HELPFUL WRITING RESOURCES:

One of the most useful things you can use for proofreading (when a human isn't available) is a computer editor! There are many programs out there, but here are my top picks:

- **Hemingway App**. (Basic) It highlights sentences that are difficult to read and suggests how to improve them. http://www.hemingwayapp.com/
- **Paperrater**. (Advanced) First, you upload your text. Next, you select your audience reading level and what type of document it is (for example: a resume, research paper, or dissertation.) Then you submit it. The editing report is more in-depth than Hemingway App, and offers more specific advice. https://www.paperrater.com/free_paper_grader
- **Grammarly**. This web browser plugin proofreads everything that you type! It's very helpful for catching tricky mistakes (for example: if you use "less" instead of "fewer" in an online application.) https://www.grammarly.com

If you want to improve your writing skills quickly, the University of Minnesota has a great website with quick tips. For example: here is a brief tutorial for how to fix choppy sentences: http://writing.umn.edu/sws/assets/pdf/quicktips/choppysentences.pdf

This webpage clearly lists all the transition words and how they are used. https://msu.edu/~jdowell/135/transw.html
Starting a sentence with a number? Check this: https://style.mla.org/percentage-at-start-of-sentence/ , https://www.quora.com/How-do-you-start-a-sentence-with-a-number
Automatically capitalizes your title: https://capitalizemytitle.com/
Hyphen (-) vs en dash (–) vs em dash (—
): https://www.punctuationmatters.com/hyphen-dash-n-dash-and-m-dash/

Finally: if you're not sure how to write a certain message, don't forget that you can always look up templates! For example: here is an archive of thank you letter templates for job interviews, for being asked to be a speaker, and for reference letters. https://www.thankyouletter.ws/