



How to write a good CV

and get noticed by companies

This e-book has useful tips on how to build your CV as a freelance linguist in a way that will attract attention during recruitment.

“
How is it that I send a thousand applications
and never get a single response!
”

Imagine how many CVs a company like ours receives in a week. Getting noticed definitely isn't easy.

Our Community Manager [Giada](#) is here to offer some helpful tips on how to build your freelance linguist CV in a way that will attract attention during recruitment.

FIRST THINGS FIRST

- 1° selection

Studies conducted by Ladders theorise that it takes a recruiter about six seconds to form a first impression of a profile's suitability for the role they're searching for.

Despite the fact that this theory has generated considerable criticism, and although it's logical to believe that the time it takes to evaluate a CV can vary depending on the role being selected for, the company, and the aptitude of the person making the selection, you can likely and understandably imagine that the selection phase first undergoes a quick initial scan of the CV and its main characteristics.

This is certainly true for me.

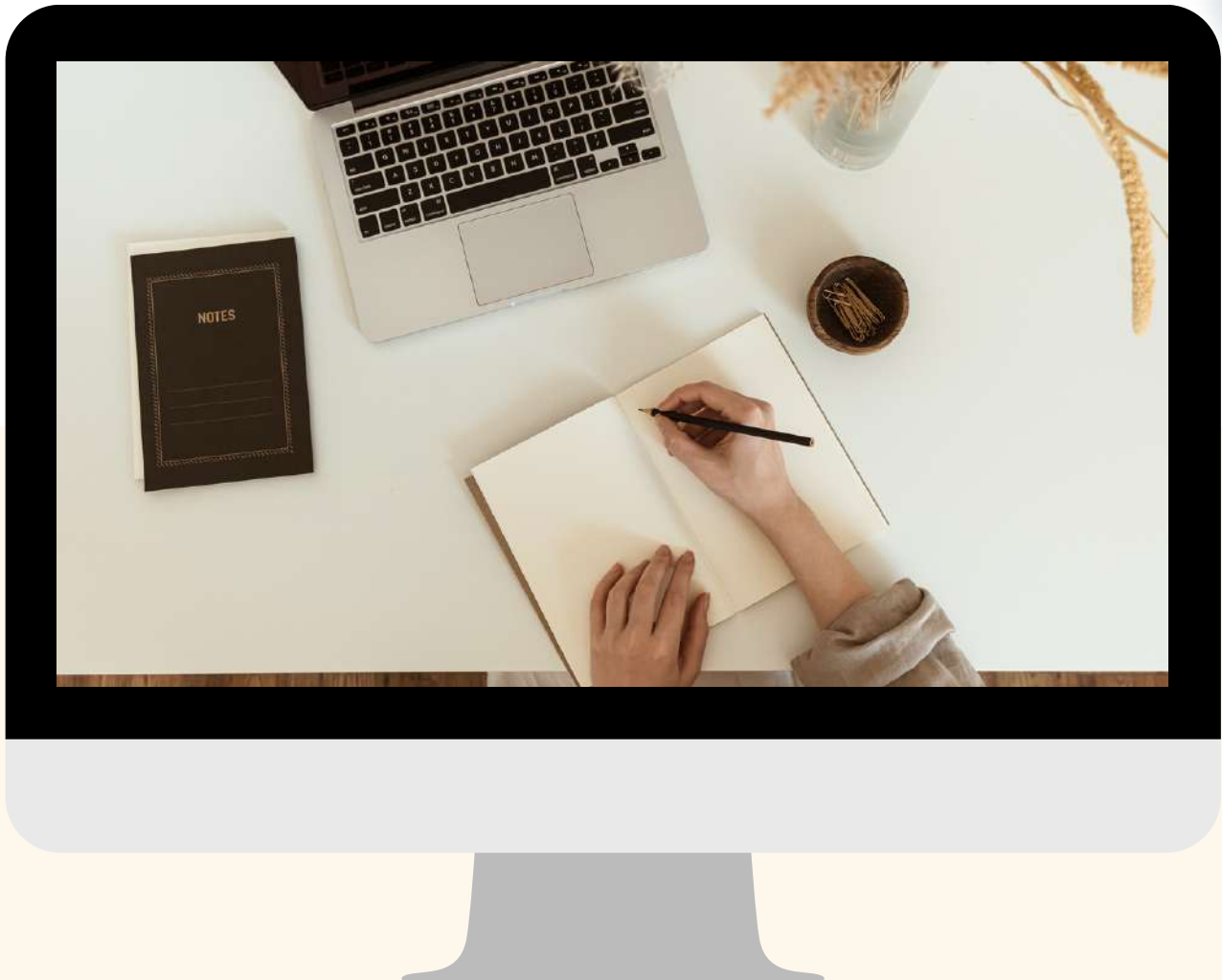
What could possibly be evaluated in six seconds?

