Upwork Tips & Resources (Updated March 2024)

UPWORK RESOURCES

- Upwork caters to all clients and freelancers worldwide. The Upwork platform by design is in English language only.
- The Upwork website and help resources are currently in English only. There is no Upwork Resource in French for the time being
  - You can use Google Translate to translate information from English to French
  - Try to change the language setting on the browser being used from English to French
- Search or google Upwork for the most recent information. Things change all the time.
  - Getting Started Upwork video in English - https://www.youtube.com/watch?v=MoMzJu81GmU
  - https://support.upwork.com/hc/en-us/articles/360016252373-Build-Your-Profile-Essential-Items
  - https://supportc.upwork.com/hc/en-us/articles/211067578-Getting-Started
  - https://www.upwork.com/resources/how-to-get-started-on-upwork-as-a-freelancer
  - https://support.upwork.com/hc/en-us/articles/360016144974-Enhance-Your-Profile
  - https://community.upwork.com/t5/Academy/ct-p/Academy
  - https://www.upwork.com/resources/spotting-fake-job-posts
  - https://www.upwork.com/resources/negotiate-freelance-rates?

UPDATE YOUR SKILLS TO MEET THE CURRENT NEEDS OF THE MARKETPLACE

- Free – Upwork Academy
- https://community.upwork.com/t5/Academy/ct-p/Academy

TIPS FOR SUCCESS

- Search Upwork for answers (https://support.upwork.com/hc/en-us)
- Join the Upwork Community to get answers (community.upwork.com)
- Contact Upwork Support if unable to find answer (chat box 'Get Support')

WAYS OF INCREASING YOUR CHANCES OF WINNING JOBS

- Active and public profile that highlights your skills
- Professional profile that features your specialties
- Offer skills that meet current demands in the marketplace
- Focus on what potential clients need

YOUR PROFILE

- Write your profile in English
- Be truthful
- Do not inflate your skills or experience (if you can't back it up, clients will not trust it)
- Your profile is one of your most important tools as a freelancer on Upwork
- It's a place for you to show your skills and accomplishments
- A great profile helps you stand out to potential clients and boosts your chances of winning jobs
- Profile photo – professional, plain background, clear face
- List 2-3 skills in the Title, use straight line between keywords (research the skill tags clients are using to search for talent)
- Write 3-4 compelling paragraphs for the Summary with a focus on the first sentence because it appears in client search
- Utilize all skill tags - used by Upwork algorithm when filtering
- Demonstrate your skills and convey your expertise with certifications
- Set competitive rates, start low to build client success
- Showcase all your skills, certifications, projects, testimonials, and professional experience to get maximum invites
- Optimize your profile with a professional profile picture, relevant experience, skills, projects, and past client testimonials
- Set your profile to Public
    - Note that Upwork may change a profile to Private if:
        - You're an established freelancer and don't earn money on Upwork for a period of two years or more
        - You're a new freelancer and don't earn money on Upwork within 90 days of your first proposal, or you choose not to submit a proposal within your first 90 days
    - New freelancers have a 90-day grace period to build up a successful stream of work before the profile visibility restriction begins
        - You can still submit proposals even if your profile is private — you just won't appear in search results
    - Freelancer Plus membership is never set to private
    - You can try to request that your Profile is reset to Public
        - Go to this page: https://support.upwork.com/hc/en-us/articles/115003975967?request=t_private_profile

UPLOAD PROFILE PHOTO

- Profile pictures are small, so it's important to have the face taking up a good portion of the frame.
- First things to try:
    - Crop the photo to include only head and shoulders.
    - Check the size of the photo.

