UPWORK FREELANCING PLATFORM

Author: **Bandi Fouziya** - November 5, 2018

Recalling the period of oDesk and Elance, these are the two freelancing platforms that brought together Contract workers and employers. These two platforms were in business since 2003, serving hundreds of thousands of clients all around the world. Provided an opportunity for the freelancer to showcase their skills and bid a job, which they are interested on.

In late 2013, these two platforms merged into one company and continued to operate as separate entity. Later in 2015, oDesk has been re-branded as **Upwork**, a giant platform, wherein more than 9 million freelancers are ready to work. Upwork has varied areas, wherein, any type of freelancer can find a job. From data entry, web research, administrative support, virtual assistant, writers to software developers, web developers and many more we can find here.

Watch video to know more:

Upwork has no sign-up fees for freelancers as well as for the clients. Within a few minutes of your profile setup, you can start bidding on the jobs. As a client, can post your requirements and can find freelancers bidding on your job right away. As a freelancer, only on the first $500 earned by you from the client will incur a 20% service charge. Once your income grows from $500 to $10000 range from this client, Upwork will charge 10% service charge. After that, you will be charged 5%. Every client, you work on, will process the service charge this way individually.

Upwork provides connects to apply to a job. As a basic free membership you have 60 connects in a month. Each job requires 2 connects to apply, thereby you can apply upto 30 jobs in a month. If you have premium membership, then you have 80 bids in a month. Premium membership offers rollover of the unused connects in the following month, also have the privilege to see other applicants bids. Thereby making you aware of the low bid and high bid in the loop through which you have the option to bid appropriate and negotiable.

You have the option to work on Upwork either by hourly or fixed price. Hourly mode, has the Upwork Time tracker, wherein you can log and start working for the particular job. Every 10 minutes, screenshot will be captured and also the activity within the 10 minute will too gets captured. With the help of this, the client can follow your work regularly. Fixed priced don't use time tracker, but has the option to work by milestone. The client has to accept the milestone and pay

the amount, which will be in escrow. Only be released to the freelancer, when the said milestone is complete and the client accepts the finalization of that milestone and release the fund.

As an Upwork Top Rated Freelancer, I have learnt a lot during my career and would like to share this, so that you may have an idea of how to use this platform, tips and tricks in creating a stunning cover letter and more. You can of course within a short span of time will learn lot, instead of taking more time to proceed by yourself.

Will let you know in detail the following in my coming blogs.

1. Process involved in profile setup
2. Skill Tests
3. Tips on applying to jobs on Upwork
4. Upwork Chat Room

HOW TO SETUP STUNNING PROFILE IN UPWORK

December 4, 2018

Upwork is a freelancing giant platform wherein more than 9 million freelancers have been registered so far. With a huge list of freelancers, competition is high and to stay up with these competitors, a detail and well defined profile is what value all about.

Upwork has sorted out the most demanding skills that are required in it's platform. If you have skills that have less demand your registration will be cancelled and you will be terminated. Now a days Upwork is rejecting freelancers frequently. Be sure to pick up skills that are in demand in Upwork market place and not be of one rejected. If your skills are not demanding, you can learn those skills that are in demand and get updated to showcase those skills in your profile. In today's world, we are learner at every moment. The skill today is outdated tomorrow. Hence a freelancer is always a learner and not an expert he can say so about him.

Setting up a stunning profile is the key to enter into the field of freelancing. Client first looks into your profile. Profile helps the client to know about your skill and expertise. Based on your profile, client judges to hire you or not. So to be more precise, make your profile look Professional and your skills up to date.

