

“YOU’RE HIRED” ©



—YOUR—
ultimate guide to
Correcting
Common Word Usage ©



Mission Statement

We will provide our clients with the highest quality

- **creative résumé guidelines,**
- **cover-letter formats,**
- **interviewing skills techniques,**
- **career coaching guidance, and**
- **job-leads sourcing.**

Our mission is to provide timely, positive, and targeted published information, plus templates and/or materials, or assistance focusing particularly on: creative résumé writing, effective interviewing skills, attention grabbing cover-letters, credible job-lead ideas, effective techniques for job-searching, and other relevant job-getting, career coaching, “tips” that might lead to job interviews and finally, a job offer.

A Commitment To Our Clients

We are committed to continually provide our clients with the latest developments, findings, and computer trends, relating to career-information services. Our goal: to support this plan with continuous research and evaluation of strategies gathered from current human-resource and personnel management resources.

Web-site Security Statement

Any and all data provided to this web-site will be used for the exclusive use of this site. Never will it be sold, given, or shared with any other web-site, interest, business, vendor, vendors, person, or persons, ever.

Correct Common Errors In Word Usage

Accept - to receive
Except - to exclude

Advice - counsel
Advise - to give advice

Affect - to influence
Effect (noun) - a result
Effect (verb) - to accomplish

All Ready - quite ready
Already - previously

All Together - in a group
Altogether - wholly

Alumna - a female; plural *alumnae*
Alumnus - a male; plural *alumni*

Beside - by the side of
Besides (adverb) - moreover
Besides (preposition) - except

Brake (noun) - a stopping device
Break (verb) - to smash

Canvas - cloth
Canvass - to solicit

Capital - wealth
Capital - a city
Capitol - a building

Clothes - garments
Close - to shut
Cloths - pieces of cloth

Coarse - not fine
Course - a unit of instruction

Compliment - praise
Complement - that which completes

Continual - frequently repeated
Continuous - without interruption

Council - assembly
Counsel - advice
Counsel - to advise
Consul - an official

Credible - believable
Credulous - to ready to believe; gullible
Creditable - praiseworthy

Decent - moral
Descent - a going down
Dissent - disagreement

Desert - barren waste
Desert - to abandon
Dessert - rich food

Device (noun) - an invention
Devise (verb) - to invent

Emigrate - to leave a country
Immigrate - to enter a new country

Eminent - distinguished
Imminent - impending

Farther - refers to distance
Further - to a greater extent or degree

Fewer - refers to number
Less - refers to quantity

Formerly - previously
Formally - properly

Fourth - an ordinal
Forth - forward

Imply - to state indirectly or suggest
Infer - to draw a conclusion; derive by reasoning

Instance - an example
Instants - moments

Irrelevant - extraneous
Irreverent - not reverent

Its - possessive of *it*
It's - construction of *it is*

Lesson - an exercise
Lessen - to diminish

Lose - to be deprived of
Loose - to release, to set free

Moral (adjective) - righteous or ethical
Moral (noun) - a lesson, or truth taught in a story
Morale (noun) - spirit

Passed - past tense of *pass*
Past - a former time

Personal - private
Personnel - persons

Principal - chief as in most important
Principal - school official
Principle - a truth

Proceed - to go forward
Precede - to go before

Prophecy (noun) - have revelation
Prophecy (verb) - to announce it

Respectfully - with respect
Respectively - in order

Right - correct
Write - to record
Rite - a ceremony

Sight - a view
Site - a location
Cite - to quote

Stationery - paper
Stationary - not moving

Than - (a conjunction used in comparison)
Then - at that time

Their - (possessive)
There - in that place
They're - contraction of *they are*

Threw - past tense of *throw*
Through - by way of
Thorough - exact

Weather - climate
Whether - (conjunction)

Whose - (possessive)
Who's - contraction of *who is*

Your - (possessive)
You're - contraction of *you are*

Thank You

For reviewing the guide to
Correcting Common Word Usage

you may wish to consider using other
Resume Winners.com
workbooks
in the
“YOUR HIRED”
Series

Check out all the **“Products”**
Including: **“Your ultimate guide to creative...**

- *Résumés*
- *Cover-Letters*
- *Job-Leads – “Treasure Chest”*
- *Job-Interviewing*
- *Job-Seeker’s “Tool-Box”*
- *Your Hired—Kid – résumés for 14-19 year old youth*

—**PLUS**—

Check out all of the FREE information and guidance
by clicking on **“Free Stuff”**

For example the incredibly informative **“FAQs”**
or check out **“About Us”** and/or the **“You’re Hired” Series**
to learn about other useful materials available for
your job-search.