

A Good ® First Impression

(NAPSA)—When you're applying for work, first impressions count. To make yours stellar, follow these guidelines:

- **Capitalize correctly.** DON'T USE ALL CAPS, and Don't Capitalize The First Letter Of Every Word.

- **When speaking about individual organizations,** use the singular, not the plural.

- **Write in the correct tense:** For your current position, use the present tense, and for all past positions, use the past tense.

- **Use clear and specific words** in your résumé, not just filler words that you wouldn't use in real life.

- **Tell the truth.** You need to sell yourself, but you must be able to back everything up with facts.

- **Be concise.** Get straight to the point and you'll be less likely to introduce errors.

- **Don't just abbreviate—explain.** Spell out all acronyms upon their first use, then use their abbreviations.

- **Be consistent.** From font size to heading style, using a consistent format will make your work look polished and complete.

One way to improve your written and spoken English and make the most of your first impression can be with the help of GrammarCamp.com, an online grammar training course developed by the editing professionals at Scribendi.com.