

The 10 Best Ways to Get & Keep a Tech Writing Job

...and How I Can Use Them

May 2009



Some questions we'll consider...

- What are the best ways to convince our employers of our value?
- Should I be willing to expand my job description?
- What other skills do I have that would contribute to my company's success?
- Should I take a cut in pay or accept a job paying less than my last one?
- How can I get exposure to the most jobs?
- What industries are hiring?
- ...and more!

10. Proving Your Value...

❑ CURRENT JOB:

- Prove your worth; make the most of skills
- Bring hobbies or outside interests to work
- Volunteer for community service

❑ LOOKING FOR A JOB:

- Highlight your skills and apply them to a new employer
- Show a new employer how your skills can benefit them
- Skill keywords on résumé

Skill Keywords

- ❑ *Keyword: An index term, subject term, subject heading, or descriptor, in information retrieval, is a term that captures the essence of the topic of a document.*
- ❑ **Software Skills:** FrameMaker, Microsoft Office, Word, RoboHelp, Adobe Acrobat, WebWorks Publisher, SnagIt, Camtasia Studio, Photoshop, FrontPage, Dreamweaver, and FS Pro (Information Mapping).
- ❑ **Professional Skills:** Technical Writer and Editor, Training Developer, Help Author, Single-Source Documentation, Video Tutorial Training and Development
- ❑ **Enterprise Experience:** Commercial Software, Network Management, Information Technology, Telecommunications, SoftSwitch, Finance, Banking, Pharmaceutical, Energy and Chemical, Nuclear Power
- ❑ **Affiliations:** Member Society for Technical Communication (STC), Palm Beaches Chapter. Member American Society of Training Developers (ASTD).

9. Expand Responsibilities...

□ CURRENT JOB:

- Be willing to take on responsibility - add to your duties - increase visibility
- Work a little harder (and longer) than the next guy

□ LOOKING FOR A JOB:

- Go beyond the job description
- HINT at the hidden benefits of hiring you (deadline-oriented, detailed, economic benefits)

8. Explore other Job Categories

□ CURRENT JOB:

- If they are laying off in one job, see if you can transition to another
- Tech writers → Trainers, Developers
- Trainers → Technical writing

□ LOOKING FOR A JOB:

- Create two (or more) versions of résumé
- Explore the professional organizations
 - STC: Society for Technical Communication
 - ASTD: (was American Society for Training and Development)

7. Contracting / Consulting

□ CURRENT JOB:

- If you are an employee and threatened with layoff, propose switching to contract (no benefits)
- If you are contract and threatened with layoff, propose lower rates

□ LOOKING FOR A JOB:

- Search for contracting/consulting opportunities until an employment opportunity opens
- Be bold, innovative - think of new business opportunities for yourself – consulting or freelancing

Consulting Opportunities

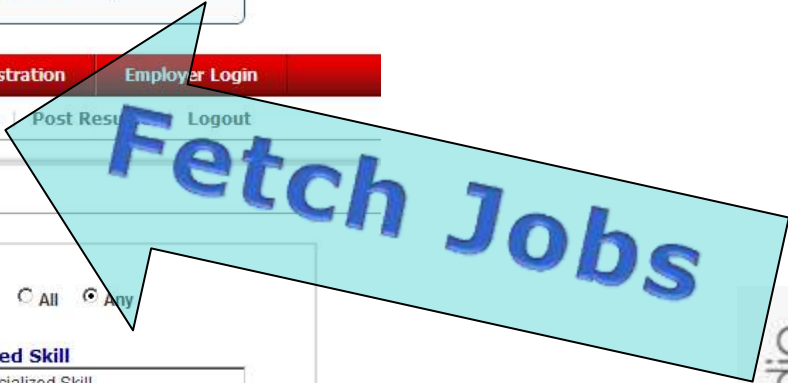
<http://www.corp-corp.com>



- > Business for Sale
- > Consulting Companies Merge & Acquisitions

Jobseeker Login | Post Resume | **FETCH Jobs** | IT Training | Employer Registration | Employer Login