- Tips from Upwork:
    - At least 250 x 250 pixels
    - No more than 4000 x 4000 pixels
    - Accepted extensions: .jpeg, .png
    - Max size is 5 MB
    - Choose a simple background
    - Only show from the shoulders up
- Tips from Upwork Community
    - Try to resize the image to 250x250dpi
    - Crop it to include only your head and shoulders
    - Make sure that it's a clear photo of yourself, and your face is clearly visible
    - If you still can't upload it, try clearing your cache and cookies and using a different browser
- Helpful links
    - https://support.upwork.com/hc/en-us/articles/360016252373-Build-Your-Profile-Essential-Items
    - https://www.upwork.com/resources/how-to-guide-perfect-profile-picture

CREATE A SPECIALIZED PROFILE

- https://support.upwork.com/hc/en-us/articles/115013750068-Create-a-Specialized-Profile#:~:text=You%20have%20the%20option%20to,look%20to%20clients%2C%20select%20View.
- You can create up to two specialized profiles in addition to your general profile
- According to Upwork, having a couple of specialized profiles can result in an average of 30% more job invitations
- Specialized profiles help clients find you and review your relevant experience
- Make it easier for Upwork to match you with more relevant projects
- Specialized profiles allow you to:
    - Show off your expertise
    - Optimize your profiles for multiple skill categories
    - See jobs on your timeline that apply to you

ENGLISH LANGUAGE PROFICIENCY

- Set Your English Proficiency
- Self-assess your skill level
- Being upfront helps establish trust with potential clients
- It is important to be honest when assessing your language abilities
- Overstating any skills may make it difficult to satisfy your clients and could adversely impact your reputation on Upwork

- If English is not your native language, you can become English-verified on Upwork to let clients know your English proficiency level

BUILD YOUR PERSONAL BRAND

- Consistency, integrity and social proof can help build your personal brand and profile on Upwork
- Building a brand can take a long time and requires strength and courage
- Think about your brand as a combination of what you do and how you do it

COMMUNICATING WITH CLIENTS

- Stay on the Upwork platform for ALL communication
- Do not go off platform (violates Upwork policy, you lose payment protection, usually a scam)
- Responsive, professional and regular email communication with client
- Proactive communication, anticipate and communicate any changes to meeting deadline or completing work as contracted
- Communicate progress
- Set realistic deadlines for completion
- Read the assignment carefully to do exactly what is asked

BE ALERT FOR SCAMS, STAY SAFE - How to spot a fake job post

- Report it to Upwork ASAP – learn more at https://support.upwork.com/hc/en-us/articles/211063118-Report-Suspicious-User-Activity
    - Report any suspicious activity anywhere you see it on the platform — in freelance profiles, portfolios, projects, client job postings, or Upwork Messages.
- Never give personal bank, ID information
    - Sharing or requesting contact information before a contract has started is against the Upwork Terms of Service and could be a sign of a scam.
    - This should be reported immediately.
- Keep all communication on Upwork
    - If you take communications or other activity off of the platform, Upwork may not be able to help.
    - Scammers will ask you to pay to get a job and go off platform to communicate
    - Beware of clients requesting to communicate off platform
- Do a safety check when bidding on a job:
    - Look at client status, verified payment and client reviews/history
    - Is their Upwork activity legitimate?
    - Is anyone else applying for this job?
    - Is the job description too vague or lacking in detail?
    - Does the job sound too good to be true?
- https://www.upwork.com/resources/spotting-fake-job-posts

FILTER YOUR JOB SEARCH

- Filter your searches on Upwork to only show job postings that match your specific criteria.
- When you are on the main job search page, you should see a list of filters on the left-hand side of the page.
- You can use these filters to narrow down your search by location, job category, experience level, and many other criteria.

Start by logging in to your Upwork Account.

- From the home page of your account, in the Search box, enter the type of job you are looking for.
- Filter your search on the left menu bar.
- You can filter your job search by:
  - Category
  - Experience level
  - Job type
  - Number of proposals
  - Client info - can select previous clients and verified clients (do not apply for a job with an unverified client, usually a scam)
  - Client history
  - Client location
  - Client time zones
  - Project length
  - Hours per week
  - Connects needed

SUBMIT A PROPOSAL (Use your Connects wisely)

