upwork vs Freelancer, which one is better.

Particularly, working as a freelancer has become very popular among those people who love the freedom that these types of independent works offer. Upwork as a freelance company have 09 million registered freelancer and 1.5 million clients. But what are the other popular freelancing sites where finding better jobs are easier? Here is a list of Top 33 top freelancing sites which are very much popular among freelancers.

### **01. Fiverr**



Global Alexa Rank: 333

What most of the freelancers don't know is, Fiverr is the world's largest online marketplace for freelance services which is larger than any other marketplace on the earth. The name Fiverr comes from the beginning at a cost of \$5 per job performed. In February 2010, the inception of Fiverr was in Israel and its current headquarter is at Tel Aviv. Fiverr was founded by Shai Wininger and Micha Kaufman.

This is one of the leading freelancing sites which are primarily used by freelancers to offer services to customers worldwide. In 2012 it provided 03 million services. It is also available in English, Spanish, French, Dutch and Portuguese. To work on Fiverr, a quick and easy subscription is required as most of the leading freelancing

marketplaces do.

## 02. Upwork



Global Alexa Rank: 679

Upwork was firstly known as the Elance-oDesk in its inception. It is a global freelancing platform where millions of freelancers and contractors meet and work remotely to make a project successful.

Its current location is in California, United States. Stratis Karamanolakis and Odysseas Tsatalos are the founders of it. Elance-oDesk was rebranded as Upwork in 2015. Since then till today, Stephane Kasriel has been working as its CEO. It has 9 million registered freelancers and 4 million registered clients.

On Upwork, you can find 3 million job postings worth \$1 billion per year. But they believe that because of their easy and trustworthy marketing policies, this number will boom by the double or triple compared to its current figure.

### 03. Freelancer



Global Alexa Rank: 787

Freelancer is also one of the largest crowdsourcing marketplaces in the web. Clients can post jobs here and freelancers will bid against them and get hired. It is almost same like Upwork.

Freelancer.com is so popular that in some cases it beats the popularity of Upwork itself! It doesn't seem to be illogical when you see that the platform now has been regularly working with an astonishing 15 million registered members who have posted more than 7.4 million projects. The total price of these projects, in total, is more than \$2.2 billion dollars per year.

Freelancer has been working with their several subsidiaries like Freelancer.com, Escrow.com, Warrior Forum, SydStart, Freelancer Technology Pty Limited and many more.

### 04. 99designs



Global Alexa Rank: 3,529

This is basically a design competition based website. Unlike other freelancing marketplaces, this site particularly provides freelancing services for designing and decorating.

Most of their clients are from small businesses and interior decoration company owners. But people of every class and preferences visit this site to get graphic designs like logos, business cards, t-shirts, websites, and more.

What's interesting about 99designs is it's a place where designers from all over the globe compete with their peers in design contests to win prizes, improve their skills, and establish relationships with new clients which is very fascinating for freelancing designers.

Maybe this is world's only website where if the clients aren't satisfied with the designs submitted to their contests, the site will offer a 100% money-back guarantee. Matt Mickiewicz is the Founder Of 99Designs alongside two other companies named as Sitepoint and Flippa.

## 05. Toptal



Global Alexa Rank: 5,464

Toptal is an America based Freelance marketplace, Online outsourcing site and Employment website that provides freelance software engineers, designers, and finance experts to companies. In simple words, Toptal works like a medium that would lead you to your desired or needed jobs.

What Toptal actually does is, after reading your cv or resumes, it will recommend you to different companies according to your qualifications. Toptal is the first ever freelancing marketplace that has received coverage for being a completely virtual organization as all of their operations are completed via online without any physical offices.

It was founded in 2010 at Silicon Valley, California, U.S by Its two key members, Taso Du Val and BreandenBeneschott. Taso Du Val has been serving as its CEO since then till today.

Toptal has been ranked as the No.1 fastest growing talent marketplace in North America by several consulting firms. Example: In November, 2015, it was ranked #1 by consulting firm Deloitte.