My Area | My Profile | My Resumes | Direct Submit | Applied Jobs | **Fetch Jobs** | Post Resume | Logout



Job Search

Keywords*

technical writing

All Any

Keywords only eg: Unix, C++, Java, SAP BW, Oracle DBA

Specialized Area

- Mainframe
- Web/Internet
- Embedded System
- IT Sales / Recruiting
- IT Trainers
- Engineering
- Other/Multiple Skills

Specialized Skill

Select Specialized Skill

Location Preference

Any Where in USA

Country

United States of America

States

- Delaware (DE)
 - Georgia (GA)
 - Guam (GU)
 - Hawaii (HI)
 - Iowa (IA)
 - Idaho (ID)
 - Illinois (IL)
- Florida (FL)

Consulting Opportunities

<http://www.corp-corp.com>

The screenshot displays the Corp-Corp.com website interface. At the top left is the Corp-Corp.com logo. A navigation bar contains links for Jobseeker Login, Post Resume, FETCH Jobs, IT Training, Employer Registration, and Employer Login. Below this is a secondary navigation bar with links for My Area, My Profile, My Resumes, Direct Submit, Applied Jobs, Fetch Jobs, Post Resume, and Logout. A callout box at the top right lists 'Business for Sale' and 'Consulting Companies Merge & Acquisitions'. A large blue arrow points to the 'Post Resume' link in the navigation bar. The main content area shows a 'Job Search' section with a 'Keywords+' input field containing 'technical writing', radio buttons for 'All' and 'Any', and a note 'Keywords only eg: Unix, C++, Java, SAP BW, Oracle DBA'. Below this are sections for 'Specialized Area' (a dropdown menu with options like Mainframe, Web/Internet, Embedded System, IT Sales / Recruiting, IT Trainers, Engineering, and Other/Multiple Skills) and 'Specialized Skill' (a text box labeled 'Select Specialized Skill'). At the bottom, there is a 'Location Preference' section with a checkbox for 'Any Where in USA', a 'Country' dropdown set to 'United States of America', and a 'States' section with a list of states (Delaware, Georgia, Guam, Hawaii, Iowa, Idaho, Illinois) and a 'Florida (FL)' text box.

Freelancing

- ❑ oDesk – <http://www.odesk.com>
- ❑ GURU – <http://www.guru.com>
- ❑ Google for “freelancing” and “freelance technical writing jobs”

6. Be Flexible

□ CURRENT JOB:

- Don't whine about assignments; take them with GLEE
- Don't ever say "That's not my job."

□ LOOKING FOR A JOB:

- Be flexible and accommodating in your interviewing attitude and style - Sell, sell, sell
- Propose (HINT at) solutions the hiring manager may not have considered
- Point out benefits of hiring you

Employer Benefits

- ❑ *At Dynamic Programs, I implemented a single-source system that eliminated 40% of duplicate effort in Documentation and Training Development.*
- ❑ *At World of Widgets, I suggested we provide editing services to other organizations, streamlining and coordinating public information release.*
- ❑ *Created 450 pages of new documentation on-time and under budget.*

5. Keep your nose clean

□ CURRENT JOB:

- Keep low on the radar scope
- Pay attention to rumors, but don't promote them
- Don't gossip

□ LOOKING FOR A JOB:

- Look for ethical matches
- Keep your ethics
 - Don't "multi-submit"
 - Don't jack up the salary or rate
 - Honor two-week severance
 - Don't show proprietary samples

4. Be organized, methodical

□ CURRENT JOB:

- Be prepared for the “uncomfortable” questions
- Status reports – keep the boss informed
- Highlight accomplishments

□ LOOKING FOR A JOB:

- Create customized résumés and cover letters
- Make and keep appointments
- Look the part of a professional and act it
- Prepare an organized portfolio – paper and electronic
- Have your references ready to go

Work References

- Have them lined up in advance
 - A variety
 - Ask people you worked with and worked for
 - Make sure they will be honest but flattering
- Prepare a sheet that you can send or take with you to interviews

