

VAs UPWORK PROFILE EXAMPLES



WHAT TO LOOK FOR ON UPWORK



Here are some example Upwork profiles you could take a look at depending on what you need:

ADMIN:

- <https://www.upwork.com/o/profiles/users/~011eed859bd62ee38/>
- <https://www.upwork.com/o/profiles/users/~0152b9f568c03746fb/>
- <https://www.upwork.com/fl/~01388a43d2d8bc7db2>
- <https://www.upwork.com/o/profiles/users/~0169a4e018e086a061/>
- <https://www.upwork.com/o/profiles/users/~01b859667290158d07/>
- <https://www.upwork.com/o/profiles/users/~01f1ee59b0fd06473c/>
- <https://www.upwork.com/o/profiles/users/~012a6ffc409355aa76/>
- <https://www.upwork.com/o/profiles/users/~0195472cc4a6f0b920/>

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RESOURCER

- <https://www.upwork.com/o/profiles/users/~012db496776d6a39f9/>
- <https://www.upwork.com/o/profiles/users/~010f301e2532bb00b1/>
- <https://www.upwork.com/o/profiles/users/~0147624915c24fb22a/>
- <https://www.upwork.com/o/profiles/users/~01cf2388880d392544/>
- <https://www.upwork.com/o/profiles/users/~013186b5190b6fb3c4/>
- <https://www.upwork.com/o/profiles/users/~011a9efe3acb5930fe/>
- <https://www.upwork.com/o/profiles/users/~0115b7ae990922f6d2/>
- <https://www.upwork.com/o/profiles/users/~01d9c6beed8931127d/>

- <https://www.upwork.com/o/profiles/users/~01523d1192f355e218/>
- <https://www.upwork.com/o/profiles/users/~01c203d0c7fee7d2c8/>
- <https://www.upwork.com/o/profiles/users/~01da61aeca7009c9e4/>
- <https://www.upwork.com/o/profiles/users/~017a8b26e4ee0ab67a/>
- <https://www.upwork.com/o/profiles/users/~0198780f448d0f9e00/>
- <https://www.upwork.com/o/profiles/users/~01a78a70d39b86c3d1/>
- <https://www.upwork.com/o/profiles/users/~0102b7ab7a6551ae9f/>

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DATA ENTRY:

- <https://www.upwork.com/o/profiles/users/~0152b9f568c03746fb/>
- <https://www.upwork.com/o/profiles/users/~01d671b8282d367c67/>
- <https://www.upwork.com/o/profiles/users/~01bd9d956e60c2f417/>

- <https://www.upwork.com/o/profiles/users/~015ef1893dac05bf65/>
- <https://www.upwork.com/o/profiles/users/~019812053c03b09129/>
- <https://www.upwork.com/o/profiles/users/~0128e58e21b756ac3c/>

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I would recommend getting an advert up, inviting people to apply for your job so searching through Upwork (as well as any the above!), and then those that you think show good potential you apply or accept your invite send them a really good message first.

I.E. - "Thanks for coming back to me. I am keen to schedule an initial zoom interview with you, however I wanted to check your current work schedule. I require someone up to 40 hours per week and am looking for someone to join my business so I would be their sole client. This is because I am focused on bringing someone onto the team and to work closely alongside me on a long term basis. We work with different technologies however do the majority of our sourcing efforts on LinkedIn so need someone who is comfortable on this platform and as the role will be liaising with candidates and clients I need someone who is fluent in English. This is a fantastic opportunity to join a fun, friendly and busy recruitment business where I'll provide training and support in developing your skills. Let me know if the above is something you could commit to and if so let's pencil in a time to do a Zoom."

This should then hopefully cut out anyone who is doing multiple jobs or not interested in what you are looking for.

Any questions anytime fire them across!