- Learn more here
  - https://community.upwork.com/t5/Courses/Submitting-Proposals/ta-p/1017370#
  - https://www.upwork.com/resources/how-to-create-a-proposal-that-wins-jobs
- Make sure your profile is up to date and accurately demonstrates your skills and experience
  - Clients look at your profile to find more valuable information
  - Define your identity, values, goals and priorities
  - Communicate your unique value, strength and talent to your client
- Make sure the job is a match for the type of work you do
  - Read the job description carefully to ensure a match
  - Evaluate your own skills in relation to specific job posted
- Look at the client Upwork profile
  - Is their payment method verified?
  - What do their reviews say about them?
- Read the job ad carefully. What are they looking for? Do you excel at the skills they are looking for?
  - Understand what the job entails before starting a proposal for that project
  - Every client and job are unique
- Write a well-crafted and professional proposal
  - AI can be useful as a starting point, then edit to reflect your own voice
  - Brief, clean, and concise writing
  - Confirm that you understand the job they are asking you to do

- A brief straightforward greeting and introduction followed by a concise restatement of the client's core need or problem
- Write 2-3 sentences, telling the prospective client exactly why you're an excellent fit for the job
- Highlight how your expertise aligns with the client's project
- Brief but detailed description of the methods and processes you'll use to approach the project and provide excellent service
- Personalize your proposal with the name of the client
- The proposal must be about the client, their problem, and the ways that you can solve their problem
- Demonstrating solutions for the client will increase your chances of success
- Edit your proposal for grammar and spelling
- Do not bid too low / too high
- Attach relevant documents that support your proposal for this specific job
- Show them an example of similar work that you've already done
- Draw attention to past experiences in your portfolio or profile that matches their project needs
- Proposals are a great opportunity to introduce yourself to a potential client and show off some of your skills and experience
- Competition can be challenging, especially for new freelancers just starting out
- Stand out from the competition by writing a well-crafted and professional proposal
- Work hard and build a reputation on Upwork, so that clients come to you

INTERVIEW

- Present your best self
- Be on time
- Review your proposal ahead of the interview
- Demonstrate how you can provide a solution for the client
- Highlight how you can help the client solve their problem

CONTRACT

- Review carefully
- Accept or reject as soon as possible
- Professional communication throughout the process

GETTING PAID LINKS / RESOURCES

- EHI freelancers prefer Payoneer
- Review all bank and payment vendor fees carefully when setting up your payment method.
- Manage how you get paid https://support.upwork.com/hc/en-us/articles/211060918-Manage-How-You-Get-Paid

- YouTube how to get paid: https://www.youtube.com/watch?v=AYbuX58aLxA
- Add manual time: https://support.upwork.com/hc/en-us/articles/211068488-Add-Manual-Time
- Get paid: https://support.upwork.com/hc/en-us/categories/360001181014-Get-Paid
- Hourly: https://support.upwork.com/hc/en-us/articles/211063668-Get-Paid-for-Hourly-Contracts
- Fixed Price: https://support.upwork.com/hc/en-us/articles/211063718-Get-Paid-for-Fixed-Price-Contracts

TAX FORMS
- Tax forms and information https://support.upwork.com/hc/en-us/articles/14709449807891-Tax-Information-For-Freelancers
- Did you get an email that you need to confirm that you are performing your work on Upwork outside the United States? https://support.upwork.com/hc/en-us/articles/211063938-Form-W-8BEN-or-W-8BEN-E

SETTING UP PAYONEER
- https://support.upwork.com/hc/en-us/articles/211063988-Payoneer
- Make sure that your Upwork account name matches your Payoneer account name. It's important for the names to match for successful payment setup.
- Double-check the information you provided during the setup process, including your Payoneer account details and any required identification or tax information.
- It may take up to three calendar days for a new payment method to become active.

VERIFICATION

- https://support.upwork.com/hc/en-us/articles/360000563227-Government-ID-Verification
- Verification is required
    - If you don't verify your identity within 7 days of notification Upwork will place a hold on your account. The hold will prevent you from withdrawing earnings, submitting proposals to new jobs, accepting direct hires, or showing up in search results. Any active proposals that have been submitted will be canceled. The hold will not affect your ability to work on existing contracts and we will be happy to remove it once you've verified your identity.
- You will need a valid government ID
- You will need to
    - Take a picture of your government-issued ID to verify your identity
    - Be the same person as your Upwork profile photo
    - Match the address you have on file on your Upwork profile
- Tips for taking a photo of your government ID
    - Take a photo of the front of your ID, without flash.
    - Capture the image from above, with your ID lying on a flat surface.

