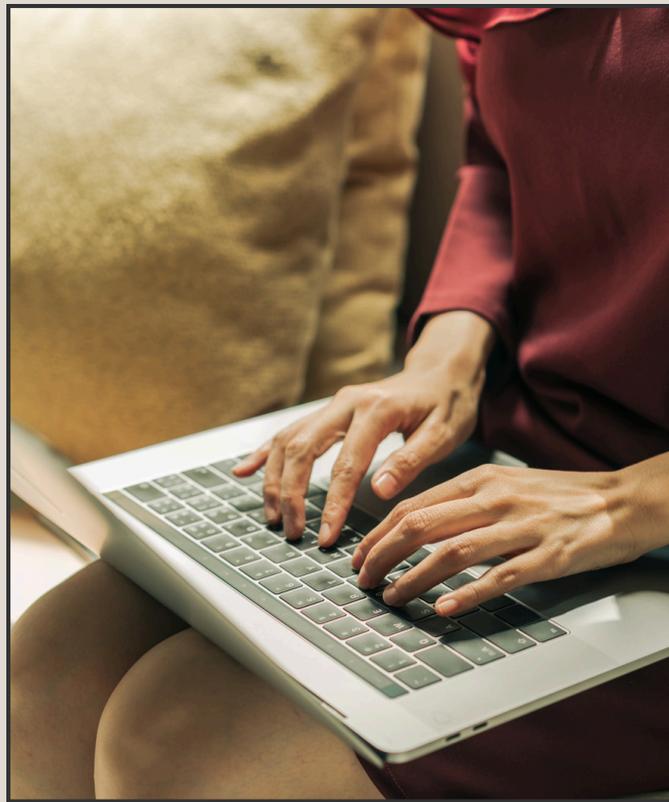


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# VIRTUAL ASSISTANT STARTER KIT



## **Your 7-Day Road Map to Launching Your Virtual Assistant Career**

For Career-Shifters,  
Work-From-Home Moms, and Students.

# WELCOME



## **Welcome, Future VA!**

Hi there! I'm so excited you're here. Whether you're a mom who wants to work while raising your kids, a student looking for extra income, or someone leaving the corporate grind—you're in the right place.

This kit will give you the clarity, confidence, and tools to take your very first step into the world of virtual assistance. Let's make your dream of working from home a reality—starting today!

With purpose, Maria

# WHAT IS A VIRTUAL ASSISTANT?

A Virtual Assistant (VA) is someone who offers services to businesses or entrepreneurs online.  
No office needed!

**You don't need to be 'techy.'  
You just need to be willing to learn.**

**You can be a VA if you have:**  
Internet access  
Communication skills  
Some basic tools (we'll show you)

# 15 SERVICES YOU CAN OFFER

(EVEN AS A BEGINNER)

- Email Management
- Calendar Management
- Social Media Scheduling
- Content Repurposing
- Online Research
- Data Entry
- Customer Support
- Basic Canva Graphics
- Blog Formatting
- CRM Updates
- Community Moderation
- File Organization
- Travel Booking
- Product Listings
- Transcription

# SKILLS INVENTORY WORKSHEET

Discover the VA services you're already ready to offer!

Think about your school, job, home, or volunteer experiences. Use this worksheet to match what you've done with potential VA tasks you can offer clients.

## Instructions:

For each skill or task you've done in the past, fill out the three columns below. This will help you see how your existing experience translates into VA services.

Your Skill/Experience	Where You Used It	Possible VA Task
Organizing events	Family birthdays, church programs	Calendar & task management
Writing and editing	School papers, blog posts	Content creation, proofreading
Social media posting	Personal accounts, business pages	Social media management
Researching information	School projects, online shopping	Online research, data collection
Managing schedules	Personal/family calendars	Appointment booking, reminders
Helping with schoolwork/homework	Tutoring siblings, classmates	Online tutoring, admin support
Creating graphics	School posters, social media posts	Canva design support
Emailing/follow-ups	Job applications, community updates	Email management
Customer service experience	Retail jobs, event organizing	Customer support via email/chat
Typing/transcribing	Notes, essays, minutes of meetings	Data entry, transcription



# MUST-HAVE VA TOOLS

## TOOL - PURPOSE

**Gmail** – Email Management Google

**Docs/Drive**– File Sharing & Reports

**Canva** – Design

**Trello / Asana** – Task Management

**Zoom** – Calls

**Loom** – Video walkthroughs

**ChatGPT** – Writing & Ideas

**Calendly** – Scheduling



# STARTER PRICING & PACKAGES

## **Hourly:**

\$5-\$15/hr

## **Package:**

10 hours of admin support for  
\$120/month



## **Tip:**

Start small, grow your confidence, raise rates as you gain experience.

# GET YOUR FIRST CLIENT BLUEPRINT

1. Set Up Your Intro Kit (Resume, Services List, Email)
  2. Join VA Job Boards & FB Groups
  3. Send Your First Pitch

## **Example pitch:**

'Hi! I'm a new virtual assistant helping businesses with admin and customer support. I'd love to assist you—would you be open to a quick chat?'

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# TEMPLATES YOU CAN USE TODAY

## VA RESUME TEMPLATE

[Click Here](#)

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## SIMPLE PITCH EMAIL / DM TEMPLATE

Hi [Client Name],

My name is [Your Name], and I'm a Virtual Assistant helping entrepreneurs and small businesses with admin tasks like calendar scheduling, email cleanups, and social media support.

If you're looking for someone dependable and easy to work with, I'd love to chat about how I can help lighten your load—even a few hours a week can make a big difference!

Would it be okay if I sent you a quick proposal?

Looking forward to hearing from you,

[Your Name]

[Your Email / Socials / Portfolio]

# SERVICE LIST EXAMPLE

- Admin Support
- Email & Calendar Management
- Document & File Organization
- Data Entry & Online Research
- Social Media Support
- Scheduling Posts  
(using Buffer, Meta Planner, etc.)
- Caption Writing and Content Ideas
- Basic Canva Graphic Templates
- Customer Support
- Responding to inquiries
- Managing inbox replies
- Setting appointments and reminders
- Other Tasks
- Transcription
- CRM Updates
- Light Website Edits (if experienced)

# YOUR 7-DAY LAUNCH PLAN

**Day 1:** Identify your skills & services

**Day 2:** Set up email & Canva brand kit

**Day 3:** Finalize your resume + service list

**Day 4:** Join 3 FB groups/job boards

**Day 5:** Write your pitch message

**Day 6:** Send 3 messages / apply to 1 post

**Day 7:** Review wins + plan your next move



# WHAT'S NEXT

**Enroll in the VA Beginner Course and get:**

- Full step-by-step training videos
- Templates and Systems Set-up Guides
- A private community
- And more...



**BONUS: Get 10% off if you join today!**

[Career - Shifters Click Here](#)

[Working - Moms Click Here](#)

[Students Click Here](#)