## 06. Simply Hired



Global Alexa Rank: 4,353

Simply Hired is not only an employment website but also a mobile application and an online recruitment advertising network. The main function of the company is to aggregate job listings from thousands of sites across the Web including job boards, newspaper and classified listings, associations, social networks, content sites and company career sites.

After collecting the listings, it distributes those jobs on its website, mobile app, as well as social network, blog, and other website partners.

Job seekers on Simply Hired can search job listings by keyword and location to find jobs of interest. Simply Hired currently operates their job search engines in 24 other countries.

Gautam Godhwani along with Anil Godhwani and Peter Weck invested \$1.2M USD in 2003 to start this business. Later on their three different series C,D and E raised USD \$13.5 million, \$4.6 million and \$12M in cash.

## 07. Guru



Global Alexa Rank: 6,524

Guru.com is like an agent based company. There are a huge number of freelancers and Companies find out them, hire them and work on commission. Their head quarter is still in there since its beginning. The name of its founder is InderGuglani. It was established in 2002 by Unicru in Portland.

## 08. FlexJobs



Global Alexa Rank: 7,091

FlexJobs is one of the few elite and dedicated marketplaces which is on the top of the preference list of people looking for flexibility in a job as they focus on work from home.

The subscription fee for the site is \$14.95 per month but there are also options for yearly or 3-month memberships. It has money-back guarantee if you edit your subscription to expire after one month. It was founded in 2007 and Sara Sutton is its current CEO.

## 09. Remote



Global Alexa Rank: 50,589

This is a good platform of remote workers and clients. This site works as a connector agent and get commission. They have connected 2 million freelancers and clients with remote jobs.

This site uses different machine learning and artificial intelligence to analyses skills, experiences, and personality traits to predict the highest probability of job success. Thus, the recruiter knows the risks and probabilities of his investments.

## 10. OnlineJobs



Global Alexa Rank: 33,320

OnlineJobs is a Filipino job board that creates exclusive remote online work opportunities for people from all around the world. It was created in 2009 by Utah-based entrepreneur Jonas.

Jonas is also created Replace Myself which is another popular freelancing education site. The filtering system of OnlineJobs is really awesome where you can do it by skill, level, date, etc.

# Toptal vs Upwork world's Best Comparison

Toptal vs Upwork which one is the best? Finding out the best freelancing marketplace has become an important issue for the newbie freelancers and clients. Topal and Upwork both are the most popular freelancing platforms in the world. But which one is the best between toptal vs upwork?

This best comparison of Toptal vs Upwork will make you determined where you should go for. These are two different platforms performing the same kind of work. Both of them have some strong and weak sides but the fact is that you do not know those strong and weak points.

Let's see the comparison of Toptal and Upwork because it is good to compare the available platforms before going for the best one. You may also like Upwork vs Freelancer

## Toptal vs Upwork: Foundation

Toptal	Upwork
The name Toptal is an outcome of “Top Talent”. Toptal is a private company of America founded by Tsa Du Val (CEO) and Breanden Beneschott in 2010. It is actually founded in Silicon Valley, Californiaa, U.S. Even though it was started as a platform of freelancing for software Engineer, at present it works as an Industry of Freelance Marketplace, Online Outsourcing and Employment Website. The company of Toptal is funded by Andreessen Horowitz, Adam D'Angelo, and Ryan Rockefeller.	On the other hand, Upwork was established in the year of 2015. Its full name is Upwork Global Inc. But it is actually merged with the former Elance-Odesk from 18 December, 2013. You must know that Elance was founded in 1999 with the consequence that Upwork can be taken as the oldest industry among the freelance marketplace. It is founded in Mountain View, California and dedicated to serve worldwide.

Let's see the overall comparison between Toptal and Upwork in a tabulated form. It will help you better understand the major factors.