- o Ensure all four corners of your ID are showing.
- o Take the photo in color (at least 200 dpi). Upload your photo in PNG, JPEG, PDF, or BMP format
- Log into your Upwork account, go to Settings, then Identity Verification
  - o Provide a valid government-issued ID
  - o Complete a visual verification
- If you have trouble verifying your identity
- Contact freelancer support. They can create a ticket and you will receive a follow up via email.
- Access Freelancer support via your Upwork profile. Use the question mark (?) for help at the top right corner of the screen and then click on help and support.

GETTING PAID

- Track your time so you are compensated for your time
- Manual time
  - o Track your time accurately and honestly
  - o Enter your time in the Work Diary as soon as possible after each time worked
  - o NOTE! If you have more than 1 active hourly job contract, be sure that you are entering time in the correct job
    - ▪ Select date
    - ▪ Select start and end time
    - ▪ Add a brief memo describing work
    - ▪ Click on submit
    - ▪ All time logged in your Work Diary and added as manual time, is automatically invoiced
    - ▪ Your Work Diary tracks all your payments
- Upwork auto-tracking
  - o Log time with the Upwork Desktop App
- Review all your payment settings
- Hourly contracts
  - o Freelancers and agencies include their rate when submitting a proposal to your project. You can further negotiate this rate during the interview process.
- Fixed price contracts
  - o Freelancers and agencies submit their proposed bid for the entire project and suggest potential milestones. You can further negotiate the price and payment of milestones during the interview process.
- Contact the client if there are missing payments in your Work Diary
- Contact Upwork support with any unresolved questions/issues about payment

PAYMENT METHOD

- Select how to get paid: https://support.upwork.com/hc/en-us/articles/211060918-Manage-How-You-Get-Paid

- Earnings are automatically sent to your primary payment method based on the payment schedule you choose.
- You can adjust your automatic withdrawal limit in your Get Paid settings under Edit Schedule.
- On your withdrawal schedule, Upwork will only withdraw your payment if your balance is larger than this amount. This may help reduce bank fees.
- Your balance is only withdrawn automatically when it exceeds a specific limit on your scheduled withdrawal date.
- If your available balance never exceeds this limit, you can use the Get Paid Now button to manually withdraw your earnings at any time. It's totally up to you.
- Balances older than 180 days will be withdrawn automatically, whether they are over your balance limit or not.
- M-Pesa payment option is not currently available in DRC
  - Send a request to Upwork to ask them to offer the M-Pesa payment option (via Feedback link Upwork website)

PAYMENT FEES - Upwork and payment platform

- Review all bank and payment vendor fees carefully when setting up your payment method

UPWORK SERVICE FEES

- https://support.upwork.com/hc/en-us/articles/211062538-Freelancer-Service-Fees

END OF CONTRACT FEEDBACK

- When a contract ends, clients can choose to leave feedback
- There are two types of feedback for contracts at Upwork: public and private
- Private feedback will be kept anonymous and never shared directly with the freelancer
- Public feedback will be shared on your freelancer's profile
- Freelancers can leave public feedback about their experience with the client
- You have 14 days from the end of a contract to leave feedback
- The system is double-blind, which means that feedback won't be visible until both parties provide it for each other
- If only the client or the freelancer leaves feedback, Upwork will post the feedback after 14 days
- The most recent public feedback will display at the top of your profile
- If you get a bad review, learn from the experience and work to get more positive reviews that will rise to top of your reviews