Brief overview of a profile setup in Upwork:

How to setup Upwork Profile from **saftpro**

To write an overview in your upwork profile, follow the below tips:

1. Add a Professional Photo in your profile
2. Add video clip of yours, briefly stating your goals and skills to the clients. This in turn makes you personal and also makes the client to know your communication skills. How well are you in speaking good English.
3. Be sure to list out the skills you are updated with.
4. Take out Upwork skill test on those skills you are updated with. This makes the client to know more about your expertise in those skills you listed out.
5. Don't ever say that you are an expert in those skills you have, instead list out the year of experience you have and the projects you worked on. Add testimonials of your clients to whom you worked on, so that the customer get to know more about you.
6. Add portfolios to your profile to showcase your work
7. Add work experience and the projects you worked on.
8. Add Qualification and Certification if any, client doesn't check out your qualification, but checks out your skill and the achievements in the skill test you had taken. Few clients may ask to do some task prior to hiring to test your skill level. If you get through then there is a chance to get hired. That doesn't mean that you no need to add qualification. You should be more clear enough to tell about you to the client.
9. More to stand out from other freelancers, create your own professional linked in profile and your own website focusing your skills and services. Add link to those profiles, which makes you look Professional and gets into well paid jobs.

Upwork CEO Stephane Kasriel words:

> **"** *Yet too often degrees are still thought of as lifelong stamps of professional competency. They tend to create a false sense of security, perpetuating the illusion that work—and the knowledge it requires—is static. It's not."*
> *—Stephane Kasriel, President and CEO of Upwork*

Check awesome profiles of Freelancer in upwork:

Fred T.
📍 **Seattle, United States**

100%
Job Success
🛡 TOP RATED

Maximize Your Business with Modern iOS Software Engineering

"Fred was a true asset to us, providing advanced coding skills from years of experience as a software engineer. We highly recommend him for any project, simple or complex. His courtesy, experience and skill set are a blessing." - Geoff Coldiron of OpenDrive, Inc.

"I enjoyed working with Fred on some very specific projects that required some creative thinking and high throughput. I found Fred to be a very pleasant and dilligent worker and I think he would be good contributor to any organization." - Bob Steurer of SpaceLabs Medical

WHEN done right, a modern iOS mobile application can provide your customers a great way to access your products and services.

However, creating and maintaining a modern software application can be a risky venture! There are procedural risks, technical risks, and risks in hiring the right person or team. Some risks are downright unavoidable.

That's where I come in. I specialize in creating modern software startups, and established companies. Using the latest technologi methods, I will strive to build you a great mobile solution, while factors that can break your budget.

During project construction, I can provide a web portal where yo
-- Monitor your project status.
-- review daily status reports, bug reports, and project design ar
-- access your Git source code repository.
-- download and install the latest version of your app onto your i

I am well-versed in Requirements Analysis, Object-Oriented Desi code in Swift and Objective-C using xCode. Experience working environments.

I'd love to learn about the ideas you have for maximizing your b

Kat C.
📍 **Las Vegas, United States**

95%
Job Success
🛡 TOP RATED

Data Scientist | Content Writing | White Papers | Blogs | Editing

I am a professional freelance data scientist, content writer, technical writer, and editor. My areas of applied and academic expertise include machine learning/artificial intelligence, data science, data engineering, text analytics (NLP), technology (blockchain, cybersecurity, IoT, SaaS), finance, logistics, supply chains, education, health care, and psychology. The complete list of skills and abilities that I offer to you are as follows:

• Content writing, copywriting, and copyediting: White papers, press releases, blogs, articles, landing pages (web copy) for all industries. Analyzing and predicting consumer behavioral patterns is another area of my expertise matrix.

• Content marketing strategy, planning, and execution: This is the ingredient that a majority of content creation is missing. Your readers have a limited amount of time and "crafting compelling content" is far more than stringing together pretty words. Together we can carefully piece together a comprehensive content marketing strategy so you target the right reader at the right time.

• Data Science: Extensive qualitative and quantitative data collec interpretation/prediction: R, SQL/MySQL, Python, and Tableau ar extract explore, organize, analyze, and visualize your data set for and inferential purposes;