## Toptal vs Upwork: At a Glance

Subjects	Upwork	Toptal
1. Founded Year	2015	2010
2. Founded in	Mountain View, California	Silicon Valley, Californiaa, U.S
3. Founded by	merged form of Odesk and Elance	Taso Du Val, Breanden Beneschot
4. Client Satisfaction	100%	100%
5. Rating Score	9.7	9.3
6. Pricing	\$500	\$60
7. Scheme of Price	Quote Based and free	Quote Based and one time payment
8. Approve to	all freelancers of any skill	only the talented freelancer
9. Well-known Clients	AirBnb, Instapage, Dropbox	Boulder, CSR Limited University of Colorado, Bridgestone
10. Applicable Devices	Windows, Linux, Android, iPhone, iPad, Mac, Web-based	Windows, Mac, Web-based
11. Language	English	English
12. Test of freelancer	None	Compulsory

Okay, if you now want to know about the overall score and user satisfaction then we should say it's "Rating: 9.7" of Upwork score, while the overall score of Toptal is

“Rating: 9.3“. But both of their user satisfaction is 100%.

## Getting Profile Approval

Toptal	Upwork
<p>Toptal hires only the best talents like elite software Engineers, designers, etc. They do not allow everyone who just applies for freelancing with them. Rather they accept only the 3% of them. So, as a hiring manager if you want to avoid a large marketplace and choose among a few then Toptal will be appropriate for you. And as a new freelancer if you want to join Toptal you will have to pass four important stages to get approval in Toptal. These stages are-</p> <ol style="list-style-type: none"><li>1. Vocal interview for testing language</li><li>2. Skill reviews to check skills and knowledge learnt</li><li>3. Live tests to prove ones skills and</li><li>4. Finally practice project to analyze the work at overall.</li></ol>	<p>On the contrary, being a merged company of former Odesk and Elance, Upwork covers a large platform. It includes a large number of freelancers of all qualities and of all rates. As a result you get a chance to choose from a large group. It is not for limited developers rather it is open to all sorts of skills and thus making a large platform of freelancing. It makes an arrangement of connecting millions of freelancers to millions of clients with their single profile each.</p>

So, if you are not a skillful expertise, you won't be able to get approval in the Toptal. It will be just a waste of your time. Rather you should go for Upwork or Freelancer.

## Cost of Joining

It is an important comparison between any freelancing platforms. However, Upwork is totally free to join. You can join anytime here without any joining payment. But Toptal does not provide full opportunity as a free sign up. You must have to pay the joining fees to enter into Toptal.

## Toptal vs Upwork: About the Vendors

Toptal	Upwork
<p>As we have already said that Toptal limits its clients and freelancers with various conditions. However, there are over 2000 clients working with Toptal. Also thousands of Designers and Developers are working here from 93+ countries. Toptal has arranged serious and compulsory tests for the applicants to include only the skilled and perfect freelancers. These tests include communication skills, technical skills, experience level, test project, etc.</p>	<p>On the other hand, Upwork arranges a huge marketplace in order to establish the world's largest freelance talent marketplace. It works fast and growing fast expanding fast in the whole world. It is open to all with any kind of skill and free to join. Freelancers earn approximately \$1.5 billion USD annually via upwork.</p>

## Upwork vs Toptal: Prominent Clients:

The prominent clients of Toptal are Bridgestone, University of Colorado, Boulder, CSR Limited. While Upwork includes the prominent clients – Instapage, AieBnB, Dropbox.

## Upwork & Toptal: Pricing

To compare the pricing of the two companies, Toptal is for \$60 with the score 9.3 and Upwork is for \$500 price with the score of 9.7.

## Upwork and Toptal: Available Devices

For being a kind of internet based application the freelancing sites are not applicable for all devices. Toptal is available only for Windows, Mac, Web-based. On the other hand, Upwork is supported by Windows, Linux, Android, iPhone, iPad, Mac, Web-based etc.