MID CONTRACT FEEDBACK

- In addition to leaving feedback at the end of a contract, your client can choose to leave you public feedback before the contract ends
- Mid-contract feedback is public and shows on your Work History
- Mid-contract feedback does not factor into your Job Success Score.
- Designed to help you get public feedback for your work history even if you are working on longer contracts
- You can't reply publicly, but you will get the opportunity to do so at the end of the contract
- If you are concerned about mid-contract feedback you've received or have other concerns, Upwork suggests reaching out to your client directly to resolve any issues
- Your client can provide additional mid-contract feedback in the future, or feedback when the contract ends
- To request feedback, choose the "Request Feedback" option under the Feedback tab in the contract room
- Your client can choose to proactively give mid-contract feedback or you can request feedback from your client when the contract meets these terms:
    - The contract started at least 30 days ago
    - The client has made a payment on the contract within the last 30 days
    - The client has not provided feedback in the last 30 days
    - To ask for feedback, choose Request Feedback under the Feedback tab in the contract room
    - Your client has 14 days to provide the feedback before your request expires
    - If they choose not to respond, you can ask again after the 14 days are up but not before then
    - While feedback is important, you don't want to make your client feel pressured

BADGES

- ID Verification badge – blue checkmark verifies you are who you say you are
- Profile badges - https://support.upwork.com/hc/en-us/articles/360056309633-Profile-Badge-Display
    - Rising Talent - When you are new to Upwork, the Rising Talent badge will let clients know you are among the best new freelancers in the Upwork marketplace.
    - Top Rated - You can earn a Top Rated badge if you have built a strong reputation on Upwork by getting positive feedback from your clients, time after time. If you become Top Rated, you will represent the top 10% of talent on Upwork.
    - Top Rated Plus - To earn a Top Rated Plus badge, you must display proven success on large or long-term contracts. You will have built a strong reputation on Upwork by getting positive feedback time after time, including work on high-value contracts
- Availability badge – must pay with connects
    - We do not recommend paying Connects for new freelancers just starting out
    - Best for freelancers who have established themselves and get more invitations than they have time for
    - The weekly price of the badge may fluctuate
    - https://support.upwork.com/hc/en-us/articles/4403673074707

JOB SUCCESS SCORES (JSS)

- Your Job Success Score reflects your reputation on Upwork based on direct client feedback and other indicators of client satisfaction.
- It combines metrics on your clients' public and private feedback, long-term client relationships, client rehires, and contracts that don't result in work delivered.
- Top freelancers and agencies on Upwork typically have a score of 90% or higher, which indicates an overall track record of meeting or exceeding clients' work expectations.
- Small differences between scores, say 91% versus 93%, are less important than large differences.
- Freelancers with scores of 90% and above have consistently delighted their clients.
- A freelancer or agency with a score in the 80s has done solid work but also has indicators that their clients see some room for improvement.
- Scores of 79% and below may indicate that the freelancer or agency has been struggling to meet their clients' expectations.
- These are some of the factors Upwork considers in calculating your Job Success Score:
    - Long-term relationships can help you boost your score, but if you don't have them, they won't count against you
    - Jobs with higher earnings have a bigger impact on your score
    - If one of your clients has been previously flagged or suspended, their feedback won't count against your JSS
- Will my JSS change over time
    - Yes
    - Every now and then, Upwork takes snapshots of your 3-, 6-, 12- and 24-month history in the marketplace and calculates a score for each.
    - Upwork will always use the best score out of these moving time windows.
- Job Success Score Update | December 2023
    - What changed: We updated the qualifying criteria and some logic of our Job Success Score calculation to improve score accuracy and speed up the time to match clients with the right independent professionals or agency talent.
    - How it works: A Job Success Score now appears once freelancers complete 2 or more projects with 2 or more clients anytime within 24 months. (Previously: 4 or more projects with 2 or more clients within 24 months)
    - More weight on public feedback in scoring, which will make it easier for freelancers to tie outcomes with their score.
    - What does it solve: This update makes Job Success Scores even more helpful for clients, agencies, and freelancers alike. Freelancers may notice their scores shift after this change.
- If your score moves up or down, recent activity, activity over a longer period (up to 24 months), or even private feedback could affect your score
- The JSS is calculated every 2 weeks, jobs older that 24 months fall out of the scoring timeframe
- What is the difference between public and private feedback?
    - Private feedback can affect your score (private feedback is visible to only the client)

- o Public feedback is what freelancers see at the end of each contract and what is shared publicly on freelancers' profiles. Ratings for skills, availability, quality of work, adherence to schedule, communication, and cooperation, plus comments if clients have added any.
- o Private feedback consists of the reason for ending the contract (e.g., job completed successfully) and a score for "How likely are you to recommend this freelancer to a friend or colleague?" on a scale of 0 to 10 (Not at all likely to Extremely likely).