Where and when applicable, I provide data visualizations within y Being a professionally trained editor and project manager, I have which ensures that your message is clear, unique, and authoritati contract, I take the time to discuss the details of your definitive c any current materials that you have available. less
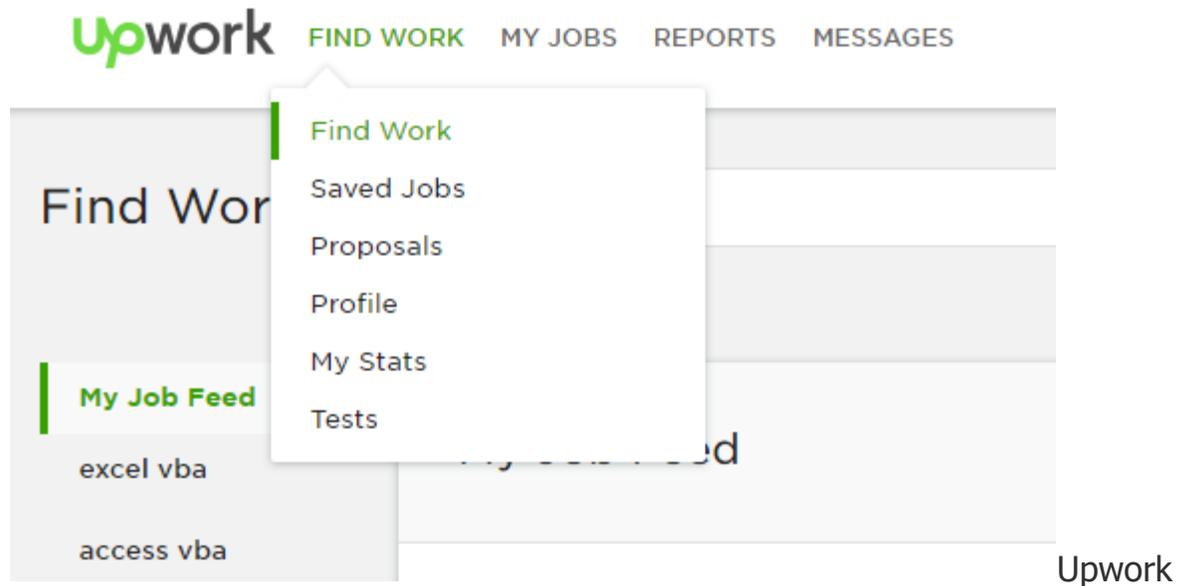
UPWORK SKILL TESTS

Skill Tests are the one which confirms the clients about your ability to do the task. Taking skill tests also makes you more marketable. Some clients search based on the specific tests or make it a requirement while posting a job. Skill test is mandatory to take as your profile will be accepted by Upwork only when you attend one or more skill test and pass the test. You can attend the test according to your related skills. If you update your skills on the go, you can even take up the test accordingly and showcase the same in your profile. There is no limit to take up the test, you can take hundreds of test covering a range of topics. In Upwork, you can find tests covering any skills, such as:

Following is the tests in Computer Skills you can find on Upwork:

- Windows XP Test
- Knowledge of Microsoft Office skills Test
- Microsoft Powerpoint 2010 Test
- Ms Excel Test
- Ms Word Test
- AutoCAD Test
- Microsoft Excel 2016 Skill Test
- Microsoft Access 2010 Test
- Microsoft Outlook 2010 Test

- Microsoft Word 2016 skills test
- Microsoft Powerpoint 2016 skills test
- Knowledge of Office Sharepoint Workspace 2010 skills test
- Microsoft Office 2016 skills test
- Microsoft Outlook 2016 skills test

Likewise you can find many skills test based on the criteria you specify. To proceed with the test, click on Find work –> then on Tests on the bottom.

Upwork Home Page after Login

You can search tests based on your skills or by entering keywords as shown below:

Skill Tests

You have the option to search the tests based on your skills or by keywords

Prove your skills and impress potential clients by taking a few free Upwork tests! The more relevant tests you pass, the more you look. Read the test policies & rules before starting any tests.

| Databases ⌄ | Keyword | **Search** | Cancel |

7 Tests Found

You may also find number of freelancers taken tests so far here

TITLE	CATEGORY	QUALIFIED FREELANCERS
MySQL Test	Databases	22,084
SQL Test	Databases	15,818
Data Structures Test	Databases	5,842
Data Warehousing Test	Databases	3,082
System Analysis Test	Databases	1,211
PostgreSQL Test	Databases	443
SAP UI5 Skills Test	Databases	30

Searching Skill Tests Options

Each Tests contains 45 multiple choice questions, which requires less than 45 minutes to complete. Once you click on the test, before getting to start, you may be visualized with the test topics/contents it carries.