## Upwork vs Toptal: Cost Details

Toptal	Upwork
<p>To be hired by the company Toptal one must deposit \$500 to the company. But it does not mean that the applicant lose the money rather you must know that company returns the full amount in case company does not want to work with you anymore. The clients are supposed to pay the freelancers also. The freelancers are generally paid here in the range from \$50 – \$60 per hour to more than even \$6400 per week. It surely depends on the freelancers' performance.</p>	<p>In contrast, Upwork is free to join and it costs 20% – 5% fees on the transaction amount. It is built in collaboration feature to ensure easy payment. Upwork matches the right freelancers instantly and it adopts a Payment Protection Plan which verifies freelancers' work history.</p>

## Choose Your Best One

So, now you see that both the Upwork and Toptal services have some good and problematic sides. You must bear in mind that these are not suitable to everybody. It depends on your project; interests and skills that you want to provide or get using these software.

So, select the best one between Toptal and Upwork, which one will suit you more and give you more advantages.

Hopefully, our research will help you a lot to take your decision.

Best of luck!

# What is Keywords in SEO Ranking (Quick Explanation)

## What is Keywords/Site Ranking?

Everyone wants to rank their sites in search engines. So the first question is “rank for which keywords”. That means you have to rank your site for some certain keyword/keywords or phrases. And when people will search for those certain keywords, they will find your site. That is called the site ranking.

Let's see and example:

If you search by “American health consultants” you will find “www.ahcmedia.com” in the first page. That means the site “www.ahcmedia.com” is ranked for the keyword “American health consultants”

Let's see another example:

Suppose our main two keywords are “Massage Motu” and “Spa Massage Therapy” and our site address is www.massagemotu.com

We want that when people search by “Massage Motu” or “Spa Massage Therapy” each time our site will be shown in the first page of search result.

Now please search by this keyword “Spa Massage Therapy” in google. You will not find our site in the first page, but we want that when people search by “Spa Massage Therapy” our site will be visible in the first page, so that we can get a large number of permanent organic traffic from search engines.

## How much keywords will you choose?

Like this one should have only 3 to 5 major keywords for their site. And they should work for these keywords and gradually rank one by one. SEO is a gradual process. It may take times to be ranked.

## How to choose perfect keywords for your site?

First, please consider the main theme of your site. Then consider the Mission, Aim, Services, Area, Business Category, Target, Structure, Future Plan, Business Plan, Economical Condition etc. Then choose or create 8 to 10 keywords in your mind. Then do a lot of research on it by yourself or with a help of a Freelancer. Finally find out 3 to 5 major keywords for your site/business.

## How difficult is choosing keywords?

Keywords choosing are the most critical task in the present time. If one can choose the perfect keywords/niche, 70% of his success will be done. If one fails to choose the perfect keywords; his success will take a huge amount of time and extra work. Keyword Research and Market Research are one of the highly talented works in the online marketplace.

## What is Keyword Research and Market Research?

One may think that choosing a niche and keyword is a very easy task. But no, it is not an easy task at all. There are many things in here. Market Competition, Traffics, Searches, Traffic Sources, Traffic Quality, Competitors, Demand, CPC, CPA, Bidding, Future Existing, Ups and Downs, Areas, Currency etc have to be considered in keyword researching.

## Importance of SEO in Internet Marketing

Internet is the best marketplace to generate sells and traffics. If one can find out the proper sources of traffic and if one can do proper marketing there, he must be able to success in his business. There are so many methods of internet marketing. Among them SEM (Search Engine Marketing) is the best source of permanent online marketing.

Everyday millions of people search in the search engines (google, yahoo, being) for their desired contents. Different people have different wishes. And people search in the search engines by their desired keywords. And they can see 10 results each page and they take one of them and fulfill their desire. For this reason all organizations always try to be in the first page of google search. Search engines generated traffics are called organic and permanent traffic because 65% of these traffics generally do shopping from their searches. So search engine optimization and search engine marketing is the best way to generate traffics and sells.

Hope I can make you understand about keyword ideas and the importance of Internet Marketing, Search Engine Optimization, Keyword Research and Search Engine Marketing.

# Thank You