



Application Information for Freelance Copy Editor
www.fluentin3months.com

About us

Fluent in 3 Months (Fi3M) is one of the most popular language-learning websites in the world. We are a small team of about 10 people, working together remotely from 7+ different countries to help people around the world learn new languages faster and more easily.

We serve an audience of language learners all over the world, with a million unique visitors to the site each month, and a dedicated email community of 250,000 language hackers.

Position Description

We're looking for a new freelance Copy Editor who will be working 4-6 hours per month to support our SEO Content Manager. Your role in our team will be to:

- Proofread blog posts of up to 2.5k words for spelling and grammar mistakes. Attention to detail is a must.
- Apply markdown format corrections to the same blog posts.
- Double-check foreign language translations for accuracy (e.g. grammar, conjugation, spelling). Familiarity with more than one language is preferred but not required.

This is a freelance position, you can be based anywhere in the world as long as you have a reliable internet connection. The rate is \$16.50 USD per hour, and you will be requested to invoice monthly.

Skills and Experience

You'll need to be someone who:

- Manages your time well to meet tight deadlines.
- Works reliably and efficiently within a remote team.
- Knows your own strengths and limitations and is willing to ask for help from the team when you need it.
- Has a strong attention to detail and is able to follow directions.
- Is familiar with online tools for collaborative working including Gmail, Google Docs, and Trello.
- Is passionate about language learning and potentially speaks more than one language. Familiarity with more than one language is preferred but not required.



Application Process

To apply for this role, please complete all of the following, and send it in a single email to alice@fluentin3months.com.

Test Tasks

1. Please create a copy of [this Google document](#) and edit the blog post excerpt, using “Suggesting” mode so that the edits are visible.

Pay attention to:

- a. markdown formatting (see guide in the Google document, and/or [learn more here](#))
- b. spelling and grammar mistakes
- c. typos
- d. language accuracy

Once done, please include a link to your edited blog post (with visible edits) in your application email.

2. Download and install any screencast software you like and record a video showing how to change a label on an email in Gmail. Log into your own Gmail account or create a new one to demonstrate it. Take any email you like and change its label to one called “Fi3M test”. Include a link to the resulting video in your application email, embedded on the screencast site, or as a YouTube upload. The video can be short, and it’s OK if it has the screencast watermark branding on it. No need for sound.

Tell us a bit more about you!

Please limit your answers to 250 words for each question.

1. Where are you from? Where do you live now? What is your current work situation and availability? Is there anything else interesting about you that you'd like for us to know?
2. Which aspects of the role do you feel most confident about? Where would you need the most help, support or training?
3. Optional: Please send us up to 2 links to any blog content you have edited.

Please email your application to Alice Cimino, Fluent in 3 Months SEO Content Manager, alice@fluentin3months.com

The deadline for applications is 8th January 2023.