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

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