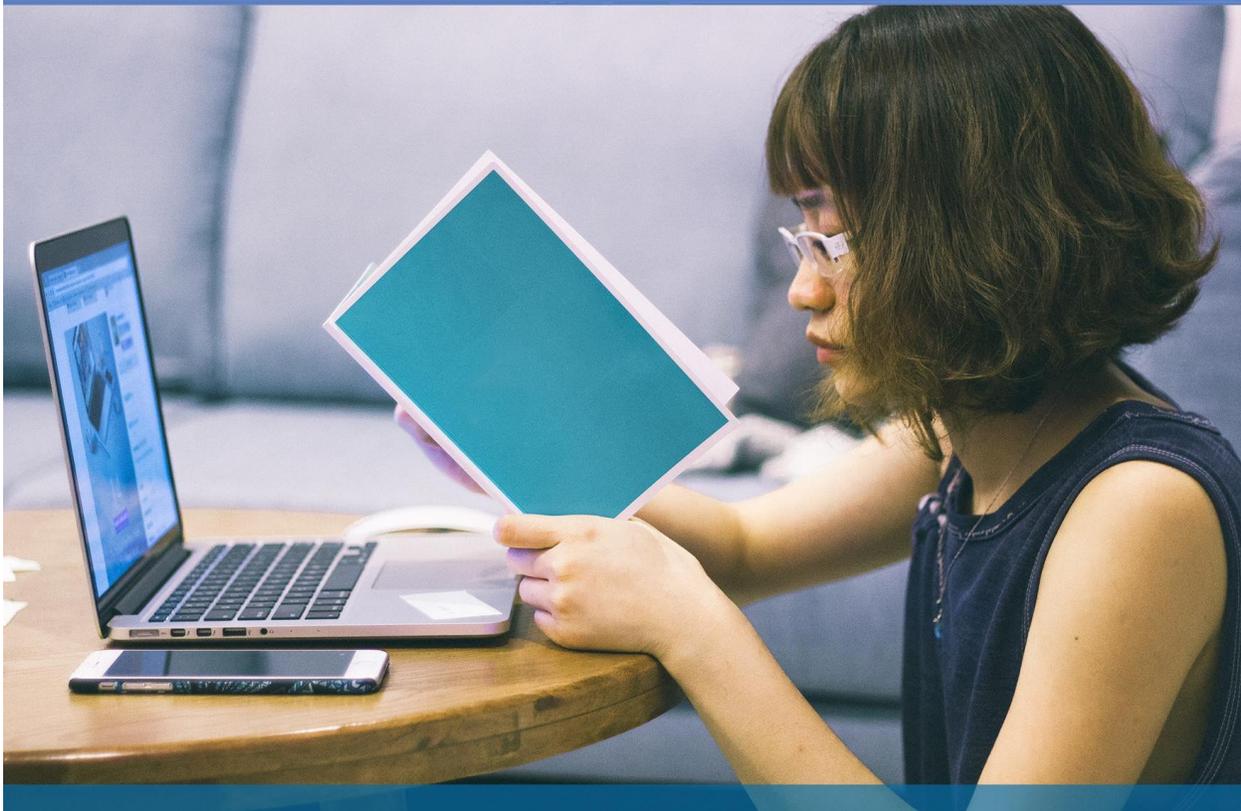# Online Worker Introductory Course

How To Become an Online Worker

Online Worker Introductory Course

How To Become an Online Worker

What is online work?

Online work is any essentially any work done on a computer that requires an internet connection. In can be done at home, in the office, or any other location.

Many companies all over the world offer different kinds of online jobs. They usually hire remote workers to save money, resources, and gain access to global talent.

Examples of companies that offer online work:

- 51Talk
- Speedo
- Google
- Uber
- ABS-CBN
- A lot of companies all around the world

Countries that do online work:

The Internet has provided us the opportunity to work with people from around the world. Some of the most well-known countries that have many online workers are:

- Philippines
- India
- Bangladesh
- United States Of America
- United Kingdom

Here are several testimonies from individuals who have hired online workers or are working as one:

Carl Vanderpal I've employed a number of people from here over the years, my last was a husband and wife comb for about 3.5 years. Best decision I have made. Well worth it.
Unlike · Reply · Message · 👍2 · December 14, 2015 at 11:04pm

Brandon Mix I used onlinejobs.ph to find my full-time writer and I'm getting ready to hire a full time social media member to my team. This is an awesome site and highly recommend them.
Unlike · Reply · Message · 👍6 · December 9, 2015 at 8:22am

Mai Tan Thank you Onlinejobs.ph. I found my employer here. I get to do my work and as the same time, take care of my kid ❤️
Unlike · Reply · Message · 👍1 · April 29 at 10:39pm

Essays
@MyEssayWriter

Following ∨

@OnlinejobsdotPH We have found some great VAs so far and are looking for 2 more PT employees.

