

ONE HUNDRED
**virtual
assistant**
SERVICES



FIRST EDITION

INTRODUCTION



100 SERVICES YOU CAN OFFER AS A VIRTUAL ASSISTANT

Have you been consuming content that tells how you can earn six figures as a virtual assistant but don't know what exactly a virtual assistant does?

You have come to the right place. We are going to tell you not 1 or 10 but 100 services that you can offer as a virtual assistant. All these services are easy to learn and get you paid in lacs within a year.

CHAPTER ONE



WHO IS A VIRTUAL ASSISTANT?

A virtual assistant is the right hand of the manager or business owner. They come in handy for a bunch of different and significantly important tasks. From the general responsibilities of an assistant to handling marketing and social media departments for the client, virtual assistants can cover a wide range of skills.

And the best part? They work virtually. No office, no travel, nothing! Just decide where you want to work from and start working.



HOW MUCH CAN YOU EARN AS A VA?

Depending on your experience as a virtual experience you can earn anywhere from INR 15,000 to INR 1,00,000

- In your first 2 months, you can earn up to 15,000
- Within 3 months you can get to 50,000
- With a 6 months+ of experience, you can easily earn up to 1 lac

In addition to that, the services you offer play an important role in deciding your earning potential. So, you can choose to be a general virtual assistant who handles all the administrative work or you can specialize and offer other services along with the administrative work.

But what services can you offer?

Well, here are 100 services that you can offer as a virtual assistant.

CHAPTER TWO



SERVICES YOU CAN OFFER AS A VA

Before getting into the list of services that you can offer as a virtual assistant, let's make this very clear you do not have to offer all the services that are mentioned below. You can stick to the general responsibilities of a virtual assistant or specialize in a specific department that intrigues you the most. Don't put the pressure of learning everything on yourself.

With that, let's have a look at the services that a virtual assistant can offer.



GENERAL VA RESPONSIBILITIES

- 1) Email management
- 2) Setting up an email service provider (like Mailchimp)
- 3) Setting up a calendar management tool (like Calendly)
- 4) Setting up a group for team discussion and announcements
- 5) Calendar management
- 6) Writing minutes of meeting (MOM)
- 7) Bookkeeping
- 8) Data entry
- 9) Database management
- 10) Project management



GENERAL VA RESPONSIBILITIES

- 11) Creating training manuals for new staff
- 12) Interviewing applicants
- 13) Scheduling calls and meetings
- 14) Personal errands
- 15) Creating slideshow and speech for presentations
- 16) Ordering supplies
- 17) Collecting testimonials
- 18) Organizing cloud files
- 19) Event planning and management
- 20) Setting up CRM tools



CONTENT WRITING

- 21) Blog and article writing
- 22) Scriptwriting
- 23) Writing guides
- 24) Book writing
- 25) Guest blogging
- 26) Ghostwriting
- 27) Creating landing and sales pages
- 28) Brainstorming content ideas
- 29) Proofreading and editing
- 30) Content marketing
- 31) Copywriting for ads
- 32) SEO optimization



EMAIL MARKETING

- 33) Email copywriting
- 34) Writing newsletters
- 35) Automating email responses
- 36) Creating and improving reports of email analytics
- 37) Running email campaigns
- 38) Strategizing email marketing for the month
- 39) Announcing discounts, promotions, and new launches



ECOMMERCE

- 40) Ecommerce store set up
- 41) Writing product descriptions
- 42) Creating and managing affiliate marketing
- 43) Customer support
- 44) Managing customer complaints
- 45) Issue refunds



SOCIAL MEDIA MARKETING

- 46) Social media management
- 47) Creating posts for social media
- 48) Creating a report on social media analytics
- 49) Brainstorming engaging content for social media
- 50) Social media marketing
- 51) Running ads on different social media platforms
- 52) Managing Pinterest
- 53) Creating boards and pins for Pinterest
- 54) Making sure the links are correct and working



GRAPHIC DESIGN

- 55) Designing book cover page
- 56) Graphic designing for social media
- 57) Designing infographics
- 58) Creating content and posts for promotions
- 59) Logo designing
- 60) Graphic designing for website