3. Job Boards and Résumé Posting

□ CURRENT JOB:

- Keep your résumé posted, but low key
- If your employer is likely to find it, inactivate

□ LOOKING FOR A JOB:

- Reactivate résumé on ALL relevant job boards
- Keep it short, but include all important skills
- Most job boards allow multiple versions

Post Your Résumé

- <http://www.careerbuilder.com>
- <http://www.monster.com>
- <http://www.dice.com>
- Specialty job sites:
 - <http://www.nukeworker.com>
 - <http://www.pharmaopportunities.com>
 - <http://www.medicaljobmarketplace.com>
 - ...and so on.
- Google “find <*jobtype*> jobs,” then be selective to find the sites with most traffic

STC International Job Board

http://Jobs.STC.org



Search

Job Seekers

- > [Post a resume](#)
- > [View jobs](#)
- > [Job alerts](#)
- > [Create account](#)
- > [Access my account](#)

Employers/Recruiters

- > [View resumes](#)
- > [Post a job](#)
- > [Products](#)
- > [Create account](#)
- > [Access my account](#)

Support/Feedback

- > [Customer Support](#)
- > [General Feedback](#)

Job Seeker Section

Wednesday, May 20, 2009

[STC Home](#) : [Career Center](#) : Job Seeker Section Section

[My Account](#) [Job Search](#) [Resumes / Letters](#) [Job Alerts](#) [Help](#)

Welcome Guest - [log in / create account](#)

New jobs less than 14 days old are available only to STC members. After that period, these jobs become available to everyone.

If you are not a member, [consider joining](#) or proceed below to the public job listings.

Find Jobs by Type:

i.e. Full-time, Part-time, Contract, Temporary

[Full-time](#)

[Part-time](#)

[Contract](#)

[Temporary](#)

Current Search [Keyword](#) [Location](#) [Job Type](#)

These are the search criteria you are currently using.

You are currently viewing all available jobs. If you would like to filter through these jobs, enter keywords in the box below.

Narrow by keyword:

STC Palm Beaches Ch. Job Board

<http://www.stc-pbc.org/>

Untitled Document - Windows Internet Explorer
http://www.stc-pbc.org/employment.html

Employment Opportunities

Job postings are available on our Web site for 30 - 60 days. Check back often for the latest employment opportunities.

If you are looking for a technical communicator to fill a job and would like to post a job opportunity, please contact Claudia Alarcon at clawrka.alarcon@gmail.com

Technical Illustrator (March 31, 2009)

Location: Lexington, KY

Job Type: 11+ month contract

Telecommute: Contact recruiter

Job Description: Prepare illustrations and drawings to depict technical equipment.