Simple: if everything necessary is actually there!

Pretend you're a recruiter: start your CV review by looking at it in 6, or maybe 10 seconds.

You pass the first screening if you can immediately identify these elements:

- The **language you translate into;**
- The **language(s) you translate from;**
- The areas of **specialisation;**
- The **services** you offer;
- Your **contact details.**



If this information is missing, or not clearly visible at first glance, add it or rearrange it.

This information immediately tells us if your profile reflects our needs and whether you're a good fit for that specific search or if perhaps we should contact you again in the future for projects more in line with your experience.

And you'll have our eternal gratitude for having made our work easier. 😊

"IT'S NOT YOU, IT'S ME..."

Why have you sent in your CV?

When applying, it's important to let the company know why you believe you could be a valuable talent for their team.

As recruiters, we very often read applications that tell us stories like:

"I'm new to this field, I just graduated with a degree in translation, and I'd like to acquire experience to put what I've learned into practice."

Or:

"I'm a professional with more than 10 years of experience in the industry, and I'd like to expand my clientele, which is why I want to work with you."

It's undoubtedly interesting to read the story of those seeking a collaboration and what working with us may mean to them.

But what really matters, are instead two things:

- **Why you?**
- **Why us?**



WHY YOU?

It's critical that you know how to answer this question.

Show us how a partnership with you can help us to provide better service to our customers.

Are you an experienced translator with years of work behind you in a specific niche? Have you been the translator for companies that are now our clients? Do you thoroughly know all the existing CAT tools and are you always up to date with technologies?

I can hear you out there saying, "But I just finished my studies! What in the world do you want me to write?"

Think about it. You must have done something that can make you professionally interesting. That experience in the restaurant that taught you what customer care means.

The two months as an au-pair that made you realise how important organisation is, that with children things can get out of hand in a flash.

Volunteering that brought you into contact with different cultures and educated you in international communication. Did you successfully manage a complex college career at the same time as a manual labour job to support yourself, which taught you to how to make it all fit in a day and demonstrates your flexibility.

**I'm sure you've got some winning elements.
Find it, and others, including recruiters, will see it too.**

WHY US?

You didn't just do the millionth copy-paste of the day to send us the same email you've already sent to a thousand other companies, did you?

