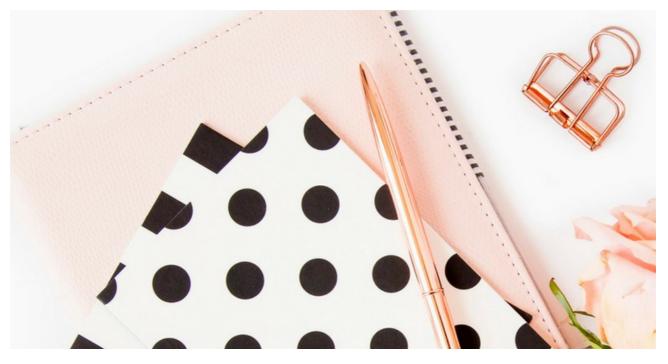
## **Skills Checklist**

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!



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

Meeting Agendas	Meeting Minutes
Membership Management	Microsoft Office Suite
PDF & Worksheets Design	PicMonkey
Pinterest Management	Pinterest Ads
PowerPoint Slide Design	Press Releases
Project Management	Sales Copy
Sales Funnel Creation	Sales Page Design
Scheduling	SEO
Social Media Management	Social Media Tools
Templates	Transcriptions
Travel Planning	Twitter Management
Twitter Ads	Web Copy
Webinars	WordPress
YouTube	Make and Share Free Che