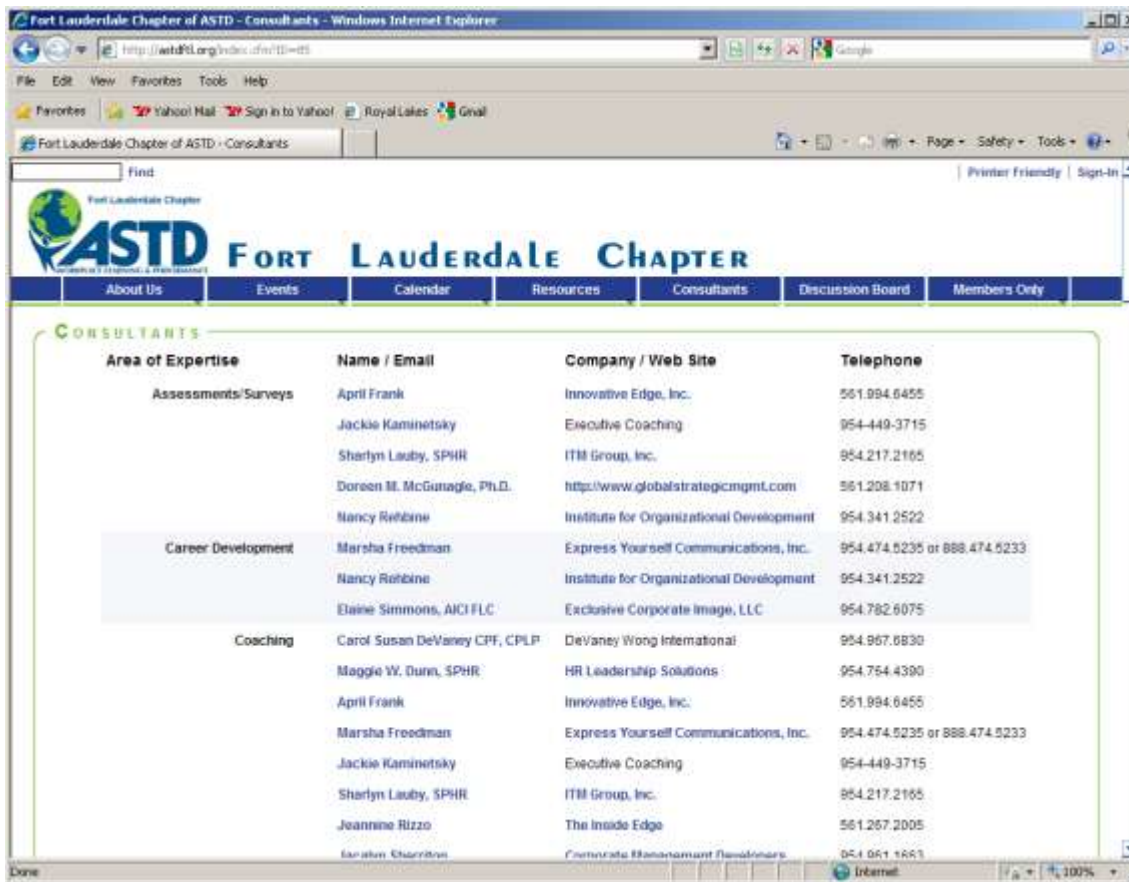
Experience/Skills: MUST have experience with ARMY manuals (no others are acceptable) such as parts books, maintenance manuals, modifications, integrations, etc. This project will be illustrating Field Level Maintenance Manuals. Experience can be for ground vehicles, aircraft or mobile field support equipment. Candidate will render preliminary or final products to include assembly and component drawings, exploded views, perspective and isometric drawings and schematic/wiring diagrams. MUST have experience with one or more of the following: CorelDraw/CorelDesigner, Adobe Illustrator and AutoTrol TL. MUST be a US citizen with either an active secret clearance OR the ability to be processed for a secret clearance.

Pay/Benefits: The Aries Group offers medical & dental benefits, 401k plan with 4% match, and excellent rates!

Contact: Kim Voyer Technical Recruiter Aries Group Inc.
D: 978-998-7567
Toll Free: 877-806-7977 x267
kim@ariesgroupinc.com
www.ariesgroupinc.com

ASTD Ft. Laud. Ch. Consultant List

<http://astdftl.org/>




The screenshot shows a web browser window displaying the website for the Fort Lauderdale Chapter of ASTD. The page title is "Fort Lauderdale Chapter of ASTD - Consultants". The URL in the address bar is "http://astdftl.org/index.cfm?ID=45". The page features a navigation menu with links for "About Us", "Events", "Calendar", "Resources", "Consultants", "Discussion Board", and "Members Only". The "Consultants" link is highlighted. Below the navigation menu, there is a section titled "CONSULTANTS" with a table listing various consultants and their contact information.

