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Applying For Translation Work - A Guide For The Freelancer

By Nigel Massey

I work as an Italian English Translation Project Manager at the translations agency Axis Translations.

Everyday me and my colleagues see larger numbers of enquiries from translators seeking work. I hope that some of my observations will help you be more successful.

1) Update and scan your computer for viruses How many translators CV's get caught by an agencies firewall? I don't know. It seems to happen in waves. We will have a batch of translators emails in a few days and then none for ages. But generally the email is deleted!

2) Put your details in the subject section of the email If you are applying for a project posted on the web, put a reference to it in the subject box. The reference number for instance. If you are applying generally, list the languages in which you translate.

Why is this important? Simply translation agencies get a stack of emails each day and you want to be found. The translation project manager wants to be able to pick out the enquiries for their project with ease.

For general enquiries, you want your details to be saved in the right place. If the agency can see your languages they can copy your mail into the right languages section rather than putting you in the dreaded 'look at later pile'.

3) Don't apply for something you are not We always look for translators to translate into their mother tongue and write this in our adverts. But we always get a loads of CV's for people who do not fit the bill. For instance I post a job for a Italian>English Translation and get a CV from a Dutch native speaker who is fluent in neither language.

4) Don't forget to provide rates and the rest of your 'required' information When I am looking for a new translator and I have a number of applications, my shortlist will not include anyone who has missing information. I regularly see people who have missed their rates off the application. If a translation PM

has other options, they probably won't chase a translator for further information.

5) Contact Info I am not talking about address here. I am thinking of mobile phones.

Once a job has been confirmed the translation PM will wish to have the assignment placed with a translator ASAP. If they can't find another number for you they will be likely to move further down the list and call the next translator.....your competition.

I hope my short list of tips for translation applications assist not only translators, but also translation PM's.!

The author works at the Translation Agency, Axis Translations

<http://www.axistranslations.com>

Although born English he has a great love and passion for all things Italian.

How to Read Job Ads

By Dagmar Rakos

How to Read Job Ads by Dagmar Rakos

How to Read Job Ads for Beginners and Newcomers:

Here is the translation what you can REALLY expect whenever you see one of these in a Classifieds Careers/Jobs section:

"exceptional positive attitude" -> translation: *Boss is an asshole and a dictator who blows off his top thirteen times a day!*

"willing to work long hours" -> translation: *Forget about your family, or any personal life at all!*

"stamina to work long hours" -> translation: *In other words you are expected to be a cross between a jackass, a camel and an ox!*

"you are a self-starter" -> translation: *We have no idea what we are doing, but we sincerely hope, you will!*

"can work independently" -> translation: *Don't expect any support from us!*

"provide assurance and consulting services to our clients" ->
translation: *You are an extremely skillful liar!*

"exceptional organizational skills" -> translation: *We hope we
finally get someone who can clean up that big mess we have here!*

"winning positive attitude" -> translation: *Never get bogged
down no matter how stupid the management decisions are!*

"ability to work in fast-paced environment" -> translation:
Break? What break...?

"you feel like an essential member of a corporate family" ->
translation: *You are not going to tell our secrets to the tax
office, right?*

"you are responsible and dependable" -> translation: *We expect
you to keep your mouth shut no matter what you see, what we
do/don't do!*

"willing to work hard" -> translation: *Slavery, the legal way.*

"extremely busy environment" -> translation: *We are
understaffed!*

"friendly customer service" -> translation: *You are mentally
challenged and smiling to it!*

"outstanding customer support service" -> translation: *You
have an experience as a lion tamer or at least as a high school
teacher!*

"ability to work in a challenging environment" -> translation:
You can always B.S. your way out!

"positive outlook" -> translation: *What? You expect us to
actually pay you for your work...?!*

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3Q's booklet

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