



# ATLAS

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## TRANSLATIONS

# CV

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# CLINIC

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## Make your CV stand out

For English and non-native speakers alike, this Clinic is to help those applying for work as a translator, interpreter or Project Manager within the language industry. By the end of the session you will have a new CV ready for the job market and understand how to show your achievements and experience clearly and to your best advantage.

You will also receive advice on finding suitable work opportunities.



### ABOUT THE TRAINER

Clare Suttie has run Atlas Translations Ltd since 1991, offering client-focussed language services. She is an expert in project management – including urgent work and unusual languages, and encourages the promotion of professional linguistic services and education.



Atlas offers training programmes for translation service users and providers, as well as training for translators, interpreters and Project Managers.

Atlas has run a Work Placement Student Programme since 1993. Clare was inspired to run this Clinic after many years of helping students to leave the company with a much-improved CV, leading to greater chances of securing a job within the highly competitive language industry. We offer individual one to one sessions, with 30 minutes of preparation work and a 30 minute session by phone or in person, followed up with a written report of all suggestions.

Group sessions are available upon request.

### FEEDBACK

*“Clare Suttie has been so helpful in emphasising the importance of creating a good CV that will aid me in starting up as a freelancer. She has given her time generously and without reservations. On first inspection of my CV she gave me detailed and written feedback - even taking the time to produce a revised CV for me, incorporating her suggestions. She encouraged me to have confidence in my own abilities and qualifications, and to present myself as a professional. Thanks to her I feel able to advertise my rates without ‘selling myself short’ and to know that these are fair and deserved. I warmly recommend her CV Clinic to anyone hoping to set themselves up in freelance translation.”*

### FEEDBACK

*“As a translator starting out in the business, the CV Clinic was extremely helpful. It’s important to get your CV just right to draw attention to the points you want potential employers to see. Clare helped me re-format my CV and gave me tips on fees, work experience to draw attention to and what should be on page 1. It is now easier for me to update my CV when I have something new to add. I would recommend this CV Clinic to anyone looking to improve their CV.”*