As you can see below example:

MySQL Test

Test Contents

- SQL and MySQL-specific Syntax
- Security and User Management
- Backup and Recovery
- Installation and Upgrades
- Scaling, Monitoring and HA
- Data and Index Types
- Stored Routines, Triggers, and Events
- Views
- Transactions
- Performance Benchmarking
- Performance Tuning
- Partitioning

Based on the topics, you can prepare yourself for the test and can achieve more score. Once you have achieved a score above average, you can make it public to view the test results for the client. If your score goes below average, you have the option to hide the same. If you fail the test, you have the option to retake the test after 90 days. You can prepare for the test and get more scores attending the test after 90 days. You can even hide the failed test from the profile view or the one which doesn't focus your business. You can take as many tests as your skills improve.

Scoring:

Scoring level of the test is 0 to 5.0, where as 5.0 is the highest and the passing score is 2.5 and above. Algorithm beside the ranking – above average / below average is based on the number of qualified freelancers scored the test. If you score 36 out of 45 then, then your score is calculated as 36/45 in terms of 5.0 score and you achieve 4.0 score. If average of other freelancers score 4.5, then if your score is a passing score, even then your profile will show as below average. So, all those freelancers who achieved below 4 and above 2.5 is considered as below average. Point to note – even if you score 4.9 and average of score by other qualified freelancers is 5.0, then your test ranking will be below average.

The testing level defined by the Upwork is what is disliked by most freelancers. If we get above average, then our profile seems good enough points, but what about the below average – it displays as a negative points. Suppose, if you are testing your English skills, even you achieved 4.9, your skills is below average when other freelancers score 5.0. When the client checks the profile and find that your English level is below average, then mostly he will neglect and checks for those who are above average. This way of defining the skill level is what I too dislike. Sometimes, what happens we have made public a skill test result when it is above average, after few months the same skill shows as below average. This is because, that the skill level is total depends on the number of qualified test takers and their scores. If average of freelancers who joined later have scored above your scores, then automatically your skill level goes down. We can't expect that our skill which is above average will remain the same, as it depends on the test takers and the level of scores they achieved. This showcase the Upwork market place eligibility of the freelancers, but not on individual skill. Be aware of this and try to get good scores.

Tips to find tests

If you are doubtful on which test to take, here are some tips through which you can find a test:

- **Listed skills on your profile:** Start with the listed skills on your profile or you may take the corresponding tests, which matches your skills and can be badged as Tested. This will help you to demonstrate your qualifications to potential clients.
- **Projects, you would like to work on:** When there is a project, which you are interested to work on. Check the skills required for the project to complete and take the test based on those skills. This will in-turn makes you to fit for the project and there is a chance the client can consider your application based on those skill achievements. Be sure to set the test public to display in your profile
- **Still wondering and can't find the skills test matching your profile, check the test passed by other freelancers similar to your profile:** Find out similar freelancers in your category and check the tests taken by those freelancers. Take those tests and showcase your profile.