LIKE
1

11:30 AM - 16 Feb 2017

❤ 1

"When I was placed in a nightshift, I never got to spend much time with my family. I would go to sleep the moment I arrived home from my shift. That's when I found Onlinejobs.ph... I have been working at home ever since. The good thing is that I can always manage my working hours and spend time with my family as well. My employers have been really nice, accomodating, helpful and fun to work with. As for the salary, I was able to earn my 1 month pay as a call center agent in less than 2 weeks! I've never been this happy working before, and I'm forever grateful to Onlinejobs.ph for opening a portal to endless opportunities. More power!"
Kristen

"OnlineJobs made it possible for me to breathe easy... and to set aside a little more for the future, all while paying for the necessities of life for my [family]. I can't imagine how hard life would be without this brilliant opportunity, and I couldn't thank OnlineJobs more for the great chances that have come my way since I found the site."
Gabrielle

Different types of online work

Data entry

A data entry is a job in which data is entered or updated in a computer database. Data can range from a customer's personal information to medical records, depending on the company. It requires fast and accurate typing skills and the capability to focus for long periods of time without making--or at least minimizing the chances of--any errors.

Aside from typing skills, those who want to sign up for data entry work need basic knowledge in Math and English. They also have to be proficient in the use of computers.

Sensitive information is often encountered in this line of work. Having the ability to keep things confidential is a plus.

Administrative work

Administrative work comprises of a wide variety of services which, depending on the client's needs, may or may not include the following:

- Setting appointments
- Making travel arrangements, booking flights
- Making and answering emails and/or phone calls
- Data entry
- Handle social media accounts
- Minor bookkeeping
- File management

Marketing

Online marketing or digital marketing basically means using the Internet to:

- Spread the name of the business, increase awareness of a brand
- Study the demographics, behavior, and preferences of the target audiences, and to look for potential customers
- Promote products and/or services

There are many specializations in digital marketing to choose from. Some of the most common are:

SEO (Search engine optimization)

The process of improving a website so that its pages will rank higher in the results of search engines such as Google, Bing, etc.

SEM (Search engine marketing)

Creating advertisements that are displayed when a user searches a certain term on search engines. Advertisers pay a fee for every click that their ads get.

SMM (Social media marketing)

Using social media websites like Facebook, Instagram, Twitter, etc. to promote a brand and its products/services

Email marketing

Spreading information about a product or sending newsletters, events, or promos through email

Blog marketing

Writing blog posts, articles, posting comments, or participating in forum discussions with the aim of spreading more information about the product

Content

Being a content creator means making original content to be published on various platforms. Content can be in the form of text, images, audio, or videos. Many people specialize in only one kind, working as writers, graphic designers, and sound and/or video producers. There are also others who are jacks-of-trades and can create all forms of content.

Creating content, more often than not, works hand in hand with marketing, as content is needed to promote a brand and its products.

Programming

A programmer writes software programs using languages like C++, Python, and Java. They also have to run tests to make sure they work properly, and fix the code if they find any errors.

Programming comprises of different areas, such as:

Game Programming
writing codes to create video games

Web Programming
designing and developing websites and web applications

Application/Software Programming
writes software that provides services for the user (for example: word processors, graphics editors, etc)

System Programming
writes software that manages computers and allows applications to run (example: Operating systems, disk systems, utilities)

Management

A project manager handles projects on behalf of the client. They ensure that the project runs smoothly and the goals are met on schedule. This requires time management, problem solving, and organizational skills.

Project managers also handle the recruitment of people needed for the job and lead them as a team. They will also be the ones to make reports for the client, assess risks, and be responsible for any accounting, bills, and costs.

What industries are hiring Filipino VAs

These are the industries that are in need of VAs the most, although you will find others not included here while job-hunting:

- Customer support providers
- **Digital Marketing Companies**

- Graphic Designers
- Accounting Firms
- Law Offices
- Website Designers and Developers
- IT and Programming Firms
- Software Developers
- E-commerce Businesses
- Mom and Pop shops

Freelancing or full-time work, which is best for you?

How does freelancing work, and will it work for you?

