

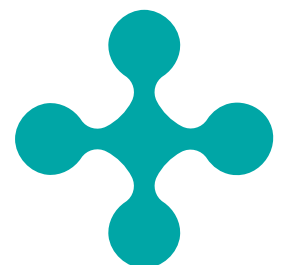


A QUICK GUIDE FOR ASPIRING
VIRTUAL ASSISTANTS



Becoming a Virtual Assistant: Your Zero BS Guide

Essential Steps to Kickstart Your
Freelance Virtual Assistant Career





Launch Your VA Career

Here are the essential steps you need to get started - the TL; DR Version

- Obtain necessary **insurance** to protect yourself
- Register with the ICO if operating in the UK
- Create an impressive **portfolio** showcasing your skills
- Craft a concise **one-page resume** for potential clients
- Optimise your **Facebook profile** for business networking

Get Insured: Protecting Your Future

Understanding the importance

Having the right **insurance coverage** is essential for virtual assistants. It protects you from potential liabilities and gives peace of mind to your clients. At the very least you need Professional Indemnity Insurance but it might be wise to consider adding insurance for your equipment, cyber security and legal expenses too.



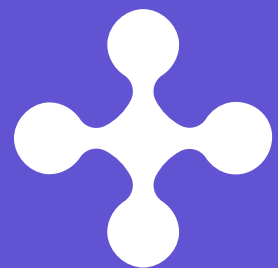


ICO Registration (UK VA's/Clients)

You need to know about GDPR & ICO

Registering with the ICO (Information Commissioners Office) is essential if you deal with any UK data. Just search ICO registration on any search engine. The cost is between £50-£78 for an individual as of April 2025.

Also do some research and reading to make sure you fully understand GDPR - General Data Protection Regulations, the fines can be hefty.



Building Your Portfolio

Showcase your skills to attract potential clients



Highlight Relevant Experience

Include past projects that demonstrate your **capabilities** and expertise. Try to do this in pictorial format with captions to make it easy to digest lots of information.

Create Sample Work

If you don't have clients yet then develop totally made up examples of potential projects, focus on something that fully showcases your **skills** in a practical context.

Gather Testimonials

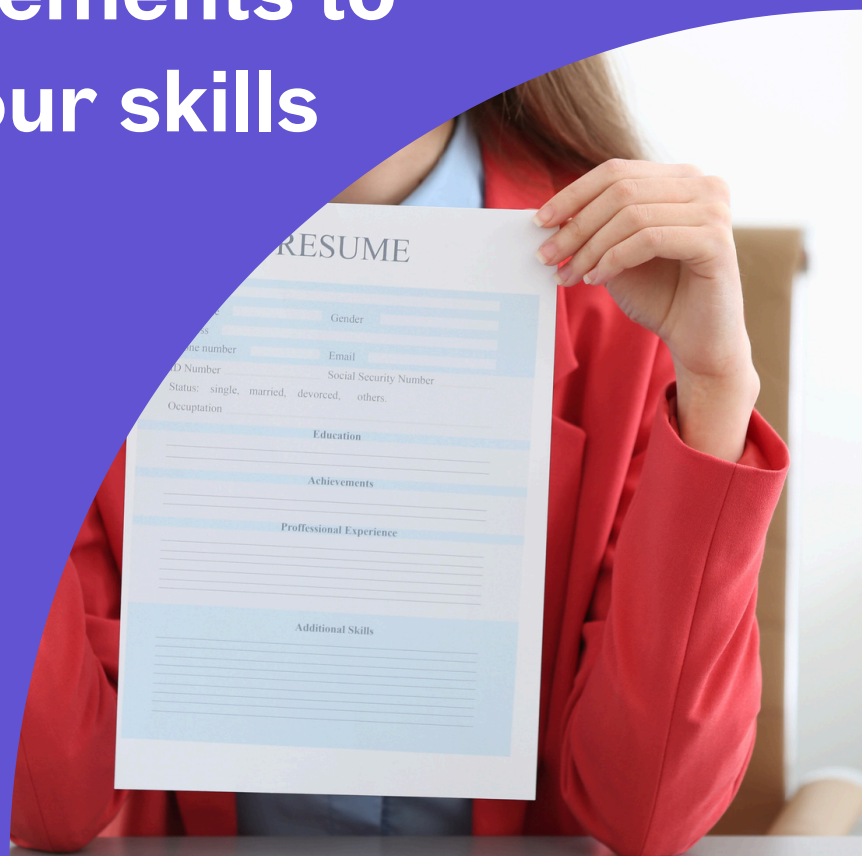
Collect feedback from previous clients to establish **credibility** and trustworthiness. If you don't have client testimonials then ask former employers or colleagues who know your work.





Crafting Your One-Page Resume

Essential elements to highlight your skills effectively



Contact Information

Include your name, phone number, email, and LinkedIn profile. Make it sleek and professional, use sensible colours, fonts, graphics and don't have too much information.

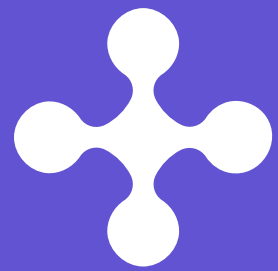
Relevant Experience

Showcase your most pertinent roles and achievements that are tailored to VA tasks or highly transferable skills.

Skills and Competencies

Highlight key skills relevant to the VA role, such as customer service, organisation, communication, content creation, copywriting, website editing, blogging or diary management.





Optimising Your Social Profile

Enhance your online presence and connect effectively.



Professional Profile Picture/Engaging Cover Photo

Use a clear and **professional photo** to make a great first impression. Select a cover photo that reflects your brand identity and services. Show up with professionalism, this is your shop window.

Engaging Online

Select a number of groups which seem to have quality content, professional members, quality job postings and limited scam or spam posts. Don't waste your time on groups with low ball offers, bad spelling or bad manners.

Detailed 'About' Section

Craft a compelling **bio** that highlights your skills and services and how you plan to show up as a virtual assistant.

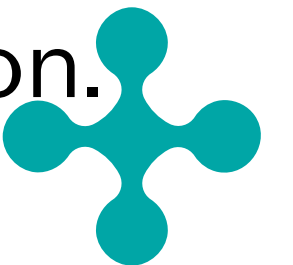




And that's you ready to launch!

It's not as complicated as some people make it out to be. Is that the end of the learning journey, of course not! It is enough to get you started though.

If you want to explore these in more depth, want guidance on how to niche, how to get clients or anything else keep reach out - and keep your eyes peeled for my online course coming soon.





Any questions?

Feel free to reach out anytime for more info!

Otherwise I'll keep you updated via 'The Drift' - My newsletter with salty tales, hints, tips, updates and quite likely including a few puns.

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