

Why I Will Probably Throw Away Your Resume

Advice from an employer and writing teacher on how good writing will help you get and keep a great job

I Throw Away Any Cover Letter That Is...

- Written with nonstandard grammar
- Unclear or illogical
- Boring
- Dishonest

Grammar

- What is standard academic English?
- Why does it matter?
- Does one comma really make that big of a difference?

Eddie the Editing Elf



How Many Mistakes?

Dear ms. Killingsworth

I am writing to apply for you're Operations Manager position. I am a hard worker, and would be excellent at it. These are the things which I am good at, typing, answering phones, helping others. Working in my school office my job was to file paperwork, and aide my fellow peers. I have less hours to complete my homework than my peers but I always get my work done. These criterion make me a perfect candidate. Thank you for your consideration, its very appreciated.

Sincerely, J. Doe

17 Mistakes.

Dear **ms.** Killingsworth

I am writing to apply for **you're** Operations **M**anager position. I am a hard worker, and would be excellent at it. These are the things **which** I am good at, typing, answering phones, **helping** others. **Working in my school office my job was** to file paperwork, and **aide** my fellow peers. I have **less** hours to complete my homework than my **peers but** I always get my work done. These **criterion** make me a perfect candidate. Thank you for your consideration, **its** very appreciated.

Sincerely, J. Doe

What You Can Do

- Read about grammar and **copy over example sentences:**
 - *The Elements of Style*, Strunk and White
 - *Sin and Syntax*, Constance Hale
 - *The Chicago Manual of Style*

What You Can Do

- Use your resources!
 - Go to your writing center.
 - Get your professors to explain their corrections.
 - Keep a journal of mistakes you make.
- DO NOT RELY ON SPELL CHECK. EVER.

Things Spell Check Misses

- This sentence doe snot have a mistake, according to spell check.
- The affect of spell check can be terrible, as in this sentence.
- Spell check would of missed this, too.
- Spell check was suppose to catch this mistake, but it didn't.
- Its a good compliment to proofreading, but it's biggest problem is that people trust it to much—it missed three different mistakes in this sentence.

Logic and Clarity

Two Keys of Clarity

- Clearly stated main idea
- Supporting facts that specifically and directly reinforce the main idea

How to Test Clarity

- Ask yourself: how does this sentence prove my main idea?
- If it takes more than 4-6 words to explain (and that explanation does not already appear in your text) then you have been unclear.

Someone I Hired:

I am an accomplished leader; I have led small and large groups at the field and executive staff levels, where I learned lessons that I'll apply in my work at Deep. I understand how organizations work (and how they don't), how to correct deficiencies in communication and performance, and how to gain consensus from various members of a team. In the Army, I led my platoon, company, section, or battalion to reach goals as large and complex as supplying the entire Afghan theater of troops with ammunition, and some as focused and specific as training a single soldier to decrease his two-mile-run time by 6 minutes. My knack for understanding how each individual task supports the mission will be applicable to my work as operations manager.

Someone I Would Not Hire:

Dear ms. Killingsworth

I am writing to apply for you're Operations Manager position. I am a hard worker, and would be excellent at it. These are the things which I am good at, typing, answering phones, helping others. Working in my school office my job was to file paperwork, and aide my fellow peers. I have less hours to complete my homework than my peers but I always get my work done. These criterion make me a perfect candidate. Thank you for your consideration, its very appreciated.

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Don't Be Boring

Avoid Buzzwords

- If you've never said it out loud in conversation, or define it clearly in your own words, don't write it down.
 - Utilize
 - Synergize
 - Unique
 - Capacity

Avoid Superlatives

- Don't tell me how great you are; show me with examples. I especially dislike:
 - Excellent
 - Strong
 - Outstanding
 - Extremely

Sound Like Yourself

- Don't try to sound like this guy...



“I am familiar with organizational operations and have the capacity to manage efficiently.”

**“I understand how
organizations work (and
how they don’t).”**

Tell the Truth

Trust me, we can tell.



“I served as an administrative coordinator, where I connected clients with high-powered solutions and coordinated the efforts of a demanding staff.”

