

Marketing for Independent Contractors
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~ **Copies of this presentation**, live links, updates and related information can be found at:
www.bodeuxinternational.com/ata2007.htm

~ **General Email Etiquette Discussion**

- NPR's Talk of the Nation (radio show) – April 10, 2007 – archive at http://www.npr.org/templates/archives/rundown_archive_hub.php

~ **Creating PDFs**

Windows: www.win2pdf.com
www.Docudesk.com
Acrobat Professional
and others
Mac: PDF printing capability built into Mac OS X

~ **More Tips on Translator Résumés**

- http://www.atanet.org/chronicle/feature_article_february2006.php
- <http://dtl.biz/dtl/articles/resumetips.cfm>

~ **More Tips on Creating a Text Résumé**

- <http://www.translatorsbase.com/articles/32.aspx>
- http://hotjobs.yahoo.com/resume/How_to_Create_and_EMail_a_Plain_Text_Resume__20021114-1714.html?subtopic=Resume+Basics
- http://careerplanning.about.com/cs/resumewriting/a/ascii_resume.htm

~ **To convert your MS Word resume to Text Only/Plain Text**

- Open your resume in MS Word.
- Click "File" – "Save As"
- Keep same name or type in new name for the text document in "File name" field ("YourNameCV").
- Next field down is "Save as type" drop down. From this list, select "Text Only (*.txt) or "Plain Text" (Windows XP) from the pull-down menu.
- Click "Save" and close your document.
- Reopen the document you just closed by going to "File" in the tool bar, clicking "Open," and selecting the file named " YourNameCV.txt" – and clicking Open.
- You can also edit this document in NotePad (Windows) or TextEdit (Mac)
- Edit layout and format to accommodate restrictions of text only format (no formatting and centering, flush left, etc.).

~ **Basic Web resume**

- Good example: <http://www.webbsnet.com/translation/resume.html>

~ **Payment practices list**

- <http://www.paymentpractices.net/>

~ Collection agency through ATA

- Dunn & Bradstreet – see http://www.atanet.org/membership/sponsored_services.php#collections

~ On-line translator databases

Use your own judgment when selecting translator databases that work best for you. Choose from among free and paying options. Some examples include:

- <http://www.translatorsbase.com/default.asp> - TranslatorsBase
- <http://translatorscafe.com/cafe/default.asp> - TranslatorsCafe
- <http://www.foreignword.biz/> - ForeignWord
- <http://www.proz.com/> - ProZ
- <http://www.translationzone.com/community.asp> - for translators with SDLX/TRADOS
- <http://www.aquarius.net/> - granddaddy on web
- <http://www.atril.com/> - click on Directory of Translators
- <http://www.translationdirectory.com/>
- <http://www.trally.com/>
- <http://www.gotranslators.com/>
- <http://www.traduguide.com/>

~ Yahoo Groups

- <http://finance.groups.yahoo.com/group/jobs-translators/> - posts jobs in many language combinations.
- <http://groups.yahoo.com/group/Babel-Translation-Jobs/> - posts jobs in many language combinations.
- http://finance.groups.yahoo.com/group/tr_jobs/ - posts jobs in many language combinations.
- <http://groups.yahoo.com/group/TranslatEXchange/> - posts jobs in many language combinations; seems mainly to repost from other sources.
- <http://groups.yahoo.com/group/Czechlist/> - Yahoo Groups offers language-specific lists for professional discussions and job postings.
- http://health.groups.yahoo.com/group/medical_translation/ - Yahoo Groups offers subject matter-specific lists for professional discussions and job postings.
- http://finance.groups.yahoo.com/group/translation_jobs/ - has a good list of other job sites related to translation and linguistic-related projects.
- <http://finance.groups.yahoo.com/group/Interpreter-Jobs/> - focused specifically on interpreters

~ General Resources

- <http://www.sologig.com/>
- Craig's List – www.craigslist.org

~ Agencies

- “Google” the keywords “translation agency”
- See list of ATA member companies and search by various criteria:
<http://www.atanet.org/onlinedirectories/companies.php>
- Search agency listings in translator databases above.

~ Professional Association databases examples

- Legal: LexisNexis Martindale-Hubbell Lawyer Locator
<http://www.martindale.com/>
- Software: CO Software Association
<http://www.csiaonline.com/index.htm>

~ Google AdWords

- <https://adwords.google.com/>