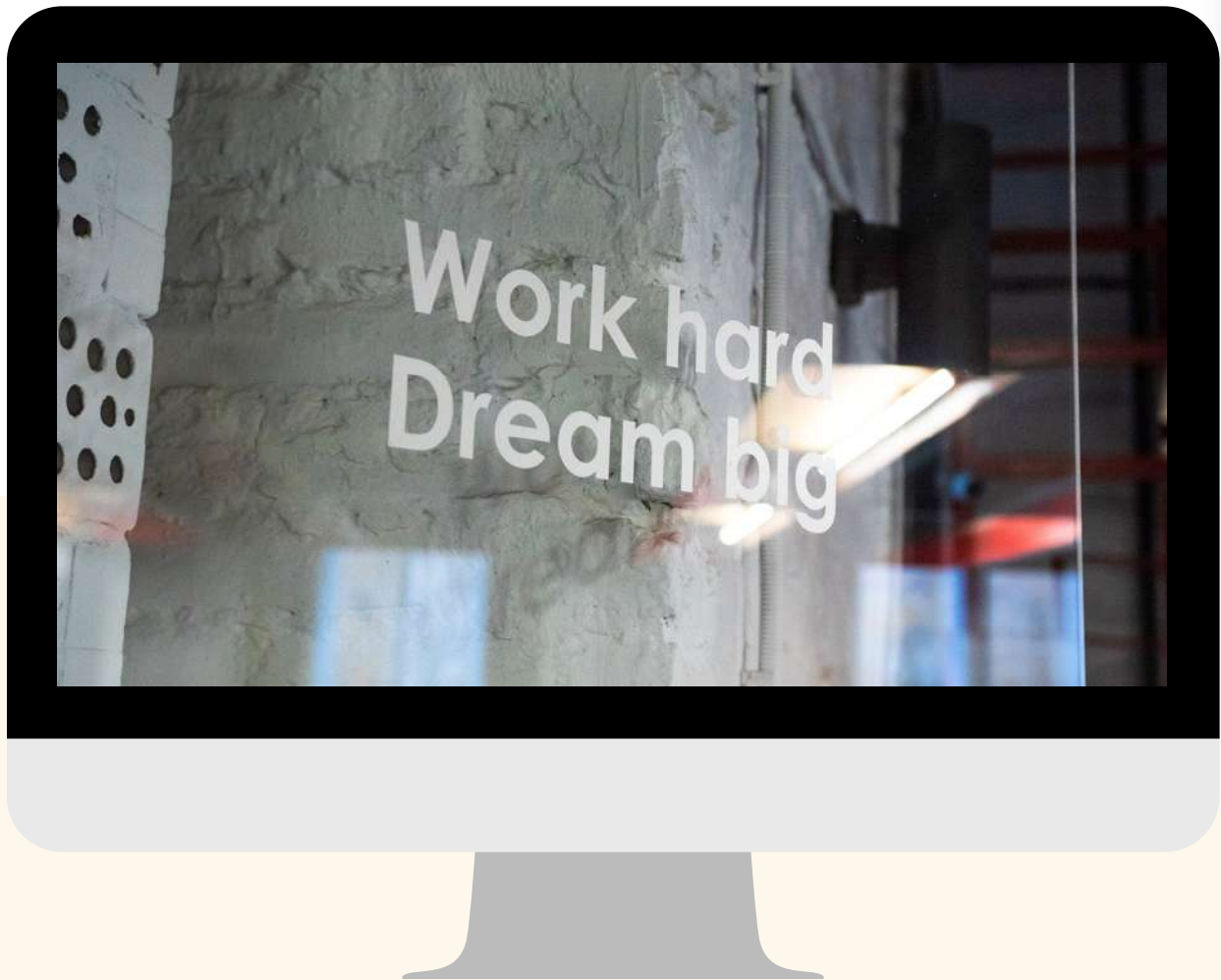
If you want to work with Creative Words, I expect you to know a little bit about us. Whether you've looked at our website, followed our [CWElab](#), liked the content we share on social media, or met someone on our staff

I expect you to know what we translate, but more importantly what we don't translate, and to be in line with these elements.

I expect you to know who is in charge of selecting the freelance team, not to send emails to half the company to increase your chances (take note: this is actually self-sabotage!), and not to write to us to the tune of "to whom it may concern".

Try to convey this knowledge with your application, tailoring it well to the company that will receive it.





As for many things, the Pareto principle applies to recruitment as well. The law states that 20% of the effort is what produces 80% of the results.

Focus your attention on companies for which your profile is a good match, don't just randomly apply.

Sending out applications to every agency in the world won't make you more attractive, but it will increase your frustration at the lack of response (and unfortunately make you look like a spammer!).

BONUS!

Latest tips: dos and don'ts

✓ DO:

- Customise the application;
- Search for appropriate information about the company;
- Identify your strengths;
- Keep the CV to one or at most two pages;
- Include the main info or that which is in line with what you're looking for; there's no need to include everything;
- Use a clean, readable layout; infographics help (but don't overdo it);
- Maintain an up-to-date social presence. LinkedIn is a great reference tool during recruiting, so make sure your profile speaks well of you.



BONUS!

Latest tips: dos and don'ts

X DON'T:

- Don't write to random recipients possibly asking them to refer your application to the appropriate person: it's your job to look for the person you're interested in;
- Don't overplay your hand: keep it realistic and identify your real strengths. "Jack of all trades..." we know the rest;
- Don't apply if the company isn't in line with your specialisations or values;
- Don't give up. Sometimes you just need to be the right person at the right time.



CONCLUSION

If this e-book was helpful for you, follow us on our social channels to stay up-to-date on the world of translation and localisation!



[creative words]