

VA LIFESTYLE DESIGN & greasonmedia.

HOW TO GET YOUR FIRST ONLINE JOB

Even If You Don't Have Experience



"Hey, I want to work online too.
Can you show me how it's done?"

You're in the right place if...

You want to work online as a
freelancer or virtual assistant.



You want to create a mobile income that you can travel with as a *digital nomad* or just have more flexibility with as a *location independent* freelancer.



We'll cover these 3 components:



Why online business owners
will hire you without experience.



2

How to find those clients who are happy to hire you as a newbie.

3

How to make the transition into online work as fast as you possibly can.

Something had to change...

Life felt like an unsolvable Rubik's Cube.

Everything finally 'clicked' when I got my first job online as a virtual assistant on Elance in 2011, without experience and without a website.



Why an online business owner will
hire you without experience.

An online business owner has two main goals when looking to hire virtual support:

1. To free up their time.
2. To improve their results.

That second goal requires a support person with experience. The first goal does not.

An online business owner's biggest concern when they're about to hire a new support person is...

"Will this person take up ***MORE*** of my personal time than they're going to save me?"

For a business owner to find someone who *is* actually going to free up their time, they're looking for:

1. Someone with great attention to detail.
2. Someone who communicates clearly and succinctly via email.
3. Someone who is reliably available and responsive via email.

4. Someone who has familiarity with online software tools.
5. Someone with a specific interest in their business.
6. Someone who will troubleshoot and 'figure stuff out' independently.

So, the business owner has the plan *or* they're paying someone else to come up with the plan.

Your job when you're first starting out is to follow instructions to implement that plan, using online tools.

And your success in freeing up the business owner's time is *MORE* determined by your attention to detail, your clarity of communication, your reliability and responsiveness, and your dedication to their business, *than by* how much experience you have.

I recently found out about you through a FB ad and I am looking for a VA. I am a social media manager & consultant who needs an extra pair of social-savvy hands for admin help - copying & pasting, scheduling, setting up Pinterest boards, helping with Wordpress tweaks/blog research etc. I don't need help with strategy or ideas or writing. I just need more time to work on that myself. I am located in the UK, but don't mind the idea of somebody being a few hours behind me timezone-wise.

Step **1** *then is to...*

Really understand this immense value you're bringing to the table, even before you have experience, and consider what (if any) action you need to take to be sure you've got those 6 key attributes covered.



How to find those clients who are
happy to hire you as a newbie.



upwork™

You're not looking for a job.

You're looking for a *connection*.



Contact a list of 20 (minimum) online business owners, all within the same one week period.

www.valifestyledesign.com/email-outreach

To compile your list, check...

Your email newsletter subscriptions.

Your LinkedIn contacts.

The Business Pages you are following on Facebook.

Digital or physical products you've purchased online.

Google "best blogs [topic name]" for things you know a bit about.



Reach out to team-based service businesses and/or experienced solo freelancers, asking if they need any extra support.

To find established online service businesses....

Comb through the service provider directories for online software tools:

MailChimp Experts Directory <https://experts.mailchimp.com>

Infusionsoft Marketplace <http://marketplace.infusionsoft.com>

Shopify Experts <https://experts.shopify.com>

To find established online service businesses....

Google the phrase: 'virtual assistant directory'. Click through to individual VA websites and review their 'About' page for any references to being a 'team.'

Google the phrases: 'virtual assistant join our team' or
'digital marketing join our team'



Take your laptop and head to a coworking space, freelancer networking event, or online marketing conference.

Coworking spaces...



Freelancer networking events...



Freelance Friday

www.freelancefriday.co



Spark Events

www.freelancersunion.org/spark

Online marketing conferences...

Learn and network at the same time.