TIPS ON APPLYING TO JOBS ON UPWORK
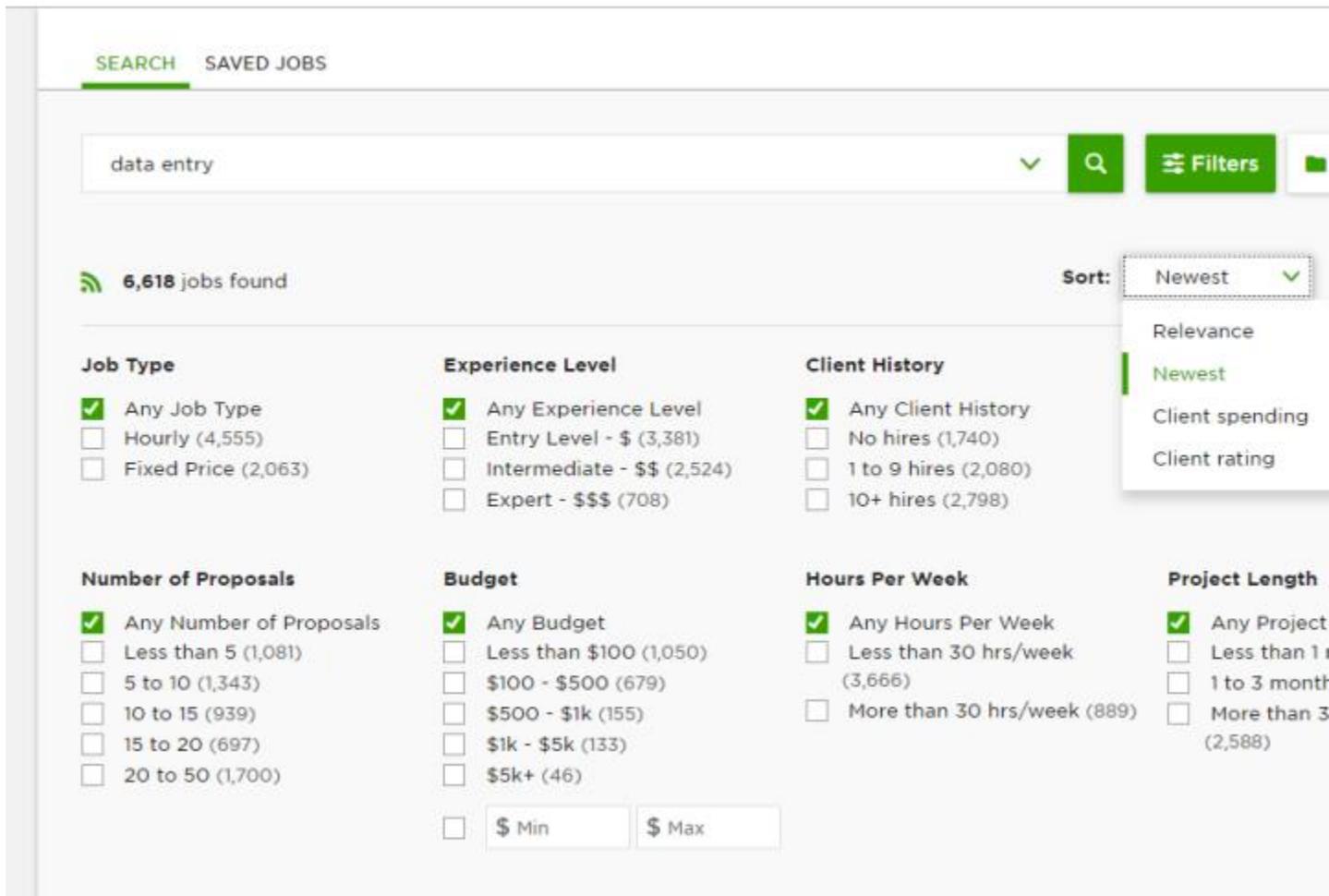
January 31, 2019

Hi all, today I am back with you to provide you a tips that can make you stand out in a competitive freelancing network. Find below:

Update your profile with good overview, portfolios and experience:

Before bidding make sure that your profile is up-to date, showing off your skills, portfolios and briefly describing your expertise, your nature of work, your interest and how you are set to meet the goals in overview section.

Search jobs that fit your skills easily using the below method:

Don't ever apply to any projects. Bid on those which right fits and you are confident that you work on that. Set up a job feed shown as below by searching on the skills and saving search, this will make it easy to find a project within your skill set. Once you save the skills, job feed in the left panel will be displayed always. You just click and get the most relevant jobs out of it. You have more option to set for the job feed as below – Job Type (Any job type, fixed, hourly), Experience level (Any Experience, Entry Level Intermediate, Expert), etc. Also you can search the job by project length. If you are interested in working long term, select – more than 3 months. Better to select any project length / selecting any option in all categories, so you may have the option to scroll on any jobs.

- Job Feed Option to select and save

On the go, if you have more skills to add on the Job feed, you have the option to advanced search, through which you can search jobs by words shown as below and save the search. By doing so, the newly entered skill will be added to the job feed on the left panel. Also advanced search has different ways to search as shown below:

All of these words, Any of these words, The exact phrase, Exclude these words, Title Search, and Skills search. Thereby making easy for freelancers to search the jobs based on the preferences.