CONNECTS

You can use Connects to let clients know you're ready to work on their project.

- Submit proposals to a specific job post. The number of Connects you need to use varies per job, and are re-calculated any time the job post details are updated. There are some jobs where you won't need to use Connects at all. We'll show you the amount in the job posting, so you'll know how many Connects you're using when you submit your proposal.

OPTIONAL WAYS TO USE CONNECTS

- Boost your proposal to put it at the top of the client's list. You can use extra Connects to make your proposal stand out more to clients and let them know how serious you are about wanting their specific project. You can choose the number of Connects to bid but the winning amount will vary because you're bidding against other freelancers. The boost option will appear during the proposal submission process. To learn more about how boosted proposals and the bidding process work, go here. https://support.upwork.com/hc/en-us/articles/4406395531795-Boost-Your-Proposal
- Turn on your availability badge. The availability badge lets clients know that you're available right now for work. It is shown to the general marketplace when clients look for freelancers. The weekly number of Connects needed for the badge fluctuates based on demand. You can control the amount of Connects you use for the badge by setting the maximum Connects that you're willing to use each week. Connects will be used in the order you get them and unused ones will expire after one year.

The Upwork digital currency used for submitting proposals for freelance contracts. Upwork introduced Connects in 2019. Now freelancers are required to use Connects to submit proposals, boost their proposals, and signal to clients that they're available for work. Upwork jobs require between 4 and 16 connects to send a proposal.

Starting August 16, 2023, the number of Connects required to submit a proposal at Upwork will range from 4 to 16 based on the project's value. The number of Connects needed to submit for a project is determined by the size and scope of the project opportunity. The goal is to make the number of Connects per proposal better reflect the demand for work in the Marketplace.

- Spend Connects wisely. Weigh the value of the job (how much you will get paid) against the cost of the Connects.
- To avoid burning through Upwork connects, some of the best things you can do are:
  - o Improve your proposals.

- o Improve your profile. Having a clean, convincing profile can go a long way in getting a client to send you a message.
- Establishing an excellent profile, spending connects wisely, and bidding selectively can win jobs
- Good reviews can get freelancers on the road to building up connects over time
- Connects are an investment toward your freelance business
- To check your Connects balance, go to Find Work. Your balance is shown on the right menu bar.
- To help you review and manage your monthly Connects use, Upwork provides a report of your Connects transactions for the past 7, 30, and 90 days. To view your history, hover over the Reports tab on your home page and choose Connects History.

There are three ways to get Upwork connects: Purchased, Earned and Free. Free Connects are issued on the first day of the Billing Cycle, which can be viewed on the Membership & Connects section of the Settings tab. Connects are an Upwork-specific digital currency primarily used for submitting proposals for freelance contracts. As of June 2023, Upwork jobs require between 2 and 16 connects to send a proposal.

- Free: No Connects are needed
  - o When a client invites you to bid
  - o When a client sends you an offer
  - o When a client purchases your Project Catalog project
- Free: Monthly Connects
  - o Each month, freelancers receive free Connects to help reach out to more clients.
  - o Learn more about Freelancer Plus https://support.upwork.com/hc/en-us/articles/211062888-Freelancer-Plus
- Buy Connects
  - o Connects are sold in bundles or a custom amount of your choice.
- Earn Connects
  - o Upwork rewards some free Connects. The incentives are there to do the main things Upwork wants you to do: sign up, work and increase your talent badge ranking by delivering great customer experiences, build out your profile, and work with great clients.

