

# GoHighLevel VA Blueprint Guide (So You Can Get Hired Faster)

If you want to stand out as a GoHighLevel VA, you need more than “I’ve watched tutorials”.

**Clients want proof.**

This checklist shows you exactly what to build, screenshot, and include in your portfolio so you look like a serious tech VA, not a beginner.



# Screenshots to Capture (Portfolio Proof Page)

This is the exact portfolio proof clients look for when hiring GoHighLevel VAs.

## **GoHighLevel VA Portfolio Checklist (The Proof You Need to Get Hired Faster)**

If you want higher paying clients, you need more than "I'm learning GoHighLevel." Clients want proof.

This checklist shows you exactly what to build and screenshot so your VA profile looks instantly credible.

**[Start GoHighLevel Trial](#)**



[AutomationClarityHub.com](https://AutomationClarityHub.com)

# Screenshots to Capture (Your Proof of Skill)

Once you've practised inside  
GoHighLevel, take screenshots of:

- ✓ **A pipeline you built**  
(New Lead → Booked Call → Won)
- ✓ **A workflow automation**  
(showing trigger + actions)
- ✓ **A calendar booking setup**  
(with confirmations + reminders)
- ✓ **A funnel or landing page**  
you created inside GoHighLevel
- ✓ **A form connected to a pipeline**  
(to show lead capture automation)
- ✓ **The Conversations inbox**  
(showing multi-channel messaging)



AutomationClarityHub.com

# Bonus Screenshots (Optional but Powerful)

- ✦ Contact record showing tags + activity history
- ✦ SMS + email follow-up sequence
- ✦ Membership or community setup

## Why this matters

These screenshots prove you can build systems, not just do admin work. And that's what premium clients pay for.

[GoHighLevel plans \(Free Trial\)](#)



AutomationClarityHub.com

# Proposals + Upwork/Fiverr Keywords Page

How to Get Hired as a GoHighLevel VA

What to Say + What to Put on Your Profile

Most VAs lose opportunities because  
they describe tasks instead of  
results.

Don't say what you "do".  
Say what you can build.



[AutomationClarityHub.com](https://AutomationClarityHub.com)

# What to Say in Proposals (Copy & Paste)

Use lines like these in your proposals or client messages:

- "I can set up your GoHighLevel CRM and pipeline so leads don't get lost."
- "I can build automations that follow up instantly via SMS and email."
- "I can set up booking calendars with reminders to reduce no-shows."
- "I can create funnels and landing pages inside GoHighLevel."
- "I can connect forms, pipelines, and workflows so everything runs automatically."



[AutomationClarityHub.com](https://AutomationClarityHub.com)

# Best Keywords for Fiverr / Upwork (So Clients Find You)

Add these keywords to your profile:

- ✓ GoHighLevel Virtual Assistant
- ✓ GoHighLevel CRM Setup
- ✓ GoHighLevel Workflow Automation
- ✓ GoHighLevel Funnel Builder
- ✓ GoHighLevel Calendar Setup
- ✓ GoHighLevel SMS Automation
- ✓ GoHighLevel Email Campaign Setup
- ✓ Pipeline Setup + Lead Tracking
- ✓ Client Onboarding Automation
- ✓ Lead Follow-Up Systems



AutomationClarityHub.com

# Quick Tip

**You don't need 20 skills.**

**You need 3 to 5 strong skills  
you can prove.**

If you can confidently build pipelines,  
workflows, funnels, and booking  
systems, you can charge premium  
rates fast.

**[Start Free Trial](#)**



[AutomationClarityHub.com](https://AutomationClarityHub.com)