

VA SKILLS CHECKLIST 2025



VIRTUAL ELVES
Let go to grow

YOUR ESSENTIAL GUIDE TO BECOMING A COMPETITIVE VIRTUAL ASSISTANT

GENERAL ADMINISTRATION

- **CALENDAR & APPOINTMENT MANAGEMENT (GOOGLE CALENDAR, CALENDLY)**
- **EMAIL MANAGEMENT (GMAIL, OUTLOOK, FILTERS, CANNED RESPONSES)**
- **FILE ORGANIZATION (GOOGLE DRIVE, DROPBOX)**
- **DATA ENTRY (GOOGLE SHEETS, EXCEL)**
- **INTERNET RESEARCH**
- **TRAVEL BOOKING & ITINERARY MANAGEMENT**

COMMUNICATION & COLLABORATION

- **EXCELLENT WRITTEN ENGLISH (GRAMMAR, TONE, CLARITY)**
- **PROFESSIONAL VERBAL COMMUNICATION**
- **EXPERIENCE WITH ZOOM, GOOGLE MEET, SLACK, MICROSOFT TEAMS**
- **CLIENT FOLLOW-UP AND TASK REMINDERS**
- **TIME ZONE COORDINATION**

TECH & TOOLS

- **PROJECT MANAGEMENT TOOLS (TRELLO, ASANA, MONDAY.COM)**
- **CRM PLATFORMS (GOHIGHLEVEL, HUBSPOT, ZOH)**
- **ONLINE SCHEDULING (ACUITY, CALENDLY)**
- **FILE SHARING TOOLS (GOOGLE WORKSPACE, ONEDRIVE)**
- **SCREEN RECORDING (LOOM, OBS, SNAGIT)**

SOCIAL MEDIA MANAGEMENT

- **CONTENT SCHEDULING (META BUSINESS SUITE, LATER, BUFFER)**
- **GRAPHIC DESIGN (CANVA)**
- **CAPTION WRITING AND HASHTAG RESEARCH**
- **SOCIAL MEDIA ENGAGEMENT AND INBOX MANAGEMENT**
- **BASIC ANALYTICS READING (INSIGHTS, REACH, ENGAGEMENT)**

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EMAIL & DIGITAL MARKETING

- EMAIL CAMPAIGN TOOLS (MAILCHIMP, ACTIVECAMPAIGN, KLAVIYO)
- NEWSLETTER CREATION
- BASIC FUNNEL BUILDING (KAJABI, GOHIGHLEVEL, CLICKFUNNELS)
- UNDERSTANDING OF LEAD GENERATION

WEBSITE & ECOMMERCE

- BASIC WORDPRESS / WIX / SHOPIFY EDITING
- BLOG FORMATTING & UPLOADING
- PRODUCT LISTING & INVENTORY UPDATES
- SEO BASICS (META TAGS, IMAGE OPTIMIZATION)

SOFT SKILLS & MINDSET

- TIME MANAGEMENT & DISCIPLINE
- PROACTIVITY AND INITIATIVE
- WILLINGNESS TO LEARN NEW TOOLS
- POSITIVE CLIENT COMMUNICATION
- PROBLEM-SOLVING ABILITY
- CONFIDENTIALITY & INTEGRITY

★ BONUS: IN-DEMAND SPECIALIZATIONS

- EXECUTIVE ASSISTANCE
- PODCAST MANAGEMENT
- VIDEO EDITING (CAPCUT, CANVA PRO, ADOBE RUSH)
- AI TOOLS FAMILIARITY (CHATGPT, JASPER, NOTION AI)
- ONLINE COURSE MANAGEMENT (KAJABI, THINKIFIC, TEACHABLE)

📌 PRINT THIS OUT OR SAVE A COPY. REVIEW IT MONTHLY TO TRACK YOUR GROWTH.

🧠 YOUR FUTURE SELF WILL THANK YOU!

READY TO KICK-START YOUR VAL ROLE,
VISIT OUR CAREER PAGE [HERE](#)

