

UPWORK[®] JOB SEARCH MANUAL



Upwork Job Search Manual

Your goal is to be a DETECTIVE to find high ticket clients. It's important for you to be extremely selective and when searching for your clients.

Ways To Search For Jobs

There are a few different ways to search for jobs on Upwork.

1. **On Your Home Feed** (based on your profile skills you set)
2. **By Skill Category** (on the left hand side of your dashboard)
3. **By Advanced Search** (by clicking the magnifying glass & clicking on 'Filters')

Location Specific Jobs

You can also search by U.S. only jobs which are proven to pay more (*if you are located in the U.S.*)

U.S. exclusive opportunities

U.S. clients have posted these jobs exclusively for talent within the U.S.

These jobs on average have:

HIGHER RATES

75%

higher rates

LESS COMPETITION

20%

of all freelancers have access to these jobs

MORE EARNINGS

50%

larger contract size

Saving Search Presets & Job Posts

To access the advanced search with filters, click on the magnifying glass and then click the button labeled 'Filters'. From here, you can choose the specific filters that make sense for you.

The screenshot shows the 'Filters' panel on a freelance platform. At the top, there's a search bar with 'Web Development' entered, a magnifying glass icon, a toggle for 'U.S. only' (set to 'ON'), a 'Filters' button, and a 'Save search' button. Below the search bar, it says '4,054 jobs found'. To the right of this, there are 'Sort: Newest' and 'View:' dropdown menus. The main area contains eight filter categories, each with a title and a list of options with checkboxes. The 'Job Type' category has 'Hourly (2,948)' selected. The 'Experience Level' category has 'Intermediate (2,142)' selected. The 'Client History' category has 'Any Client History' selected. The 'Client Info' category has 'Payment Verified (2,673)' selected. The 'Number of Proposals' category has 'Any Number of Proposals' selected. The 'Budget' category has 'Any Budget' selected. The 'Hours Per Week' category has 'Any Hours Per Week' selected. The 'Project Length' category has 'Any Project Length' selected. At the bottom, there are two search bars: 'Category' with 'Select Categories' and 'Talent Clouds' with 'Select Talent Clouds'. A 'Close Filters' button is at the bottom left.

SEARCH SAVED JOBS

Web Development ON U.S. only

4,054 jobs found Sort: Newest View:

Job Type

- ☐ Any Job Type
- ☒ Hourly (2,948)
- ☐ Fixed Price (1,106)

Experience Level

- ☐ Any Experience Level
- ☐ Entry Level (267)
- ☒ Intermediate (2,142)
- ☐ Expert (1,645)

Client History

- ☐ Any Client History
- ☐ No hires (1,611)
- ☐ 1 to 9 hires (1,415)
- ☐ 10+ hires (1,028)

Client Info

- ☐ My Previous Clients (0)
- ☐ Payment Verified (2,673)

Number of Proposals

- ☒ Any Number of Proposals
- ☐ Less than 5 (723)
- ☐ 5 to 10 (1,074)
- ☐ 10 to 15 (802)
- ☐ 15 to 20 (560)
- ☐ 20 to 50 (845)

Budget

- ☐ Any Budget
- ☐ Less than \$100 (138)
- ☐ \$100 - \$500 (345)
- ☐ \$500 - \$1k (190)
- ☐ \$1k - \$5k (321)
- ☐ \$5k+ (112)

Hours Per Week

- ☒ Any Hours Per Week
- ☐ Less than 30 hrs/week (2,544)
- ☐ More than 30 hrs/week (404)

Project Length

- ☐ Any Project Length
- ☐ Less than 1 month (876)
- ☐ 1 to 3 months (654)
- ☐ 3 to 6 months (510)
- ☐ More than 6 months (908)

Category Select Categories

Talent Clouds Select Talent Clouds

Once you have filtered to your settings, you can click “Save this Search to your Job Feed” then name the search. Ex: Google Ads High Ticket Clients.

You can also save specific jobs as a favorite to apply to later. This is done by clicking the heart, which will add it to your “Saved Jobs”.

Qualifying Jobs

Once you have your desired search settings, the next step is to scan the job postings and determine which to send proposals to.

I usually will start with the most recent posted jobs that are relevant to me because this is one of the most important factors to getting a response. SPEED IS CRUCIAL!

Once you have exhausted all the recent job postings, you can then move to a search for your specific skill and browse job postings from earlier in the week that are still open. However, keep in mind that when you bid for older jobs you may be competing with 20-50 freelancers.

During your search, make sure you are reviewing jobs that are appropriate for your experience level set on your profile settings.

Your ultimate goal is to go for expert-level jobs. However, if you are just starting I encourage you to start with intermediate-level jobs. Avoid entry-level jobs unless you want to work for peanuts.

Next, once you begin to find jobs that sound promising at first glance, take a deeper dive and look at the following metrics to determine if it's a good client for you.

- **Payment method verification**
- **Reviews**
- **Client location**
- **Hire rate**
- **Total spend**
- **Avg. hourly rate**

Job Search Best Practices

Keep your Upwork feed open throughout the day, press refresh and send off targeted proposals in real-time. Massive actions give you big results. Go after the brand new jobs just posted.

It's amazing how many people post jobs on the platform. If you can get to them right after they posted the job they will be the most excited about it. So the sooner you can get to them and show them you are a great fit, the quicker you can close the deal.

When searching for jobs you can also see the number of proposals and number of people being interviewed for the job. Take this into consideration before applying if there are a high number of proposals sent and multiple freelancers already being interviewed. It's not worth your time.

I highly suggest a premium Upwork account where you can see the bid range for each job and position yourself accordingly. Price yourself at the high end, but not over priced,

Pay attention to when the job post has been last viewed by the client. You can see if they are paying close attention to the job or if they haven't checked in days.

Lastly, when you are being aggressive and are ready to close some deals, check Upwork 10 times per day and apply to 5-10 jobs that are good fit for you and your position.

*Illustration by Stories by FreekpiK