Advanced search

All of these words	Shopify
Any of these words	
The exact phrase	
Exclude these words	
Title Search	
Skills Search	

Search Cancel

VAT returns for HMRC using Excel template and VBA

You can find an option in the left panel as "Recommended Jobs", which will display important jobs related to your job feed.

Recommended Jobs

Senior Visual Basic developer needed for MS Acess, Excel project

Hourly - Intermediate ($$) - Est. Time: Less than 1 month, 10-30 hrs/week - Posted 23 hours ago

- Creation of Data Base in MS Access - Creation of forms in MS Access for ineraction - Interseted data in MS Access can be extracted via predifined excel file Structure is predfined - Extend the predefined excel with interaction functionality (Visu ... more

Excel VBA   Microsoft Access Administration   Microsoft Access Programming

Proposals: **20 to 50**

✔ **Payment verified** ☆☆☆☆☆ **$0** spent 📍 **Germany**

VBA or Macro help needed for creating an estimating database in MS Access

Bid Early and consistently- frequently scroll the jobs and bid on earliest job and try to be the first to bid.

To get into winning job, one should continuously try on bidding the job daily. For Free Membership, you will have 60 connects in a month and each bid requires 2 connect, so in a month you can apply to 30 job post. Be sure you check daily and try to apply on the relevant job early. When you do reply early to the job post (within 10 minutes to 30 minutes), the client will be also available online and can check your proposal on the spot. There may be chances of getting response from the client right away. Best practice to bid early.

Note: Bidding early doesn't mean, that you can't land jobs that has been posted before. Try to find out the job which best fits and then find if the job is hired or is still open. It it's open without doubt you can send a proposal. Sometimes, the client keep open the job post, until they find best freelancer.

Don't ever copy/paste proposals. Review and take time to write a good proposal

Most freelancers create a static proposal and copy, paste while applying. You cannot fool the client by doing so. Client doesn't expect such a proposal, saying that you are such and such expert and having years of experience. Example:

"Hi there, Here I am to help you out in automating your process through VBA. I am an expert VBA developer having 16+ years of experience."

This type of static application won't make you stand out from other freelancers. To consider try to write a different proposal for each job posting and don't ever copy/paste.

Most clients are running out of time and are serious about hiring a freelancer to get the job done in quick turnaround. Definitely they are going to hire the freelancer on spot or in a day or two. If you are serious about winning the bid, then you should propose the client differently. You should write a stunning proposal personally for this client after going through the client's requirement and the attachment, links or videos whatever the client provides in support of the project. Describing them the value-added solution for achieving the project successfully.

Example: Client posts a job saying that he wants a user friendly application, which should work on different operating system. He suggests that he want to use SQL Server as database for this project. I will write a proposal as below for that.

Hi John,

Going through your job posting I found that you are interested in using the app in multiple environments. Also, you want your back-end as SQL server. Do consider, that SQL server won't work in Linux and MacOS, only in windows. So, if you use SQL server you are limited to Windows. I would herewith suggest that you better use MySQL, which is open source as well as supports multiple operating system and multiple programming languages including Perl, Scheme, Tcl, Haskel and Eiffel.

I have worked on creating MySQL database application on various programming platforms. Please find my portfolio on my website: http://www.saftprohub.com having similar projects in the list.

It's my pleasure to provide an helpful hand in creating multiple environment supportive app. Would be great to discuss further.

This is my Calendly link – Check and schedule a meeting.
My skype id is abc.def.

Hope to hear from you soon.

Thanks and regards

Provide samples of your work – linked to your website or attach files

To show the client that you are capable of handling the project, you must provide similar samples you have done in the past or your website link, if you have created one that showcase your portfolios and the projects. This will confirm the client that you are capable to do the said project.

Bidding the right budget

This is an interesting phase of bidding. Budget is what the client needs to know for the project completion. We are all mistaken that we should bid not high or low, but in between according to the client available budget.Sometimes, we see on the job posting the budget for the project is $5, we all freelancer mistakes that how to apply to the job for just $5, whereas the project requirement takes long hours to complete.