Area of Expertise	Name / Email	Company / Web Site	Telephone
Assessments/Surveys	April Frank	Innovative Edge, Inc.	561.994.6455
	Jackie Kaminetsky	Executive Coaching	954-449-3715
	Sharilyn Lauby, SPHR	ITM Group, Inc.	954.217.2165
	Doreen M. McGuragle, Ph.D.	http://www.globalstrategicmgmt.com	561.208.1071
	Nancy Rebbine	Institute for Organizational Development	954.341.2522
Career Development	Marsha Freedman	Express Yourself Communications, Inc.	954.474.5235 or 888.474.5233
	Nancy Rebbine	Institute for Organizational Development	954.341.2522
	Daine Simmons, AIC/FILC	Exclusive Corporate Image, LLC	954.782.6075
Coaching	Carol Susan DeVaney CPF, CPLP	DeVaney Wong International	954.967.6830
	Maggie W. Dunn, SPHR	HR Leadership Solutions	954.754.4390
	April Frank	Innovative Edge, Inc.	561.994.6455
	Marsha Freedman	Express Yourself Communications, Inc.	954.474.5235 or 888.474.5233
	Jackie Kaminetsky	Executive Coaching	954-449-3715
	Sharilyn Lauby, SPHR	ITM Group, Inc.	954.217.2165
	Jeanine Rizzo	The Inside Edge	561.267.2005
	Leslie Sharrin	Corporate Management Revolution	954.661.1661

Lots of Jobs, Indeed...

http://www.indeed.com



one search. all jobs.

Edit Email Job Alert

Email me jobs... [Advanced Job Search](#)

What
Job title, keywords or company name

Where
City, state, or zip

Distance

My email address **dbdemyan@gmail.com**

Deliver Daily Weekly

[Cancel](#)

» About **7 jobs a week** match your search

Preview of your results:

Technical Writer
Rezult Technology - Palm Beach Gardens, FL
CareerBuilder

Technical/Marketing Writer
Confidential - Fort Lauderdale, FL
WestchesterJobs.com

Technical/Marketing Writer
Fort Lauderdale, FL
techcareers

Technical Editor Physical Science Status
Department Of Commerce: Commerce, National Oceanic and Atmospheric Administration
Federal Government Jobs

Technical Writer - user document for drupal based web community
oDesk - Fort Lauderdale, FL
oDesk

Simply Hired

<http://www.simplyhired.com>

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Job Title, Skills, or Company Name City, State or ZIP (optional)

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 daily weekly

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Tip: [Login](#) to manage all your email alerts.
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Browse More Jobs

Business Jobs	Engineering Jobs	Legal Jobs	Office Jobs
Computer Jobs	Food & Beverage Jobs	Management Jobs	Sales Jobs
Construction Jobs	Healthcare Jobs	Media Jobs	Science Jobs
Education Jobs	Maintenance Jobs	Non-Profit Jobs	

Simply Hired

Simply Hired's daily alerts for technical writer - Florida Inbox | X

☆ **Simply Hired Alerts** to me show details 3:28 AM (9 hours ago) Reply | ▾

Images are not displayed.

[Display images below](#) - [Always display images from alerts-noreply@jobs.simplyhired.com](#)

[Edit this Alert](#) | To stop receiving these emails: [Cancel this Alert](#)

Your **Daily** Job Search Email from **SimplyHired**

technical writer jobs in Florida (within 25 miles)

Top 10 new matches (since 1 day ago):

Date	Title	Company	Location
Tuesday, May 19th at 9:35 AM	<u>Technical Writer</u>	General Electric	Bradenton, FL
	from General Electric - Save Job - Block		
Tuesday, May 19th at 7:22 AM	<u>Technical Writer</u>	Aerotek Commercial	Tampa, FL
	from Aerotek Commercial - Save Job - Block		
Tuesday, May 19th at 3:10 AM	<u>Technical Writer/Documentation Specialist</u>	TrueBridge Resources, LLC	Orlando, FL
	from ComputerJobs.com - Save Job - Block		
Tuesday, May 19th at 5:49 AM	<u>Technical Writer</u>	JHT Incorporated	Orlando, FL
	from CareerBuilder.com - Save Job - Block		
Tuesday, May 19th at 1:32 PM	<u>Technical Writer/Programmer</u>	Fidelity National Information Services (FNIS)	Jacksonville, FL
	from Dice - Save Job - Block		

