



Ministry of Information
Technology & Telecom
Government of Pakistan



Hands-on Exercise No. 4
Batch-02
Freelancing

Total Marks: 10
Due Date: 22/09/2022

Instructions:

Please read the following instructions carefully before submitting this Hands-on Exercise:

- Use Microsoft Word to prepare exercise solution.
- You may consult tutorials and videos if the concept is not clear.
- Your submitted exercise will not be considered/counted if:
 - ✦ It is submitted after due date.
 - ✦ It is not in the required format (.doc or .docx)
 - ✦ It does not open, or file is corrupt.
 - ✦ It is copied (partial or full) from any source (websites, forums, groups, students, etc.)

Learning Outcome:

After completing this exercise, you shall be able to:

- Understand the Importance of major sections of profile and portfolio.
- Update all the sections of your profile.
- Create your profile and service.

Problem statement:

Your freelance profile is always your first impression and introduction to your potential clients. It should display who you are and what makes you different from other sellers. Each segment of your profile is important, so invest some time and effort to stand out from the crowd and reflect that you are the right choice for the relevant category.

A good profile contains:

- A **Profile Picture** with a natural look.
- A catchy **Tagline**.
- A well-written **Profile Description**.
- Well-crafted **Services** with all relevant details.
- Skill reflecting **Portfolio** items.

Tips to complete this Exercise in a great way

For Profile

- ✓ Show your real face in your profile picture to let your clients know they are working with a real person.
- ✓ Never stuff your profile description with irrelevant details.
- ✓ A clear, concise, well-written, and up-to-the-mark profile description works best.
- ✓ Create different services based on the skill you have (No over commitments).
- ✓ Be creative about every portion of your freelance profile.

For Portfolio

- ✓ No worries if you are new with the skill with no portfolio.
- ✓ Pick a job for yourself, work hard on it and come up with a creative sample of your skills.
- ✓ Do the same to practice your skills in different ways and build a cool portfolio.

Tasks :

- Create a profile on [Fiverr.com](https://www.fiverr.com).
- Update all the segments of your profile e.g. Profile Picture, Tagline, Profile description, Skills, gigs, and Portfolio images as gig thumbnails.

Note:

- If you already have an account on Fiverr then DO NOT create another account.
- If you don't have strong command over a skill then DO NOT create a profile, you can provide above-mentioned content in the Microsoft Word Solution File.

Requirements:

- Screenshot(s) of your Fiverr profile.
- Portfolio items (at least 3 images).
- Provide the URL of your Fiverr profile.

Guideline:

- Visit the profiles of the same category (as yours) to have an idea.
- Do not copy anything from any other existing profile.
- Creatively practice your skill to build your portfolio.
- In case you get stuck at any point, seek assistance from us in the first place.

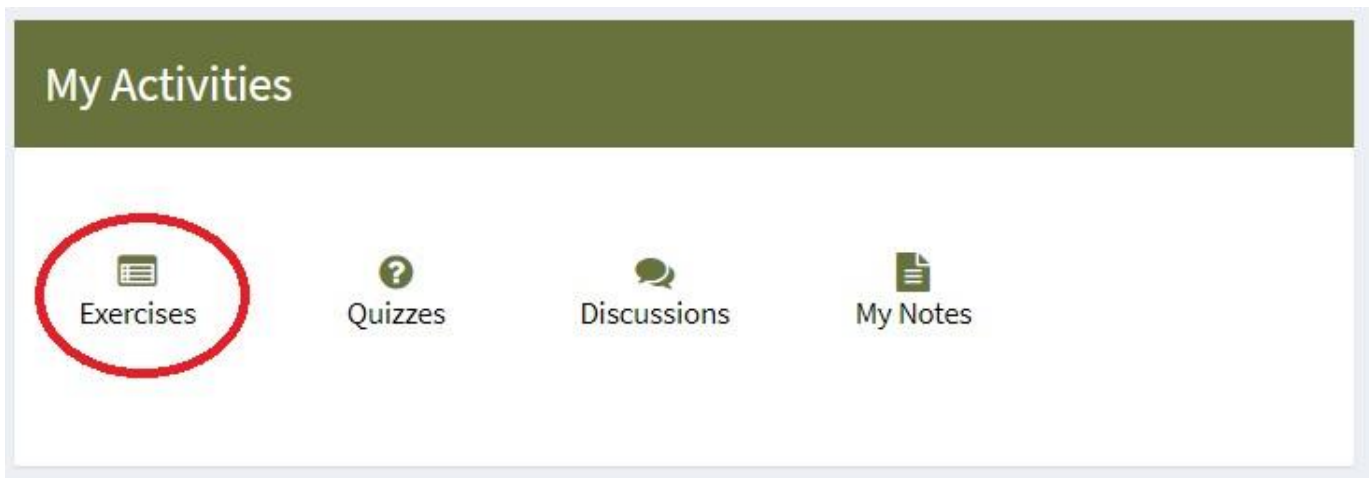
Note: If you have any queries related to the Hands-on Exercise, then you can contact us via LMS using the “Online Support” feature available on the “Home” page or you can call us at 0304-111-1570.

BEST OF LUCK!

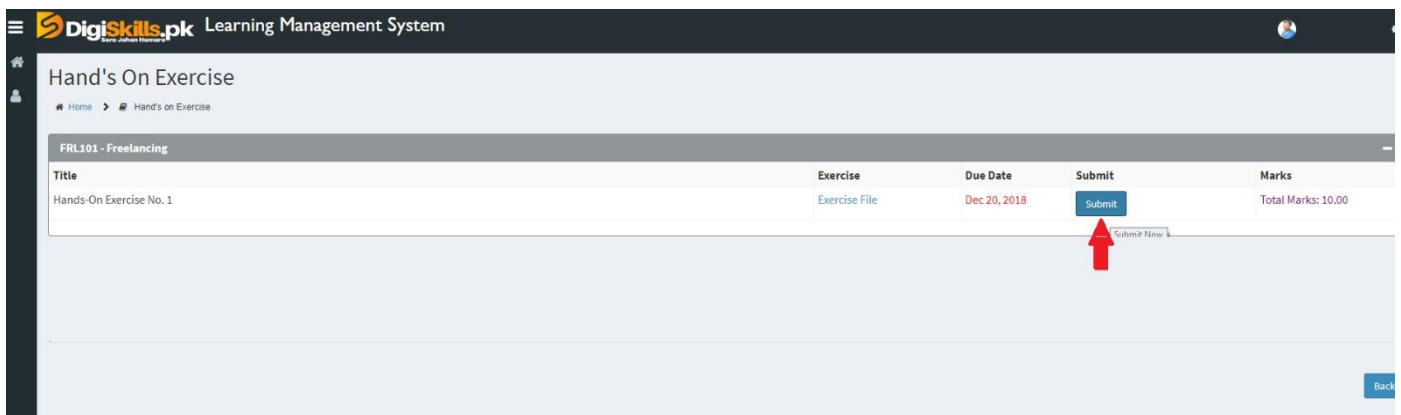
How to submit solution file on LMS?

Please perform the following steps for submitting your solution using LMS:

- 1) Login to the LMS
- 2) Click on the **Exercises** button within the **My Activities** section



- 3) Click on the submit button to upload your Solution.



- 4) Keep in mind to upload your Solution in .doc or .docx format.