



Fixing Common Grammar Mistakes on Your Resume

Texting and every day, informal language is fine when you are hanging out with your friends, but it's not appropriate for your resume!

We've gotten so used to spell check fixing our problems, but what happens when you use a word the wrong way, but it's still spelled

correctly? For hiring managers, those errors can take you out of the running, even if the job is perfect for you.

The links below outline some of the most common grammatical/spelling mistakes, including words that sound alike but have different spellings and meanings. Don't let a small mistake like this be the difference between getting an interview and being passed over.

- [5 Resume Grammar Mistakes that Can Cost You the Job](#)
- [8 Grammar Mistakes that Can Kill Your Resume](#)
- [9 Resume Mistakes That Make You Look Less Qualified, Less Impressive, and Less Intelligent Than You Really Are](#)

Need help putting a resume together or polishing up the one you already have? Staff at your [local Missouri Job Center](#) can help!



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



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