

Virtual Assistant Profile



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Date:

Name: (Last, First)

Tax ID/SS#

Email:

Instant Messenger:

Address:

Phone:

Fax #:

Hardware:

Peripheral Equipment:

Software: Include versions (Excel 2003, Outlook 2003, etc.)

Typing Speed. (for word processing & editing complete typing test at the link provided and email results.

WPM. If you don't know your typing speed, you may assess it at this link. You may also email the results.

<http://www.typingtest.com/default.asp?m=1>

Type of Phone Plan:

US only: Yes No

International: Yes No

High Speed Internet? Yes No

Languages:

Are you available on short notice: Yes No

Do you like rush jobs: Yes No

What are your hours of availability?

What are you proficient in:

What projects energize you:

Have you taken the StrengthsFinder Assessment: Yes No

www.strengthsfinder.com

If no, would you be willing to take it? Purchase books new, in order to be able to take the assessment online.

Yes No

http://www.amazon.com/gp/product/0743201140/sr=8-1/qid=1148049389/ref=pd_bbs_1/002-7615090-3588834?%5Fencoding=UTF8

What was your best day at your last job? What were you doing on that day?

What was your worst day at your last job?
What were you doing on that day?