“Though I began as a receptionist, I quickly took on more responsibility. Not only did I answer phones and greet clients, but I also kept accounting records, reorganized the office’s scheduling system, and created a new database for tracking customer complaints.”

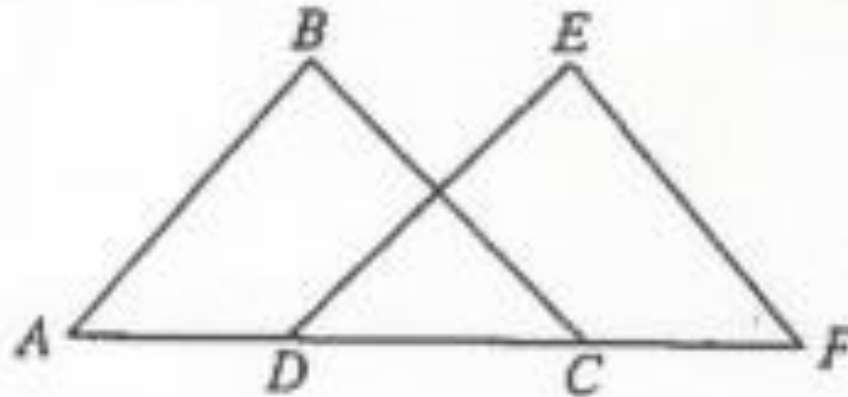
So why am I so tough on
cover letters?

Because I expect a lot from
my employees.

Write in standard grammar.



Be clear and logical.

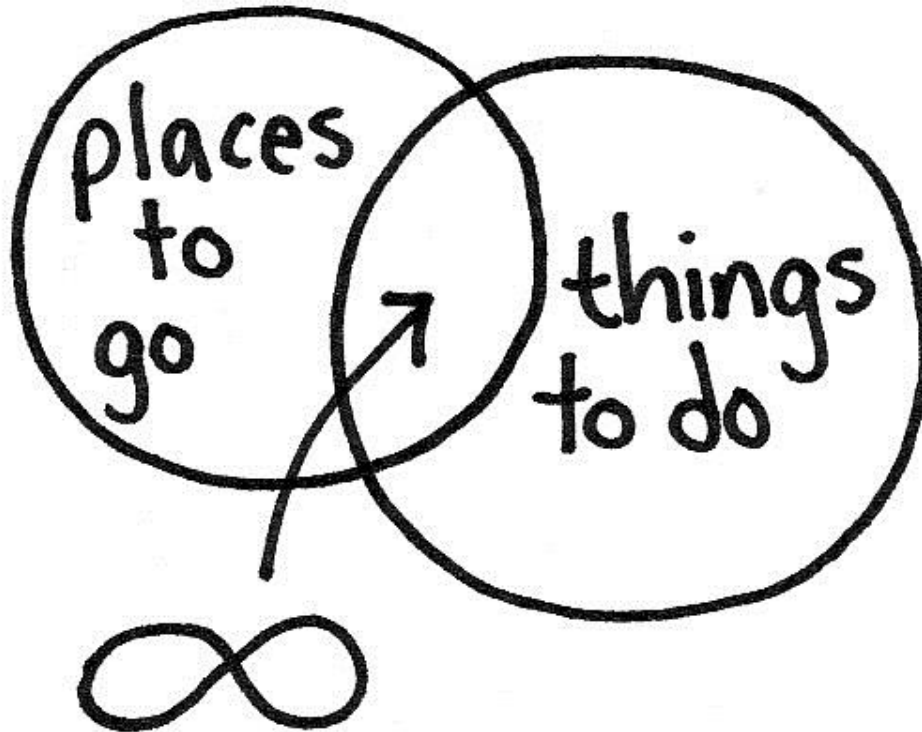


ΔABC and ΔDEF have the same area.
 $AD > CF$

12. The altitude of ΔABC
from B to AC

The altitude of ΔDEF
from E to DF

Be interesting.



Be honest.



Interested in an internship?
www.deepkids.com