



SWAHG OPEN UNIVERSITY

Free remote-work training for Filipino freelancers

BFF BLUEPRINT

A printable guide to becoming a Bonafide Filipino Freelancer

This guide is for new visitors who want to start freelancing from the Philippines but feel overwhelmed by lessons, tools, resumes, platforms, and job posts. Use it as your printed map. The links stay clickable when you open the PDF on your phone or computer.

The goal is not to finish everything in one sitting. The goal is to know your next honest step: prepare your setup, understand your path, build your foundation, launch your profile, apply with care, then keep growing after your first client.

No paid-course funnel. No income promise. No fake urgency.
Just free resources and a practical path.

START HERE

[Open SWAHG Home](#)

[Open the Interactive Blueprint](#)

[Find Your Archetype](#)

THE MAP

Four beginner stages before real client work

The BFF Blueprint starts with the basics because beginners do not only need motivation. They need order. Move through the stages from left to right, then return to the parts you need to strengthen.

STAGE 1

Preparation

Computer, internet, email, work tools, files, and a simple workstation.

STAGE 2

Warming Up

Career path, foundations, support, practice, and ongoing training.

STAGE 3

Launch

Accounts, resume, job platforms, groups, portfolio, and online presence.

STAGE 4

Working On It

Interviews, internship or trial work, proposals, bidding, and client readiness.

If you are lost

Start with the stage that feels most true today. You do not have to prove you are advanced.

If you only have 15 minutes

Open one linked lesson, write one note, and choose one tiny action for tomorrow.

If you already have a client

Use the growth loop: onboarding, tools, collaboration, value, then portfolio.

STEP BY STEP

The seven-step BFF process

STEP 1

Prepare your work setup

Do not wait for a perfect home office. Prepare the basics: usable computer, stable internet, backup connection, email, file storage, headset, valid IDs, and payment readiness.

[Computer guide](#)

STEP 2

Find your starting path

If you are unsure what role fits you, use the archetype step before building a resume. This keeps you from copying a random VA profile that does not match your real strengths.

[Find your archetype](#)

STEP 3

Build the foundation

Practice communication, online work habits, file organization, task management, and basic client etiquette. These are small skills, but they make you easier to hire and easier to trust.

[Open free curriculum](#)

STEP 4

Choose one skill lane

Pick one practical lane first: customer support, admin, social media, CRM, account management, content support, or project coordination. One lane gives your practice direction.

[Match lessons to your lane](#)

STEP 5

Build your resume and proof

Turn your work history, school projects, volunteer work, family operations, tools, and practice output into a clear remote-work resume. Add samples or a small portfolio when you can.

[Use the resume builder](#)

STEP 6

Apply with care

Set up your accounts, read job posts slowly, tailor your resume, and track applications. Do not spam. A beginner can still look professional by being clear, honest, and prepared.

[OnlineJobs account guide](#)

STEP 7

Interview, onboard, and keep growing

Prepare your interview answers, learn the client's tools, ask good questions, and document your work. After landing work, keep improving one skill at a time.

[First 30 days guide](#)

REPEAT

Return to the Blueprint

When you feel stuck, do not restart from zero. Return to the interactive map, click the box closest to your problem, and take the next lesson.

[Open the Blueprint](#)

FREE RESOURCES

Use these first before paying for anything

SWAHG Home

Choose the door that fits you today: Blueprint, Resume Builder, Curriculum, or Job Board.

writingsbylala.com/swahg

Interactive BFF Blueprint

Tap any box on the map and see which lessons match that stage.

[Open Blueprint](#)

Resume Builder

Find your archetype and build an ATS-friendly remote-work resume.

[Open Resume Builder](#)

My Curriculum

Browse the free lessons by archetype and skill path.

[Open Curriculum](#)

SWAHG Job Board

Review beginner-friendly remote roles and compare them against your current skills.

[Open Job Board](#)

Interview Prep

Practice answers before you are under pressure in a live call.

[Open Interview Lesson](#)

Google Docs and Sheets

Use Docs for resumes and Sheets for tracking jobs, lessons, and applications.

[Google Docs](#) | [Google Sheets](#)

Free work tools to practice

Practice basic remote-work habits with Trello, Google Drive, Loom, Zoom, and Google Meet.

[Trello](#) | [Drive](#) | [Loom](#) | [Zoom](#) | [Meet](#)

PRINT CHECKLIST

Your first 14 days

- Open the SWAHG Home page.
- Mark your current stage: Preparation, Warming Up, Launch, or Working On It.
- Create or clean up your Gmail account.
- Check your computer, internet, headset, and backup plan.
- Finish one matching SWAHG lesson.
- Create or update your remote-work resume.
- Practice one interview answer out loud.
- Open the interactive BFF Blueprint.
- Use the Resume Builder Step 1 to find your archetype.
- Create a simple job tracker in Google Sheets.
- Pick one skill lane to practice this month.
- Write three resume bullets from real experience or practice work.
- Set up one job-platform account.
- Apply to one role carefully, not randomly.

Reminder for beginners

You are allowed to start small. Starting small is not the same as staying small. A Bonafide Filipino Freelancer becomes trustworthy through preparation, practice, honesty, and consistency.

Best next click

If you only click one thing after printing this guide, start with the interactive map.

[Open the BFF Blueprint](#)