

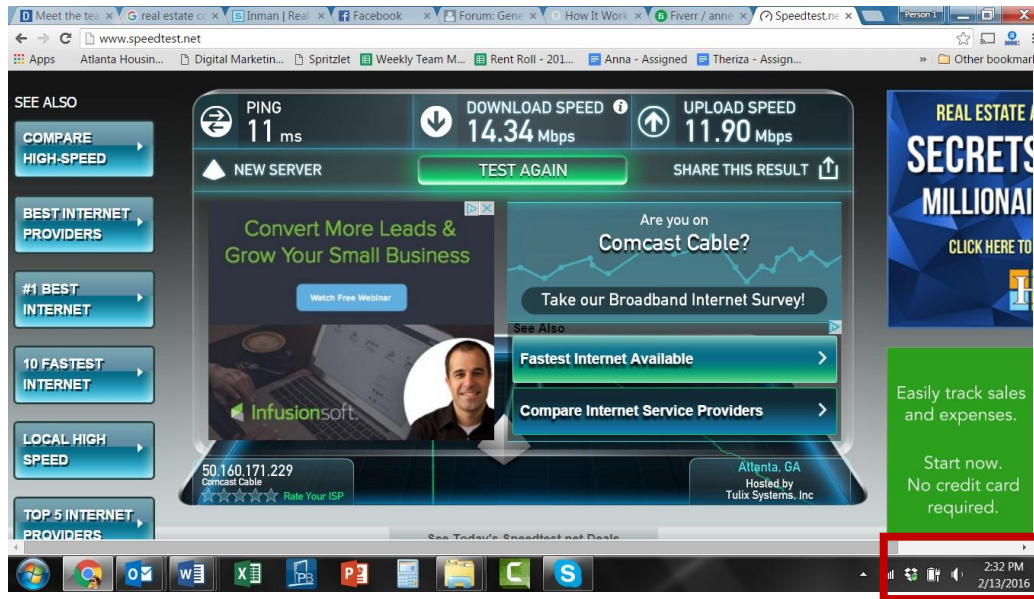
5 STAR VIRTUAL ASSISTANTS' APPLICATION PROCEDURE GUIDELINES

To save time, please follow all of the application procedure guidelines & instructions below and be sure that we will be able to accept you as an applicant, if something is missing, then it could mean that you miss out on one of the opportunities we have posted.

1 *Update your Resume*

- Have your resume updated with all relevant information needed including all of your work history starting with your most recent job first, going down to your oldest and remember to include start and finish dates for every position you have held.
- Make sure you put down what tasks you have been doing for each client and the software applications you are familiar with.
- Please state when you have worked graveyard shifts if you ever have.
- Also, include date of birth, address, mobile phone number and Skype ID.
- List all of your qualifications and be sure to include if you are an undergraduate or graduate.

2 Test your Internet Speed



Screen Date and Time

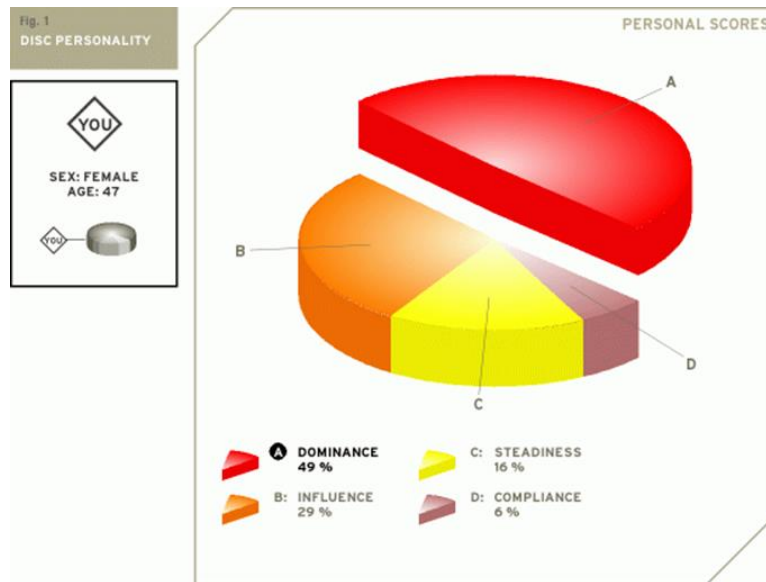
- Undertake a www.speedtest.net test and include the test result screenshot in your resume like the one above.
- Include your computer screen date and time to validate when it was undertaken (see bottom right of the screenshot).

3 *Take a DISC Personality Test*

- Go to <https://www.123test.com/disc-personality-test/> and undertake the quick DISC personality test (it doesn't take long).
- Cut and paste** your results for this into your resume, see example on the next slide.

3

Take a DISC Personality Test (EXAMPLE)



Your DISC personality type

Your unique sequence of scores characterizes you in a specific way. The positive impact you are likely to make on people is:

You have a strong inner motivation to assertively create and implement new ideas.

You handle pressure well - you strive for excellence and expect others to do the same.

You are innovative but tend to avoid risk taking.

4 *Include a Cover Letter*

- Remember to include a cover letter briefly letting us know who you are and what **position you are interested in**, this should be in the main body of the email and not in with the resume itself.
- Put a **subject heading** in the email to us stating the title of the position you are applying for.
- Please tell us in your email the name your favorite animal and why.

5 *Take a Typing Speed Test*

- ❑ Please go to <http://www.typingtest.com/> and undertake a free typing speed test and take a screenshot and include this into your resume together with your DISC & Speedtest results.

6 *Additional Questions*

Please give us your answer to the following questions (include your answer in your cover letter and not your resume):

- ❖ If money and time were no object, where in the world would you like to visit and why?
- ❖ If John bought 250 apples and gave three to Kelly and 81 to David but, then John received 13 oranges from his friend Tom, how many apples would be left with John?

7 *Send your Application*

- Remember to spell check your email and resume,
 - Send it to us in a **PDF format** at careers@5starvas.com.
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Thank you for taking the time to apply, we have some fantastic clients awaiting your application, so it's worth taking the extra time to complete this application process and get everything correct.

A little time now may well be the difference between getting an interview and not.



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