A freelancer is a self-employed individual that often offers their services to many clients at a time. Since you will be working on your own, there will be no company to help you with taxes, nor will there be any job benefits.

If you are new to freelancing and/or don't have much experience in your work, getting many clients as a beginner can be a challenge. You will mostly likely have all your applications rejected on your first tries. Many freelancers will also experience "dry seasons" during which finding work will be difficult.

You have the freedom to choose when and where to work, and how to do your job, as long as you meet deadlines. Working with multiple clients also means different sources of income. Your salary as freelancer has the potential to be higher than if you work full-time in a company. However this will take a long time, possibly years.

If you value having a flexible work schedule and being able to work anywhere you want, then becoming a freelancer may suit you.

How does full-time employment work, and will it work for you?

When working as a full-time employee in a company, you will rarely have a choice in what what you will be doing or which clients you will be working for. The pay will also be lower than what you can get through working freelance.

One the other hand, working full-time means you have a steady flow of income, something that is hard to achieve through freelancing. Depending on your employer, you will also be paid extra for any work done outside regular hours, such as overtime or during weekends and holidays.

You will have a fixed working schedule, which makes it easier to plan out your day or week. You will also have benefits such as healthcare (depending again on the employer) and paid leaves. You can also advance and get a promotion in your job, leading to more career opportunities.

Many online workers shift from freelancing to full-time employment, as the former is usually harder to maintain as a stable, long term lifestyle due to dry seasons and frequent schedule changes.

What do you need to get online work? Technical requirements

What Do You Need Before You Can Start Working Online?

1. JOB PROFILE

- Avoid using photos that are too informal
- If you have any previous work experience, it is better to put only those that are relevant to the job you want to do
- Having a college degree is not as important, but include your highest educational attainments and any TESDA/short course diplomas or certificates you have
- Don't include any unnecessary information (ex. hobbies)
- Make sure your social media profiles are presentable since clients can do background checks

A Rockstar VA with Expertise in Writing / SMM / SEO / Wordpress / Graphic Design

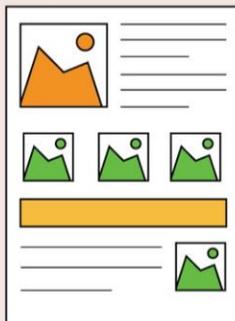|	
Salary:	Php 20,000.00 - 25,000.00/month ($388 - $485 USD) 30 hrs/wk ($3.23 - $4.04 USD/hr)
Education:	Bachelors degree
Experience:	More than 5 years of experience as a VA with excellent skills in Writing, Social Media Marketing, Video Marketing, Email Marketing, Wordpress, SEO, Advertising, Content Curation, Copywriting, Business Consulting, Business Management, Startup Planning, Goo

ID Proof 92

Facebook Verified

2. WORK PROFILE

- Include actual work samples as much as possible. You have to showcase what you can do to impress
- If you had any previous employers that are related to your chosen field, include them as well

CONFUSION

Fourth Base
PROPOSAL PLANNING

CONFUSION BRAND IDENTITY

FOURTH BASE COMPANY IDENTITY LOGO

SAMPLE PORTFOLIO

3. A COMPUTER

You can choose to have a desktop or a laptop, or both (if you have the money). Either computers have their advantages and disadvantages.

LAPTOP

DESKTOP

PROS
Portable
Power-efficient
Much smaller than desktops

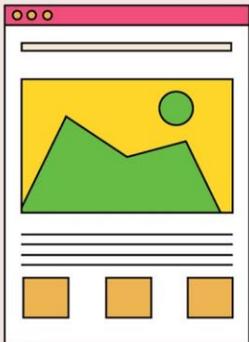**CONS**
Generally more expensive
Harder to repair and upgrade

PROS
Cheaper
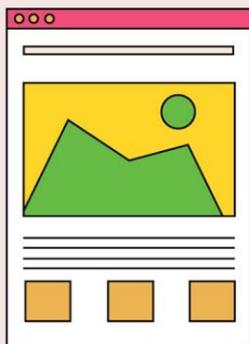Can be easily upgraded and repaired
Potentially more powerful

CONS
Not portable
Takes up more space
Uses more electricity

Although you can do much more work on a computer, you can also use a smartphone or a tablet for more minor tasks or to keep an open communication line with the client.

4. INTERNET CONNECTION

• The Philippines is notorious for having a very slow internet connection.

• Choose a package that is within your budget but is also relatively fast. Later on you can invest in a better.