CONNECTS – RETURNS

https://support.upwork.com/hc/en-us/articles/211062898-Understanding-and-Using-Connects

- Think carefully about a project before submitting a proposal.
- When you use your Connects, you are investing in the opportunity to promote your services to prospective clients. Your Connects are not returned if the client chooses another freelancer, lets the job expire without hiring, or if you withdraw your proposal from a project.
- Upwork automatically refunds Connects when a job post is closed. This happens if the client doesn't hire, or if the job is closed for violating Upwork's Terms of Service.
- When a job is canceled on Upwork, the Connects used to submit a proposal for that job are returned to your account.
- Connects used to place a bid (boost) the job are not returned. Learn more here.
  https://support.upwork.com/hc/en-us/articles/4406395531795-Boost-Your-Proposal

BUILD YOUR SKILLS

- Competition depends on what niche you are in (a mature niche is often a saturated market)
- Research the skills that are in high demand
- Build your skills to meet demands of the job market

According to Upwork, the skills that have seen the biggest increase in demand on their platform over the past year are:

- Sales & business development (54%)
- Data entry (47%)
- Accounting (45%)
- 3D animation (44%)

Other in-demand skills on Upwork include:

- Bookkeeping
- Financial analysis & modeling
- Management consulting
- Instructional design
- Business analysis & strategy
- Tax preparation
- HR administration
- Training & development
- Email, phone, and chat support
- General virtual assistance
- Digital project management
- General research services
- Tech support
- Drop shipping and order processing
- Community management
- SEO
- Social media marketing
- Web development
- Graphic design
- Copywriting
- Video editing
- Photography
- Event planning
- Coding
- UI/UX

TRANSITIONING TO FREELANCE WORK

Transitioning from a traditional in-person role to freelancing work involves identifying transferable skills.

- Self-Assessment: Evaluate your daily skills, including technical and soft skills like communication, time management, problem-solving, and adaptability.
- Research Freelancing Roles: Explore freelancing roles that match your interests and skills.
- Identify Transferable Skills: Recognize skills from your previous role that can be applied to freelancing, such as organization, delegation, and leadership.
- Highlight Relevant Experience: Update your resume, portfolio, or online profiles to emphasize skills and experiences relevant to your chosen freelancing niche.
- Invest in Skill Development: Address any skill gaps through online courses, workshops, or certification programs to enhance your freelancing success.
- Networking and Brand Building: Build a strong online presence, network with other freelancers, and seek collaborative opportunities to expand your reach.
- Start Small: Begin by taking on small projects or offering services at discounted rates to build your portfolio, gain experience, and receive feedback from clients.

- Self-Assessment
- Research Freelancing Roles
- Identify Transferable Skills
- Highlight Relevant Experience
- Invest in Skill Development
- Networking and Brand Building
- Start Small

AFRICAMUPYA.COM RESOURCES

- https://africamupya.com/
- https://africamupya.com/module-technique-pour-upwork/
- https://africamupya.com/ehi-meeting-notes/

COURSERA

- Coursera offers free classes
- Some free courses by respected academic institutions
- Certificate courses generally have a fee
- Some courses have subtitles in other languages
- 100% online, flexible deadlines, has videos, readings and quizzes

DUOLINGO

- Certifications earned outside of Upwork are a great way to show off your skills and qualifications.

- Certifications that you can add to verify your English level: Duolingo Proficiency Exam in English
- You can get English verified as Native/Bilingual by taking the English Certification test by Duolingo. There is a fee for the certificate
- You can take the test on Duolingo and add it to your profile on Upwork.
- Certify your English proficiency https://englishtest.duolingo.com/applicants
- Learn more here https://www.coursera.org/articles/duolingo-english-test
- Test online anytime, anywhere, for free
- Duolingo offers free practice test questions on its website. Reviewing these questions lets you see the types of questions you have to answer so you're more comfortable with them on test day.

UPWORK ACADEMY

- Free
- https://community.upwork.com/t5/Academy/ct-p/Academy