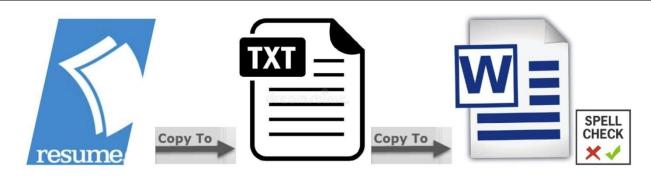**JohnGoldhamer.com** has *Everything a Job Seeker Needs to Get a Job from Beginning to End!*

It Slices, it Dices, and it will Get you a Job!

Check It Out and Pass It Along!

Find Spell Check Errors by Copying Resume to Text then to a Blank Word
(Article posted on LinkedIn 3/20/18)

The best way to proofread to discover *Spelling, Grammar, and Typographical Errors* is to copy your résumé into a *Blank Plain Text File* (.txt), then copy the *Blank Plain Text File* into a Blank Word Document, and perform a spell check.

A *Plain Text File or Text File* (.txt) drops all formats *including hidden formats,* so that when copied into a word file, it is a fresh document and spell check should discover any errors.

"*Plain Text* is the data (e.g. file contents) that represent only characters of readable material but not its graphical representation nor other objects (images, etc.) On most operating systems the name text file refers to file format that allows only plain text content with very little formatting (e.g., no bold or italic types)." https://en.wikipedia.org/wiki/Text_file

This process can be used for any document and is a great way to discover errors!

Keep a blank Text File (.txt) on your computer desktop to conveniently use this process.

Always Proofread All Documents Presented To Any Organization

Spelling, Grammar, and Typographical Errors might be embarrassing and make an applicant or writer appear as if they do not care enough to proof their work.

Many HR people say that just one or two *Spelling, Grammar, or Typographical Errors* might cause an applicant to be disregarded.

Certain grammar issues are debatable and are generally not considered *Spelling, Grammar, or Typographical Errors.* Using *one space or double space after a period* when beginning a new sentence or placing a comma before any coordinating conjunction (and, but, for, or, nor, so, yet) that link independent clauses (Serial comma or Oxford comma) are unresolved and not an error. Software Developers use fewer characters to save server space.

More *Job Seekers Tips, Topics, and Tools* including *Santa's Examples*
may be downloaded at: www.JohnGoldhamer.com/JobSeekerTools.html
Check It Out and Pass It Along!