



Resume Grammar Mistakes

Subject/Verb Agreement: Plural subjects need plural verbs.

Example: “Assessing clients and providing counseling has prepared me...(incorrect). Assessing clients and providing counseling **HAVE** prepared me...(correct).”

Passive writing: Passive writing is indirect, active is direct. Use verbs to start phrases.

Example: (passive) “Your quick response is appreciated” (active) “I appreciate your quick response”

Capitalization: School subjects and majors are only capitalized if they are languages.

Example: biology, nursing, English, algebra, Finnish

Wordy examples:

“Responsible for counseling, teaching, evaluating...” “Duties included washing dishes and waiting tables...”

Concise example: “Counseled, taught, and evaluated...”; “Washed dishes and waited tables...”

Inconsistent verb forms:

Incorrect: “Administration of medications, counseled regarding personal problems...”

Correct: “ADMINISTERED medications, counseled regarding personal problems...”

Incorrect spelling:

Have someone proof read your resume for spelling errors. The toughest to catch are different words that sound the same but are spelled differently. SPELL CHECK DOESN'T CATCH THESE.

You're and Your: “Your” = possession (your organization) “You're” = contraction for “you are” (You're a great boss)

To and too: “Too” = excessive amount (I'm going too fast, too much)

There, Their, and They're: “There” = place (over there), “Their” = possession (their problems), “They're” = contraction for “they are” (They're excited about the trip)

It's and Its: “It's” = contraction for “it is” (it's cold outside), “Its” = possession (to better understand its mission)

Contractions: It is best to write out words rather than use contractions in formal writing.

Inappropriate punctuation:

Make sure to use apostrophes correctly. They go before the “s” for singular nouns and after for plural nouns. If you worked with one student say “Assessed student's needs”. If you worked with many students say “Assessed students' needs”.