

# Common English Mistakes to Avoid In a Job Application

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Job applications sent in response to advertisements can be rejected for many reasons, and one of them would be the number of English mistakes that the applicants have made while drafting the letters. According to people who have scanned several batches of applications sent through post or email, some of the letters can be very funny.

There have been situations when the addressee was a woman, and she received applications addressed as 'Dear Sir'. With a little more attention to detail and careful proofreading, such mistakes can certainly be avoided. These are some of the common mistakes in English that people make while drafting their applications for jobs:



## 5 Mistakes To Avoid In A Job Application

### 1. Spelling mistakes:

Sometimes, the job applicants are in such a hurry to type and send their applications that they make some silly mistakes in spelling. Some individuals may not be so good at their English, which increases their likelihood of misspelling certain words. Typos can occur in a job application that has been typed in a hurry. With some patient attention while drafting their job applications, the job seekers can avoid such silly errors.

### 2. Punctuation mistakes:

They are commonly found in most of the job applications. A comma or a full stop can change the meaning of a sentence entirely. While writing applications, job aspirants have to be extremely careful with their punctuation marks in sentences.

### 3. Incorrect use of apostrophes:

Some candidates use the apostrophes incorrectly, while some do not use them at all. Generally, apostrophes serve two purposes. First is, they are used to combine two words for the sake of convenience, for example,

the words 'did not' can be combined using an apostrophe to form the word 'didn't'.

The second purpose is to indicate to whom or what something belongs, for example, 'Alan's application' indicates that the application belongs to Alan. When it comes to apostrophes, the common mistake that candidates commit is writing 'its' in place of 'it's'.



#### **4. Inappropriate tenses:**

Some of the job applicants use past tenses while describing their current job, when they must be used while explaining the previous jobs. One of the ways to write better English is to use the tenses correctly in sentences. Their wrong usage can confuse the person going through the job application, and he or she may reject it straightaway.

#### **5. Unnecessary use of abbreviations:**

People tend to develop the habit of using certain abbreviations as a part of their job or during their studies. They also use them while applying for jobs. While some of them are common and used worldwide, there are others specific to a particular organization. If the abbreviations used in a particular company are also used while applying for another job, the other person reading the application may not understand it. In such cases it is essential to elaborate the abbreviations.

Getting a job is the initial step towards your dream job, which requires error free job applications with good command over English. You can improve your English by joining an online Spoken English course.

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**- By Shailja Varma**

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