



Your resume is your first introduction to most hiring managers, but sometimes it can fall short and leave human resources personnel wondering what you were thinking. Problems with spelling, punctuation, and grammar give the impression that you lack attention to detail.

Here is a short article that highlights a few of the more critical grammar and spelling errors to look out for:

[Resume Proofreading Checklist](#)



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](http://jobs.mo.gov) or 1-888-728-JOBS (5627).



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