

A FREE CHECKLIST FROM PINOYREMOTE

# The VA Starter Checklist

Everything to prepare BEFORE you apply as a virtual assistant, from someone who has done this work since 2020.

— By Jean, from PinoyRemote · [pinoyremote.com](https://pinoyremote.com)

## BEFORE ANYTHING ELSE

# Apply with confidence

I became a VA in 2020. **This checklist is what I wish someone handed me before my first application.** Kapag kumpleto ka na dito, you apply with confidence instead of guessing.

Work through the five parts in order, and tick each box only when it is really true for you.

1

PART 1 OF 5

## Mindset and expectations check

- ☐ I understand **VA work is a real job with deadlines**, not "easy money online"
- ☐ I can commit **consistent hours** (even 4 hours daily beats random availability)
- ☐ I know my target: **my first client within 30-60 days** of serious applying, not overnight
- ☐ I am ready to start at a **fair beginner rate** and raise it with proof, not start at expert rates

2

PART 2 OF 5

## Equipment and setup check

- ☐ **Laptop or desktop** that can run video calls plus 5 browser tabs without freezing
- ☐ **Main internet at least 25 Mbps**, plus a backup (mobile data counts)
- ☐ **Backup power plan for brownouts** (powerbank for the router, or a charged laptop)
- ☐ **Quiet corner for calls**, headset with a working mic
- ☐ **Professional email address** (yourname@gmail.com, not gamertag123)

3

PART 3 OF 5

## Skills inventory (be honest)

- ☐ I listed **every tool I already know** (Google Docs/Sheets, Canva, email, calendars, social media)
- ☐ I picked **ONE starter service to lead with** (inbox management, scheduling, data entry, social media support, customer service)
- ☐ I know the basics of **at least one AI tool** (ChatGPT or Claude) and can explain how I use it to work faster
- ☐ I did a **self-test**: I timed myself doing my starter service for 1 hour to know my real speed

4

PART 4 OF 5

## Profile assets check

- ☐ **Professional-looking photo** (plain background, good light, no filters)
- ☐ A **3-4 sentence introduction** that says who I help and with what task
- ☐ A simple **one-page portfolio**, even with practice samples (label practice work as practice, never fake client work)
- ☐ My **rate range researched** for my service, in both ₱ and \$
- ☐ A **tracker for my applications** (a simple sheet: date, client, role, status, follow-up date)

5

PART 5 OF 5

## Safety check (important)

- ☐ I **never** pay a "registration fee" to get a job. Legit clients do not charge applicants
- ☐ I **do not** send government IDs to strangers before a real contract
- ☐ I use **PayPal, Wise, or direct bank transfer** with clear terms, never gift cards
- ☐ If a job posting **promises big money for no experience** and no interview, I skip it

## KEEP GOING

# The next step

If you checked most of these boxes, **you are more prepared than the majority of applicants**. The next step is the actual application process: where to apply, what to write, and how to stand out with zero client history.

THE NEXT STEP

FROM PINOYREMOTE

## The VA Starter Kit

That exact process, with the templates and scripts I use, is inside the **VA Starter Kit** at pinoyremote.com. It is the kit version of everything I learned since 2020.

**₱499**[Get the VA Starter Kit →](#)**Jean**

pinoyremote.com