

Skills Checklist

Not sure what skills you have to offer? Below is a list of some of the more common online Freelance skills for you to check off. It's a great way to identify & have an overview of your own skillset & highlight your value. Plus it gives you an idea of potential skills that you can add to your skillset or even identify what can be delegated to a service provider. The possibilities are endless!



<input type="checkbox"/> Accounting	<input type="checkbox"/> Ad copy
<input type="checkbox"/> Adobe Illustrator	<input type="checkbox"/> Adobe InDesign
<input type="checkbox"/> Adobe Photoshop	<input type="checkbox"/> Bookkeeping
<input type="checkbox"/> Business Development Support	<input type="checkbox"/> Calendar Management
<input type="checkbox"/> Canva	<input type="checkbox"/> Client Relationship Management
<input type="checkbox"/> Contact Management	<input type="checkbox"/> CSS
<input type="checkbox"/> Course Copy	<input type="checkbox"/> Data Entry
<input type="checkbox"/> Document Management	<input type="checkbox"/> Document Preparation
<input type="checkbox"/> E-Book Covers	<input type="checkbox"/> Customer Service
<input type="checkbox"/> Editing & Proofreading	<input type="checkbox"/> Email Newsletters
<input type="checkbox"/> Executive Assistance	<input type="checkbox"/> Expense Reports
<input type="checkbox"/> Facebook Management	<input type="checkbox"/> Facebook Ads
<input type="checkbox"/> Facebook Group Management	<input type="checkbox"/> HTML
<input type="checkbox"/> Illustrations	<input type="checkbox"/> In-person Event Coordination
<input type="checkbox"/> Invoicing	<input type="checkbox"/> Instagram Management
<input type="checkbox"/> Logo Design	<input type="checkbox"/> Media Kits

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| <input type="checkbox"/> Meeting Agendas | <input type="checkbox"/> Meeting Minutes |
| <input type="checkbox"/> Membership Management | <input type="checkbox"/> Microsoft Office Suite |
| <input type="checkbox"/> PDF & Worksheets Design | <input type="checkbox"/> PicMonkey |
| <input type="checkbox"/> Pinterest Management | <input type="checkbox"/> Pinterest Ads |
| <input type="checkbox"/> PowerPoint Slide Design | <input type="checkbox"/> Press Releases |
| <input type="checkbox"/> Project Management | <input type="checkbox"/> Sales Copy |
| <input type="checkbox"/> Sales Funnel Creation | <input type="checkbox"/> Sales Page Design |
| <input type="checkbox"/> Scheduling | <input type="checkbox"/> SEO |
| <input type="checkbox"/> Social Media Management | <input type="checkbox"/> Social Media Tools |
| <input type="checkbox"/> Templates | <input type="checkbox"/> Transcriptions |
| <input type="checkbox"/> Travel Planning | <input type="checkbox"/> Twitter Management |
| <input type="checkbox"/> Twitter Ads | <input type="checkbox"/> Web Copy |
| <input type="checkbox"/> Webinars | <input type="checkbox"/> WordPress |
| <input type="checkbox"/> YouTube | |

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