WEBSITE

61) Website building

62) Website content and copywriting

63) Website SEO

64) Website maintenance and updation



TRAVEL

- 65) Conducting travel research
- 66) Travel planning
- 67) Comparing and booking tickets and hotels for stay
- 68) Handling every aspect of the trip
- 69) Assisting on the trip regarding work activities and schedules
- 70) Budget planning
- 71) Announcing and promoting events



VIDEO & PODCAST

72) Audio editing

73) Video editing

74) Creating and editing reels and IGTV

75) Photo editing

76) Transcription



MARKETING

- 77) Branding
- 78) Lead generation
- 79) Pitching to brands and influencers
- 80) Promoting events
- 81) Managing and promoting product launches
- 82) Strategizing Sales funnel
- 83) Creating weekly and monthly reports of leads and deliverables
- 84) Running Pay per click campaigns
- 85) Creating and running ads on Google



MANAGING RELATIONSHIPS

- 86) Connecting with potential clients
- 87) Answering calls and queries
- 88) Writing and sending invoices
- 89) Planning weekly calendar for teams and departments
- 90) Managing teams and solving problems
- 91) Creating reports of the work that has been done by the teams
- 92) Talking to the clients for better relationships
- 93) Conducting meetings with the team to make sure everything is running smoothly
- 94) Creating forms for surveys and feedback
- 95) Following up with old clients for more work



RESEARCH

96) Conducting market research

97) Product research

98) Content research

99) Research for growth opportunities

100) Research on how to expand and improve
business and services

CHAPTER THREE

HOW TO OFFER THESE SERVICES LIKE AN EXPERT?

There are virtual assistants who offer all the services mentioned above and then there are virtual assistants who choose to stick to the general responsibilities of a virtual assistant. Both types of assistants are working decently well in the fields but there is one way we believe you can offer services like an expert and stand out from the competition that exists in this industry.

Instead of offering all the services, choose 1 or 2 interconnected departments and specialize in them. This way, you will be targeting clients who want services in your specialized field and, with no doubt, you will come across as an expert in that department.

For instance, content writing and marketing go hand in hand.

Social media management and email marketing can be compiled.

If you are familiar with eCommerce you can provide services in eCommerce and marketing.

Along with writing content for blogs and articles, one can maintain and update websites.

And so on and so forth. You get the idea, right?

PARTING WORDS

Even if you are not an expert in any of these fields, you can easily learn everything about them online.

Hustlepost Academy's Six Figure Virtual Assistant Course covers everything mentioned above in detail and can prepare you for the role of virtual assistant along with the specializations.

It may seem a little scary for now but it's not at all difficult, trust us.



EPILOGUE

ABOUT THE COURSE

The Six-Figure VA Course is ideal for people who are looking to become a VA. From helping you understand who a VA is and what they do; to learning all the skills you need to become a highly sought-after VA, this course will be your one-stop solution for everything on this journey.

Here's everything you will cover in this course:

SECTION 1: YOU'LL LEARN ABOUT THE VA WORLD

You'll understand who a VA is, and why are they high in demand today. Then, we'll help you understand if this is the best option for you.

SECTION 2: VA SKILLS

Section 2 is spread over 4 modules, where we'll teach you all the skills that your clients will demand from you - email marketing, admin skills, Instagram skills, blog writing skills, and much much more. This will give you the confidence to show up as the best in your field.

SECTION 3: FINDING CLIENTS

In the last section, you'll learn how and where to find VA clients and jobs so that you can start earning and get your dream income in no time!

During this course, we will always be available by email to solve any and all doubts you may have! :)



ABOUT HUSTLEPOST ACADEMY

Hustlepost Academy is an online school designed to help you escape a career that doesn't feel exciting. If making money through something you like, online, with no restrictions sounds like your thing, Hustlepost Academy has a lot to offer.

It is easy to say that you would want to make a career out of your hobby but when it comes to actualizing that dream, the lack of information often pulls you down and pushes you back to the beaten path of working on things you don't truly love.

We aim to put an end to that cycle. Here at Hustlepost Academy, we offer courses that provide you with the information you need to convert your hobby into a side hustle and your dreams into reality in no time.

We have over 8000 students inside the academy at the moment, many of whom have built massively profitable side hustles as freelancers, coaches, product creators, content creators, and more.

You can be one of them.

JOIN TODAY. 