

An aerial, black and white photograph of a baseball field. The image shows the diamond and bases, with white chalk or paint markings on the grass. The text "Top 5 Tips for Upwork" is overlaid in the center in a bold, white, sans-serif font.

Top 5 Tips for Upwork

WHAT IS UPWORK AND WHAT CAN YOU DO WITH IT?

The screenshot displays the Upwork interface. At the top, the Upwork logo is on the left, and navigation links for Jobs, Talent, Reports, and Messages are in the center. On the right, there are icons for help, notifications, favorites, and a user profile. Below the navigation bar, a search bar contains the text 'virt'. A 'Filter By' sidebar on the left lists various categories such as Accounting & Consulting, Admin Support, Customer Service, Data Science & Analytics, Design & Creative, Engineering & Architecture, IT & Networking, Legal, Sales & Marketing, Translation, Web, Mobile & Software Dev, and Writing. The main content area shows search results for 'property manager virtual assistant'. The search bar includes a search icon, a 'U.S. only' toggle, and an 'Advanced Search' link. Two candidate profiles are listed:

- Mae Roxanne L.**: Virtual Assistant, Property Management Specialist, Leasing Manager, Philippines. Rate: \$10.00/hr. \$60k+ earned. 100% Job Success. A bio snippet reads: "Thank you for taking time to view my profile. My experience working online is mostly inclined in Real Estate industry but I also worked for different websites. I have been a Virtual Assistant and was exposed to various...". Suggested because they worked on 1 job that matches your search. Skills: Virtual Assistance, Customer Service, Property Management, Email Handling, Researcher, Task Coordination.
- Rochella B.**: General Admin Virtual Assistant/ Property Management Specialist, Philippines. A blue badge indicates she is "Available now".



1. START SMALL

**Don't start with a full-time position,
do a project instead.**

**If your project is small, hire multiple
people. Then pick the best one.**



Filter By

Category

Location

Talent Type

Freelancers & Agencies
 Freelancers
 Agencies

Offers consultations **NEW**

Hourly rate

Job success

Earned amount

Hours billed

English level

Other languages

2. TAKE TIME WITH YOUR JOB POSTING


Make it very specific – almost like writing for a computer.

Use filters and keywords extensively.

Always add a “test word” to prevent spam.



3. LOOK FOR DIAMONDS IN THE ROUGH

 **Maria M.**
Rockstar Bookkeeper
Venezuela

81% Job Success

\$8.00/hr \$8k+ earned

What kind of Rockstar VA do you need? There are many types of VAs, but have you ever thought about what kind of VA you want to hire? Before hiring someone, ask yourself the following questions: 1. What do I want the...

AppFolio Administrative Support Human Resource Management Financial Accounting Real Estate

 **Urapola Pathirana Ishara Ruwan P.**
Quickbooks Online Certified ProAdvisor/Bookkeeper/Accountant/Xero/...
Sri Lanka

98% Job Success

\$8.00/hr \$90k+ earned


Are you stuck with your Bookkeeping / Accounting? Do you need a quick turnaround? Are you searching for the BEST QUALITY SERVICE PROVIDER to CLEAN UP YOUR BOOKS & FILING TAXES

Financial Accounting Bookkeeping Intuit QuickBooks Microsoft Excel Xero Wave Accounting

More expensive isn't always better

Job success rate is really important

Top Rated is a good badge to look for

 **Ellen Joy R.**
CPA, QB/XERO Certified, Yardi & Appfolio Expert
Philippines

99% Job Success

\$15.00/hr \$20k+ earned

Do you want to formulate winning strategies on growing your business, maximize your resources and taxes? You're in the right place! I help small to medium enterprises formulate better decisions by ensu...

AppFolio Bookkeeping Accounting Cost Accounting Financial Analysis CPA Xero Quick

 **Syed Harris A.**
Buildium and Appfolio Expert
Pakistan

100% Job Success

\$45.00/hr \$20k+ earned

Have working with Property Managers from all around the United States since 2015, I am now an exper... Appfolio and Buildium. If you are looking for a Top-Notch! Bookkeeper and a Back office manager for y...

AppFolio Intuit QuickBooks Google Spreadsheets Xero GAAP Accounts Receivable Managemen

4. YOUR REPUTATION MATTERS – BE KIND

Good Upworkers always look at the employer's star rating.

If someone completes the job brief, always give 5 stars, even if they weren't the best

Leave things vague and positive – you don't need to close doors or give negative feedback.





5. THINK ABOUT “JOB” DIFFERENTLY

**Upwork gives you a lot of
opportunities to work in new ways**

**You can have a group of specialists
who you call in regularly for
different needs**

**It takes time to learn to work this
way, but it can be highly beneficial**