

IN THIS
ISSUE:

- Writing can be fulfilling. But you've got to do it well to be taken seriously. Read "10 Great Tips to Improve Your Writing," and learn how to have your writing noticed...and appreciated.
- Generally, a resume is the only way to get your foot in the door to that perfect job and a better life-style. The article, "How to Develop a Bangin' Resume," will teach you how to sell yourself on paper.

Write in the 'Hood

REPRINTED, VOL I

SEPTEMBER 2009 ISSUE

10 GREAT TIPS TO IMPROVE YOUR WRITING *By Judith Brown*

Writing need not be intimidating. Whether you're writing a memo, a letter to a business partner or a best-selling novel—you can improve your writing by applying the following suggestions:

1. Stay focused on the main objective of your message. For instance, if your subject is tacks and nails, don't explore who invented the hammer, or how it was devised. Keep the focus on tacks and nails.
2. Respect your audience. Keep it real and don't "dummy it down."
3. Check the accuracy of all the facts before going to print.
4. Have someone else proof your work. You can't accurately proof your own work.
5. Use a dictionary. Sure, you can run spellcheck, but your words might not be appropriate. For instance, your computer can only indicate that the word you've typed is correctly spelled, it doesn't distinguish whether or not it's the right word. (*Public* vs. *pubic* gives an entirely new meaning to any document!)
6. Run grammarcheck—and proof it again. (Refer to #5.)
7. Use a Thesaurus. It broadens your language skills and offers more appropriate wording.
8. Choose a font that's easy to read. In other words, nothing too fancy or busy.
9. Consider the size of your font. For example, *Times New Roman* point 11 is an acceptable size, but 12 font is a lot easier to read. (See #8.)
10. Print it out and read it ALL OVER AGAIN prior to sending. Set your document aside for at least 24 hours. With a fresh outlook, you'll identify areas that you can improve, allowing you to emphasize your point even better.

The point is: if your writing will be read by others, you've got to have something of substance to read. Your document should serve a specific purpose. This will assure that your reader is: (a) informed; (b) entertained or amused; or ideally, (c) A and B.

Writing can be an enjoyable experience, but there's one thing you must do before finding that joy.

You've got to **START WRITING!**

How to Develop a Bangin' Resume! *By Judith Brown*

We've all been there. You're perfect for the job. If you could just get your foot in the door, you'll "wow" them with your charisma. But you don't have a resume. What to do?

Follow these simple guidelines and you will—at the very least—get an interview.

- Sell yourself. Go hard, but be truthful.
- Read the article above and apply each point to your resume.
- Keep the format simple and easy to read.
- Employers won't spend a lot of time reading your resume, so make your words "pop," and keep it to one page.
- Print your resume on plain, white copy paper and in black ink.
- Make sure the paper is clean (no stains!).
- Use a quality printer, not a refurbished one.
- Make sure there are NO TYPOS!
- Have someone else proof it for clarity and typos.
- Mail it, take it or ship it! Keep in mind: a resume serves no purpose just sitting there.

Read the follow-up article, "Making a Positive and Lasting Impression During Your Interview," in our next edition.

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