

The background features several stylized lightbulb icons. Some are white outlines, while others are filled with a light gray color. They are scattered across the red background, with some appearing larger and more prominent than others.

Translator's Guide To Contacting Translation Agencies By Email

BEST PRACTICES, THINGS TO AVOID,
ATTENTION-GETTING SUBJECT LINES,
ADVANCED TECHNIQUES &
EXAMPLE TRANSLATOR RESUMES

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Introduction

Although Affinity Translation’s agency is a relatively small one, each day we receive numerous emails from translators interested in working with us. On an average day we receive in the range of 15-20 emails of this nature from translators worldwide. It’s reasonable to speculate that larger translation agencies receive proportionately even greater numbers of similar emails.

When we began our translation business in 2007 we saved every emailed resume we received. Over time we’ve become more selective. Email is a wonderful tool and without it our business model would be much different, probably much less efficient. After all email is not only a means of communication, it’s one of the ways we deliver translations (our “products”).

It makes perfect sense for translators to use email to contact agencies in the course of seeking project work. Advantages of using email to contact translation agencies include:

- Email can be sent any time of day, no matter the time zone of origination. This is especially important considering the global nature of the translation business and worldwide geographic distribution of translators.
- A permanent, written record is available for archiving and long term reference by the agency



- Email is less disruptive (and therefore more favorably received by agencies) compared to other electronic communication means such as telephone calls and faxing.

Despite email's advantages, we regularly see ineffective use of email from translators. These types of emails have less chance of succeeding in establishing a relationship between translators and agencies.

This document has been prepared as a guide to help translators use email more effectively in the course of contacting translation agencies by email to seek project work.