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The Dos and Don'ts of Job Applications: Insight from Antonieta Martínez

A translation agency may need a professional who fits just your profile, your particular set of skills, education and experience. When that happens, you need to be prepared. In order to guarantee your application stands out among many others, you must carefully approach how you submit your resume to the recruiter.

The process of recruiting new talent for language service providers is mostly the responsibility of [vendor managers](#). On one hand, they receive, analyze and classify resumes that professionals in the industry send with the purpose of being part of a localization team or staff. Additionally, they work side by side with project managers, to help search or “hunt” for the resources needed in a certain project or account.

Antonieta Martínez Barrios, Vendor Manager at Terra Translations, knows these tasks from the inside, and has been involved in receiving resumes and recruiting new linguists since 2018. We talked to her to learn the best practices to bear in mind when reaching out to an agency.

What are the dos and don'ts when preparing a resume?

An optimal resume (ideally, one or two pages long) contains all the applicant's basic and crucial data. Besides the personal information (including nationality and country of residence), it's important to specify your working experience and educational background. Any courses or seminars taken should be included too, since we really appreciate professionals that are interested in excelling and improving. Moreover, listing the CAT tools you use is very valuable for us, since sometimes we are looking for a specific profile for a specific project that takes place in a certain tool.

Lastly, the resume has to be properly formatted and free of typos or grammar mistakes. The first impression via a written text is relevant for the jobs of our industry.

Top Tips

- *Get to the point: try to condense all your relevant experience in a two-page resume for a fast review by recruiters.*





Finally, is it important to be on LinkedIn? What are your thoughts on that matter?

To build a wide contact network on LinkedIn or any other platform-related with the industry (as ProZ or TranslatorsCafé) is an asset that will always help professionals to be in touch with other people in the business, as well as to be up to date with job opportunities and under professionals' hunters reach.

Also, linguists should have their LinkedIn profile updated with their latest courses, conferences, publications, or any other relevant professional activity. To have the profile in English is a plus, since that means being more visible for a lot of companies around the globe. Times like these, of isolation and pandemic, help us realize the value of these virtual networks.

Which practices do you recommend to send an appealing contact email?

First, it's very useful to specify clearly in the email subject your job title and language combination. For example: "EN>PT Translator, editor & proofreader." This helps us when classifying and identifying resources. Second, we really appreciate emails with a personalized presentation letter in the body of the email, and not a massive template used for contacting other agencies. It helps in getting the recruiter's attention. Third, and again, please mind grammar and spelling.

Top Tips

- Catch the attention: especially when sending a spontaneous application, try to include vital details such as your language combination, CAT tool proficiency, and your degree's name within the first lines of your message. If you got a great GPA, don't hesitate to share this info as well as this will definitely catch the recruiter's attention.
- Specify what your stronger areas are: recruiters value information about each candidate's translation specializations, so don't hesitate to clearly express what areas you already have experience in and the ones you would like to explore further.
- Pay attention to details: it may seem obvious, but always run a spell check before sending your resume and make sure you do a final reading of your email body before hitting the Send button. It is extremely important to avoid linguistic errors in an industry based on the proper use of language and communication.



Top Tips

- Prepare to disclose your rates: when sending your resume, it is not strictly necessary that you include your translation or editing rates but be aware that you will have to discuss them with the recruiter almost immediately.
- Be honest with the recruiter: always be transparent about your professional background. For example, even if you are tempted to say you are more CAT Tool-savvy than you really are, restrain from this and be honest with the recruiter so you can receive the right tools and guidance when starting a collaboration with an LSP.
- And with yourself!: be clear about your career expectations and don't be afraid of turning down job proposals that are not the ones for you. It is always important to be real with yourself. Remember that the right opportunity for you is probably around the corner.