• The top 3 internet service providers are: PLDT, Globe, and Sky Broadband, since they are available in all major cities nationwide.

• There are also companies such as Eastern Telecom, and Converge ICT, but their services are still limited to selected areas in Luzon.

• If you have a laptop, you can take advantage of the free wifi in coffee shops, coworking spaces, or other locations.

• You may also want to consider working in internet cafes

    •You have to be careful not to save any log-in details, erase any web history, etc.

• As much as possible, any work that deals with very sensitive information shouldn't be done in public/commercial spaces.

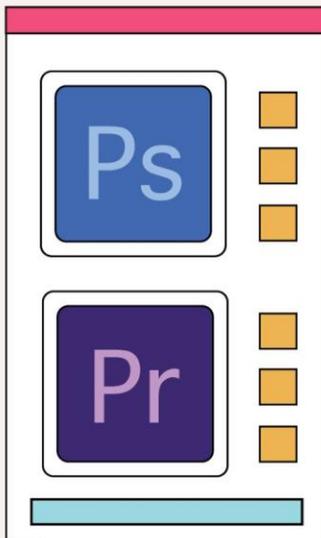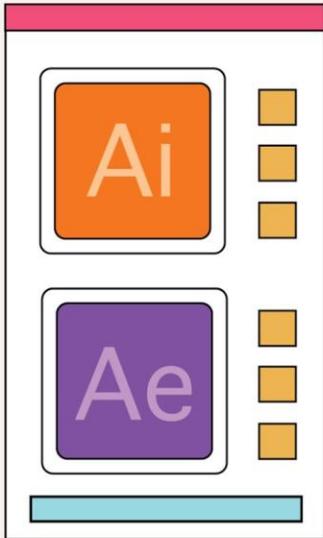## 5. APPS FOR COMMUNICATION

Gmail/Yahoo/Outlook

Skype

LINE

Viber

Google Hangouts

Facebook Messenger

5. APPS FOR WORK

Popular applications for all-around work (writing, spreadsheets, slideshows):
• Google Docs
• Microsoft Office/Office Online
• Dropbox
• Zoho
• OnlyOffice

Graphic Design/Photo Editing:
• Adobe programs (Photoshop, Indesign, Illustrator, Premiere, etc)
• Corel programs (CorelDraw, Paintshop, PhotoImpact)
• AutoCAD
• Google SketchUp
• GIMP

Project Management:
• Teamwork
• Asana
• Zoho
• Wrike
• Trello

Social Media Management:
• Hootsuite
• Buffer

Video Production:
• Sony Vegas
• Pinnacle
• Adobe Premiere
• Adobe After Effects

Web Design/Development:
• Dreamweaver
• Wordpress
• Chrome Developer Tools
• Sublime Text
• GitHub

Programming:
• Microsoft .NET
• OpenCL
• Meteor
• Visual Basic
• Unity
• Unreal Engine
• Source
• Corona SDK

Where do you go to find online work?

Looking for online jobs can be difficult especially since there are many "employers" on the internet that end up scamming their employees. For your own security, it is best to stick to reputable websites that have legitimate jobs from legitimate employers, as they also do their best to ensure that employers and employees are safe from scams.

Here are several place to look for online jobs:

Onlinejobs.ph

This is one of the safest places for Filipino online workers to go jobseeking. Employers who post job openings here are charged commission by the site. This is because legitimate employers are more willing to pay for worker information than scammers are.

Onlinejobs.ph also has a system in place that allow you to report employers who don't fulfill contract terms and have them investigated. They also have virtual assistants who scan the site and remove any suspicious posts.

Freelancing sites

- ❖ EasyOutsource
- ❖ Fiverr
- ❖ Upwork
- ❖ BestJobs
- ❖ Freelancer

These freelancing sites are also safer places to look for online jobs.

Unlike Onlinejobs.ph, however, freelancers from other countries also have profiles here, although there are exceptions such as EasyOutsource, which cater to Filipino online workers just like Onlinejobs.