Simply Hired

Tuesday, May 19th at 12:08 AM **Technical Writer 2 (Temporary) - Cape Canaveral AF** CSC Cape Canaveral, FL

from SpaceCoastHelpWanted.com - Save Job - Block

Tuesday, May 19th at 5:40 AM **Knowledge Management Writer (11803)** Bright House Networks Saint Petersburg, FL

from CareerBuilder.com - Save Job - Block

Tuesday, May 19th at 8:48 PM **Virtual Assistant** oDesk FL

from oDesk - Save Job - Block

Tuesday, May 19th at 10:08 AM **00004698 - Admn Asst** Shands HealthCare Gainesville, FL

from [flacareers.com](#) - Save Job - Block

Tuesday, May 19th at 11:00 AM **Mgr II Configuration/Data Management** Raytheon Largo, FL

from TAOnline.com - Save Job - Block

See [all new matches](#) for this search.

All technical writer jobs in Florida (within 25 miles): [last 24 hours](#) | [last 7 days](#) | [all time](#)

-
- Create New Alert
 - Edit this Alert
 - Stop this Alert

2. Location, location, location

□ CURRENT JOB:

- Look for promotions or lateral moves to another area
- Don't turn down business travel if offered

□ LOOKING FOR A JOB:

- Consider upgrading your skills and applying for management jobs in other areas
- Look for opportunities where moving expenses are covered
- <http://www.ladders.com>

1. Be looking toward the future...

□ CURRENT JOB:

- Look for opportunities to implement new strategies or tools
- Follow trends in our profession
- Speak up at meetings to propose new things

□ LOOKING FOR A JOB:

- Keep abreast of new technologies
 - Visual communications
 - DITA
 - Structured documentation
 - Content management, single-sourcing
 - ...and so on

BONUS: Networking

□ CURRENT JOB:

- Keep in touch with previous employers and co-workers
- Go to STC / ASTD events
- Call people and see how their work is doing
- Start the network so it will be there when you need it

□ LOOKING FOR A JOB:

- LinkedIn
- Keep the network “buzzing”

LinkedIn

http://www.linkedin.com

The screenshot shows a LinkedIn profile for David Demyan. The top navigation bar includes 'LinkedIn', 'People', 'Jobs', 'Answers', 'Companies', 'Account & Settings', 'Help', 'Sign Out', and 'Language'. A search bar is present with the text 'Explore People Search: Director at Apple - Internet (Silicon Valley) - VP Operations' and a 'Search' button. The left sidebar contains navigation links: Home, Groups, Profile, Edit My Profile, View My Profile, Recommendations, Contacts, Connections, Imported Contacts, Network Statistics, Inbox, and Applications. The main profile area for David Demyan includes a profile picture, a 'Send a message' button, and an 'Add David to your network' button. The profile details are as follows:

Current	<ul style="list-style-type: none">Technical Writer at ZLB Plasma Services
Past	<ul style="list-style-type: none">Technical Writer at Sezmi CorporationFranchise Owner at Express Employment ProfessionalsManager of Documentation at CopperCom
Education	<ul style="list-style-type: none">The University of Akron
Recommendations	2 people have recommended David
Connections	101 connections
Websites	<ul style="list-style-type: none">My WebsiteMy Company
Public Profile	http://www.linkedin.com/in/daviddemyan

Below the profile details is a 'Summary' section. On the right, there is a GE advertisement with the text 'Today, GE technologies will reveal a clearer picture of human health' and the GE logo with the tagline 'imagination at work'. Below the advertisement is a section for 'David's Connections (101)', with the first connection listed as 'Greg Alia, GM at Haven Homes'.

Industries Hiring Now

- ❑ Technology companies
 - Automation
 - Health Care Technology
 - Software / System / Networking
- ❑ Innovative companies
 - Looking to implement new knowledge strategies
 - Already know the value of technical communication
- ❑ Growth industries
- ❑ Group discussion...

Conclusion

- David B. Demyan
561-843-7878
dbdemyan@gmail.com
- THANK YOU!

