



Your VA Starter Kit

A simple, first-steps companion for the woman beginning her virtual-assistant journey. Print it, tick the boxes, and take it one gentle step at a time.

1 • Before you begin

You do **not** need a degree, a certificate, or years of experience to start. Clients care most about whether you can reliably get good work done. A willing heart and a teachable spirit are your real qualifications. Start where you are.

2 • Your setup checklist

- A working computer that runs video calls and several browser tabs smoothly
- Stable internet (wired/fiber is ideal) — plus a backup (pocket WiFi)
- Backup power for brownouts — a UPS and a power bank
- A clean, professional email address (firstname.lastname@gmail.com)
- A clear headset with a good microphone
- A quiet, tidy, well-lit corner to work and take calls
- A free account on Google Workspace (Docs, Sheets, Drive, Calendar)
- A free AI account (ChatGPT or Claude) — learn to write helpful prompts

3 • Choose your first services

Don't offer everything. Pick **2–3** to be genuinely good at to begin:

- Email & inbox management
- Calendar & scheduling
- Data entry & file organization
- Basic social media support
- Customer service / email support
- Research & simple admin

4 • Your simple one-page resume

Keep it clean and honest. Include:

- 1 Your name + a one-line headline (e.g. "Virtual Assistant — helping leaders save time")
- 2 A warm 2–3 sentence summary of how you help
- 3 Your skills and the tools you know
- 4 Any experience — even non-VA work counts (it shows reliability)
- 5 Save it as a clean PDF

5 • Where to create your profiles

- **OnlineJobs.ph** — the Philippines' go-to platform; create a free jobseeker profile
- **LinkedIn** — a clear, benefit-led headline and a friendly photo

- Add a short “about me” focused on how you help, not just what you do

One golden rule for staying safe

A genuine client or platform will **never** ask you to pay a fee to get hired. Watch for upfront “training/processing” fees, pay that's too good to be true, requests for bank details too soon, and pressure to sign immediately. When in doubt, slow down, pray, and ask a trusted sister.

“And whatsoever ye do, do it heartily, as to the Lord, and not unto men.” — Colossians 3:23

Learn the skill with excellence. Serve real people with kindness. Provide for your home with integrity. And give, so the Gospel goes further than your own two feet could carry it.

VAs with a Mission · Learn. Serve. Support. Send. Together in the Great Commission. · This is a starter companion — verify current platform & tax rules for your situation.