Common Grammar and Spelling Mistakes

It's hard enough to come up with the right words to sell yourself in a resume or cover letter, without the English language tripping you up. One little mistake in spelling or grammar can ruin an entire resume or cover letter.

It's not easy to remember all the rules of the English language. So here's a little cheat sheet to help you avoid some common grammar and spelling errors, and make your writing clean and concise

Multiple Versions of Words

Since these words sound exactly the same, everyone has made these mistakes while writing, and spell check is no help since they are proper words. When you go back to edit, pay special attention to which version of the word you are using.

There, Their and They're: "There" refers to a place. "Their" is the possessive of "they." "They're" is a contraction of "they" and "are."

Then and Than: "Then" is used to show chronology. (We went to lunch, then to the movies.) "Than" is used to show comparison. (The rabbit is faster than the turtle.)

Too, To and Two: "Too" means in addition or as well. (Jim is coming, too.) "To" is a preposition that indicates approach and arrival, motion made in the direction of a place or thing. "Two" is the written version of the number 2.

Here and Hear: "Here" refers to a place. (I am here.) "Hear" refers to the act of listening. (I can hear the music.)
Its and It's: "Its" is used as the possessive of it. "It's" is a contraction of it and is.

Except and Accept: "Except" means to exclude. (Everyone except Terry can come.) "Accept" means to receive. (I accepted his invitation.)