**SAMPLE UPWORK WINING UPWORK PROPOSAL**

**SAMPLE 1: SOCIAL MEDIA MANAGEMENT**

Dear Hiring Manager,  
  
I have carefully gone through your job posting on Social Media Strategy and Management for your business. I'm a Social Media Strategist with 4 years’ experience working in Social Media Management, Lead Generation. I'm offering you my unwavering commitment in helping you take your social media account to the next level.  
  
I'm a multi-skilled professional with years of experience in business support, customer relationship management, administration and email management. I have great communication skills, a very good command of English language, good phone etiquette and excellent customer service skills; I also know my way around CRM tools.  
  
For more on my skills and successfully finished jobs please have a look on my portfolio and feedbacks, work history. I'm always available on email. Please have a chat or video chat if necessary.  
  
If you would like to have me on your team, kindly send a message. Thank you  
Regards,  
Timothy

SAMPLE 02: COVER LETTER SAMPLE FOR AN ENTRY LEVEL POSITION

**Dear Name of Client (or Hiring Manager),**

I would like to take the job of Social Media Management for your Non-Profit organization. I am offering you my unwavering commitment to your team in achieving your goals.

I am a multi-skilled professional with years of experience in sales, business support, customer relationship management, administration and finance management. I have great communication skills, a very good command of English language, good phone etiquette and excellent customer service skills; I also know my way around CRM tools.

Here's what I can do for you:

- Manage existing client relationships

- Generate and follow up leads

- Close deals

- Administrative duties

- Research

- Multi-task, excellent with scheduling and time management

- Write detailed reports

- Wake presentations

As we work together, you can let me know what other areas you need help in.

If you would like to have me on your team, kindly send a message. Thank you.

Regards,

Queen

**COPYWRITER FOR A SOCIAL MEDIA CONTENT**

Dear Hiring Manager

I see that you need a Copywriter to write your Social media content.

I have read your description and I understand your project. I recently helped a Beauty brand create their brand voice by writing “about us” page see it here

(ATTACH THE LINK HERE IF YOU HAVE IT)

When you work with me, you will get compelling SEO social media content copies that would compel engagement with a powerful call to action.

I would follow your instructions and work with your deadlines and provide copies that convert.

Here is the link to my portfolio

Kindly send me a message now so I can start working on your project.

Best regards

Best Copy Writer

Daniel

**PROFESSIONAL TITLES**

Serious clients always look for serious freelancers. Your perfect and professional title means the serious impression of you. So, choose a professional title according to your work.

**Professional Title Examples for Graphics Designer**

If you are expert in designing, choose a title suitable to it. You may use:

1. Graphics Designing Expert
2. Artist of Graphics World
3. Worker of Art & Design
4. Artist & Designer in Graphics
5. Design Specialist
6. Banner Design Expert
7. Color Design Master
8. Graphics Media Expert

**Professional Title for Freelance Writer** You know that there are a variety of field as an article writer. So, your title must speak out what type of writer you are. You cannot simply use “Writer” as your title.

If you are a creative writer, you may use

1. Creative Writer & Copy Writer,
2. Story Writer & Content Specialist,
3. Writer for Kids Entertainment,
4. E-book Writer, Story Writer
5. Web Site Content Writer
6. Biography Writer and Novel Writer

**Professional Title for Upwork Data Entry** If you are a freelancer expert in data entry, determine your specific areas of expertise before writing a professional title.

Here you go with some examples-

1. Professional Data Entry Expert
2. MS Excel Entry Expert
3. Data Arranger and Data Collector
4. Pro Data Entry Expert
5. First on Data Entry on Excel or SQL
6. Data Analysis and Data Mining King
7. Data Transfer and Record Holder
8. Web Research and Data Entry Professional
9. Data Entry Manager

**Professional Title Examples for Logo Designing**

If your work is to design logo only you may use

1. Logo Designing Expert
2. Logo Creator and Maker
3. Artist of Logo Design
4. Logo Editor with 16M Colors
5. Logo Expert & Text King
6. Logo Master and Color Enhance

**Professional Title Examples for Virtual Assistant/VA**

1. Data Entry and VA Worker
2. Multi Task VA Worker
3. Blogging and Developing Virtual Assistant
4. Designing Virtual Assistant
5. Virtual Assisting for Multi-Tasking Project
6. Full Time Virtual Expert in Maintenance
7. Full Time Virtual Assistant in Marketing and SE