Though this means more competition, the hundreds and thousands of jobs that are posted here everyday cannot be ignored as well.
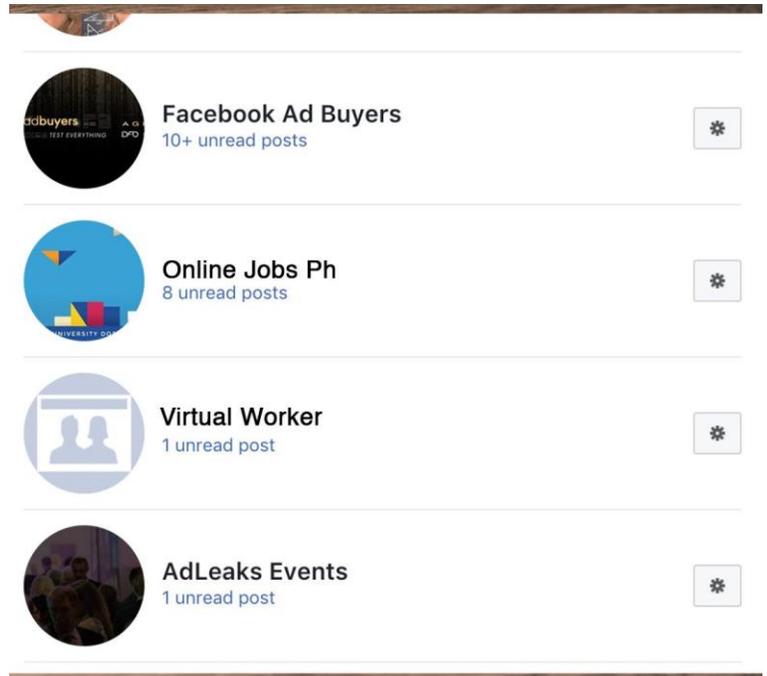
Groups

Social media sites like Facebook also provide many job opportunities.
There are many Facebook groups dedicated to local and/or international online jobs and jobseekers both local and international. However it is also very easy to get scammed in these places if you are not careful.

Another popular social media site to look for legitimate jobs and join groups is LinkedIn, which caters more to entrepreneurs, CEOs, and professionals. If you want to build your network of connections and open the doors to more job opportunities, this is a good place to start. Having a Linkedin page helps in gaining credibility online.

Job sites

Jobs sites have posts for both online and office-based jobs. If you are looking to get hired by companies and not individual employers, websites like Jobstreet, Indeed, Mynimo are good places to look for job opening ads.

Although not strictly dedicated to jobseekers, sites like Craigslist and OLX also have job openings, but you have to exercise caution when browsing, as there are many scammers here too.

The Application Process

THE APPLICATION PROCESS

THE JOB SEEKER PROFILE

• Don't use unprofessional looking photos.

• Avoid using informal email addresses; the same applies for user names.

• For professionals, linking your LinkedIn account to your jobseeker profile builds credibility.

• If you want to link your other social media profiles too (ex. Facebook), make sure they're clean.

THE RESUME

• Make sure to name your resume as "yournameresume.doc/pdf"; this will make it easier for the employer to associate you with the resume.

• Include a cover letter at all times, unless you are told not to.

• Like with your jobseeker profile: Don't use unprofessional looking photos.

• Don't include unnecessary information like your hobbies or family.

• Always proofread before sending your application.
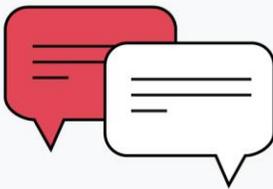
THE APPLICATION PROCESS

THE PORTFOLIO

• If you have multiple skills, showcase them in your work samples.

• Show not tell is the best policy; images are more effective in impressing employers.

This is especially important if you are in graphic design, web design/development, etc.

• If you have any previous jobs that are related to the kind of online work

you want to do, include them.

THE INTERVIEW

• You may undertake a test before the actual interview; this allows the employer to assess your capabilities.

• If you are flexible with your work schedule, make sure to emphasize this during the interview.

• Employers tend to appreciate honest answers more--so be honest with them.

• Do not forget to follow up your employer whether or not you are accepted for the job.

Once you have filled out all the necessary details on your jobseeker profile, then it's time to start applying for jobs. Knowing what you are good at will help you find one that you will be comfortable with. You may have to create variations of your application forms depending on the job you take. Always make sure that everything from your cover letter to your portfolio has been proofread before sending it to a potential client.

You may get hired on your first application, or it may take you several tries before you have your first employer. What is important is that you keep trying.

Like any other job, becoming an online worker isn't for everyone. It requires dedication, patience, and oftentimes you have to make sacrifices along the way. But if you believe that you've got what it takes to be one, you will find yourself on the path to a lucrative career with many opportunities.

Let us help you take the first step to becoming a successful online worker by signing up with Onlinejobs.ph.

Once you are truly ready to start your work and deal with clients, you can download Part 2 of our Training Series, the "Online Worker Foundation Guide".

Good luck!