Need an expert for restaurant food costing program.

···

Fixed-price - Expert ($$$) - Est. Budget: $20 - Posted 15 hours ago

Recipe costing program for restaurant that calculates using price file etc.

`Data Entry` `Excel VBA` `IT Chef Restaurant Manager`

Proposals: **Less than 5**

✅ **Payment verified** ★★★★★ **$800+** spent 📍 Canada

Excel workbook work

···

Fixed-price - Entry level ($) - Est. Budget: $5 - Posted 16 hours ago

I'm looking for a freelancer who can help with with a few different things on excel. I need to put a few formulas into my workbook to allow other spreadsheets to read the data. I'm only looking for a few random projects here and there, nothing perman ... **more**

`CSS` `Excel VBA` `HTML` `JavaScript` `Microsoft Excel`

Proposals: **5 to 10**

⊘ **Payment unverified** ★★★★★ **$0** spent 📍 Canada

At first, I had the same thought. I used to neglect such job post and didn't applied. Later on, I realized the fact. The budget is the place holder for job posting. If the client is unsure of the budget, he just puts on any figure may be $5 or any figure. Sometimes, even we can see in the budget as $5000, $10000 etc. This high figure is also not the correct budget for the project. Only the budget can be analyzed based on the job requirement. We can bid high than the shown budget on the job posting. Budget for the project entirely depends on the factors – type of project, time consumption and the complications or challenging phase it has. If it is a fixed price, we can go by milestone – dividing the phase of project completion into sub-projects. After successful completion of each milestone can proceed with the next milestone. For hourly based projects, we will be using UPWORK time-tracker to proceed. For this type of hourly projects we will offer an hourly rate on the proposal and also the number of hours the project required to complete. By which, the client have an idea the budget required to complete the project.

Start Referring to client by name

Most commonly the freelancers used to refer to the client by sir / madam / hiring manager. This is not a company job post, wherein you will attach a complete resume and are considered as employee working solely for this company. Freelancing is a business, where you are the contractor and you will connect to the client and get to know their problem to solve. You are free to take up as many as clients and can handle multiple projects.

Being in such a position, you have to connect to the client in a friendly manner. It's a good start, when you refer a client personally by name. Client will feel too friendly on your behavior. You may wonder how to find client's name to refer in the proposal. There are many ways to find client's name, such as:

- Below the job post – You may find at the end of the job post, client mention his name as – (Regards, John etc)
- If you didn't find any mentioned name in the job post, you can find the clients job feedback, wherein the other freelancers refers the client by name while providing the feedback.

Transcribe 2 page document in exact text and format

★★★★★ <mark>Eric has been a great client</mark>, responded quickly and lovely to work with!

To freelancer: Catherine L.   ★★★★★

CCimate Data gathering for 2013/2014 records

No feedback given

To freelancer: Kelli B.   ★★★★★

Gather energy mix data and ghg emission factors for 16 district heating and 13 district cooling sites

★★★★★ <mark>Was a great please to work with Eric on a really</mark> interesting project, he was clear on the sco of work and provided timely feedback through out the p ... more

To freelancer: Damon L.   ★★★★★ First and only of 4 different freelancers we tried hiring who could co requested.

- If company name is provided in the job post, then google search and try to find the owners name.
- If not, then best use as "Hi there"

Briefly state how you can achieve the required project to complete

Provide a solution for the problem to solve and state the stages it requires to complete.

Briefly state the timeline required

Also, a best practice to state the required time to complete the project. If you are sending a proposal for hourly, then state the hours required or term it in a number of days for a fixed project.

State an availability to schedule a meeting to discuss on the project

Use online meeting scheduling tool – such as calendly, doodle, Genee etc. Stand out from the other freelancers by stating that you can complete within the next 24 hours / so depending on the projects

Communicate professionally and don't use short terms

Try to be professional and communicate using complete phrase, not short-cuts

Use correct spellings and grammar

Using correct spellings and grammar makes to know the client that your English communication and English skill level is good. Proofread your proposal before sending.

Add the last phrase:

Don't forget the last phrase stating that you are enthusiast in knowing the client response to your bid. This makes the client that you are serious about the job.