

TECHNICAL WRITING

ENGLISH DEPARTMENT

MEDICAL WRITER

A medical writer reviews, edits, and coordinates the publication of medical materials. These materials include patient education brochures, web content, article for health care professionals, regulatory documents for government agencies, and grant proposals for scientists and institutions. This is done either independently or collaboratively with other members of the company, such as a Medical Director or Marketing Manager. Medical writers often communicate with other departments while working on projects, and also have to speak with clients regarding the work they want done. To this end, interpersonal skills are also important for this career. They must present medical information in a clear and easy way to understand, especially if the audience is not aware with extensive medical terminology. This is important for medical writers who carry out tasks such as writing patient education brochures, as they must provide medical information in a simple way.

SKILLS

- Knowledge of AMA
- Strong computer skills
- Excellent written and verbal communication skills
- Experience in patient education

SALARY

The average salary for a medical writer is around **\$72,000.**

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LEGISLATIVE AIDE

Legislative aides provide support to legislators and their staff in areas such as administration, research and analysis, public relations, and communication. They serve as the legislator's representative and liaison. Also, they may serve as a personal assistant, office manager, and scheduling travels and plans. They monitor legislation, track issues for the legislator's district, attend meetings and hearings, and perform other information gathering. The aides perform communication and public relation duties with constituents, media representatives, and organizations involved in the legislative process. The aides may oversee inquiries from constituents, draft and respond to correspondence, create and resolve cases, and attend community events. They communicate with other legislators and their representatives, state officials, government personnel, and media outlets.

SKILLS

- Effective written and oral communication skills
- Management skills
- Knowledge of computers, charts, and graphs
- Familiarity with legislative, administrative, and judicial systems
- Research and analyze constituent issues
- Perform multiple tasks accurately and efficient under time constraints
- Work both independently and cooperatively with professional judgement and maintain confidentiality

SALARY

The average salary in the U.S. House of Representative is **\$47,855**. In the U.S. Senate, the average is **\$66,484**. In the U.S. Congress, the average is **\$47,618**. In the Stateside, the average is **\$38,199**.

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FINANCIAL WRITER

A financial writer communicates content ranging from the market, business news, corporate issues, and earnings of various companies and organizations. Financial writers might go from working for a newspaper to writing an educational textbook on the subject. Tracking trends in both large and small companies is a part of the job, and can take years of understanding financial patterns.

SKILLS

- Written and oral communication
- Financial terminology
- Economic decision making
- Adapt to shifting mediums
- Knowledge of market structures

SALARY

A **senior** financial writer for any large corporation can earn between **\$95,000-\$125,000** a year.

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GRANT WRITER

Grant Writers research, write, and submit proposals to request funding to organizations or individuals. They research projects and convey the objectives of the project in clear and convincing arguments. There are opportunities for work with a non-profit or charities. While writing the grant takes the majority of time, researching the project's topic provides vital information that is needed to produce a grant that will be approved. They can also be tasked with other responsibilities like forming relationships with prospective donors, answering funders' questions about the project, and recording the results of the project to document its impact. Grant writers are often tasked with other responsibilities, like forming relationships with prospective donors, answering funders' questions about the project, and recording the results of the project to document its impact.

SKILLS

- Oral and written communication skills
- Ability to write persuasively
- Resourcefulness
- Attention to detail
- Knowledge of nonprofit or business writing
- Organization skills
- Ability to meet strict deadlines
- Interpersonal skills

SALARY

The average salary for a grant writer is **\$65,000**.

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TECHNICAL WRITER

Technical writers, also known as technical communicators, create content for any number of sources. They write how-to guides, instruction manuals, newsletters, web content, journal articles, and other content. Technical writing concerns itself largely with simplifying complex information in a way that is digestible and able to be understood by whoever the intended audience is. Since a writer isn't present to explain their work to its intended audience, the documents they produce must be thorough enough to cover any questions, while not being excessively long or daunting to read. They must be able to produce works that address the specificity of their subject material while ensuring that they are not beyond the audience's comprehension.

SKILLS

- Attention to detail
- Ability to work collaboratively
- Excellent knowledge of spelling and grammar
- Ability to learn quickly
- Communicating complex information in the clearest, most concise terms
- Ability to meet deadlines
- Resourcefulness
- Knowledge of code language like JavaScript, Adobe Acrobat, HTML and/or CSS
- Microsoft Office

SALARY

The median salary for technical writers is **\$70,240.**

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SCIENCE WRITER

Science writers are responsible for researching and compiling vast quantities of data about physical, medical, chemical, and biological sciences. They then must convey this information to an audience ranging from experts in their field to everyday people, so it must be easily understood by widely different groups of people. These writers can use a variety of media to publicize the information they receive, including periodicals, books, websites, and newspapers.

SKILLS

- Excellent written and oral communication skills
- Comfortable with working under the pressure of deadlines
- Organizational and time-management skills
- Strong interest in science
- Think logically to understand complex ideas and data

SALARY

Technical science writers make around **\$70,290** per year, and job growth is much higher at an expected 15% in the same time range.

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HUMAN RESOURCE MANAGER

Human resource managers have various responsibilities in the workplace. They are often heavily involved in the interviewing and hiring processes and have great influence over the employees that are chosen to work at the company. Since human resource managers are the connection between employees and corporate, a lot of their work involves both employees and corporate.

SKILLS

- Knowledge of contemporary human resources practice
- Understanding of federal, state, and local employment laws
- Knowledge of performance management techniques and best practices
- Understanding of how to develop and administer compensation and benefit plans

SALARY

The median salary in the United States is **\$95,000**. Employment in this field is currently high with an expected increase of 9% over the next ten years.

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PUBLIC HEALTH WRITER

Public health writing is a unique field in the realm of technical writing. These writers are responsible for communicating a large spectrum of factors that play into public health, such as race, sex, age, education, community, and social justice, but also medicine, genetics, individual behavior, and family history. They create content for medical publications, labels, instructions, procedures, and more. They can specialize in a specific health area or have a broader, sufficient knowledge of various health concerns. They are responsible for enacting efficient and coherent communication among various researchers, physicians, nurses, health maintenance organizations, educators, reporters, administrators, and policy analysts. These writers play an adhesive role in the maintenance and improvement of public health on a local, national, and global scale.

SKILLS

- Written expression
- Active learning
- Deductive and inductive reasoning
- Written comprehension
- Health knowledge

SALARY

The average salary for public health writers is **\$69,030.**

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LAWYER

Lawyers are responsible for representing their clients in criminal or civil court. Additionally, they are responsible for managing, advising, or speaking on behalf of these clients in any type of legal action. Lawyers can specialize in a wide variety of fields, some of which are listed below:

- Corporate
- Criminal
- Entertainment
- Environmental
- Health
- Immigration
- Real estate

SKILLS

- Writing fluently based on audience
- Negotiation
- Persuasion
- Critical thinking
- Active listening
- Speaking effectively
- Reading comprehension of professional texts
- Judgement and decision making
- Complex problem solving

SALARY

The median salary for lawyers is **\$115,820**.

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PROJECT MANAGER

Project managers ensure the overall quality is up to the company's standards. Each member of the team requires a different outlook and managerial skill set to complete their task on time and to the exact modifications the client requires. An appropriate amount of time must be allocated to each team member depending on his or her job. This means a project manager must have some familiarity with each department's workload to understand how long one will need to complete a task. Often, professional project managers work in several different fields. Some of these fields include construction, advertising, architecture, and IT.

SKILLS

- Communication
- Leadership qualities
- Organized
- Working well under pressure

SALARY

The salary will depend on how long you have been in the field. The average is around **\$90,000**.