

COMMON SPELLING MISTAKES THAT MUST BE FIXED IMMEDIATELY



Summary: *No matter how much we study or prepare for a project, spelling mistakes still happen. We have put together a list of the most common spelling mistakes today.*

Spelling mistakes are all too common today, especially on resumes. You do not want one misspelled word getting your resume tossed into the trash, do you? Take a long look at this list of commonly misspelled words and double-check your resume to make sure that none of them appear on this very important document. It can mean the difference between a job interview and never receiving a phone call.

Affect vs Effect

To affect something means you are influencing it. To effect means that you are accomplishing something. These are two very difficult words for some, but they can change the tone or meaning of a sentence when used incorrectly.

Adverse vs Averse

Even though these should never be mistaken for each other, they commonly are due to their close spelling and sound. Adverse is defined as something that is unfavorable while averse is a dislike or opposition to something.

Complement vs Compliment

When you complement something, you are adding to it. When you compliment something or someone, you are saying something nice about that entity.

Criteria vs Criterion

Criteria is the plural version of criterion. So, when you are talking about one thing, it is criterion. When you are talking about multiple items, it is criteria.

Illicit vs Elicit

When something is illicit, it is illegal. When you elicit something, you are trying to garner a response. To elicit is to coax or draw out to a conclusion.

Discrete vs Discreet

Discrete is defined as individual, separate or distinct. Discreet is defined as being cautious or careful.

Further vs Farther

Further is a figurative distance and used most often when talking about business outlooks. Farther is a measure of actual distance.

Ensure vs Insure

To ensure something is to make sure it will happen. Insure is a shorter version of insurance, in verb form.

Infer vs Imply

When someone infers, it means he or she is deducing something from what they read. To imply means that you are suggesting something.

Amount vs Number

Using amount happens when you cannot count something. You use the word number when you can count what you are talking about.

Principle vs Principal

Principles are fundamentals. A principal is something that is important or primary. It is also the head of a school.

Proceed vs Precede

To proceed means to continue or move forward. Precede means that something came before something else.

Its vs It's

Its references something that is owned while It's is the contracted version of it is.

Who's vs Whose

Who's is the contracted version of who is while whose is possessive.

Their vs They're

When you say their, it means that someone owns something. They're is the contraction of they are, which does not own anything.

Your vs You're

Again, your means you own something. You're is the contraction for you are, which does not show ownership.

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