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clearly with others and create useful resources for the workplace even professions that don t focus on writing require written communication skills from the initial application to daily tasks and record keeping 1 start with your audience 2 know the right tone 3 get to the point 4 edit and proofread 5 seek outside support 6 don t overthink it career aptitude test you don't need to be the great next american novelist to use writing skills writing skills apply to nearly every field even if you re not working in a creative career 1 can you tell me a little about yourself hiring managers ask this question to get to know you and learn about your background and writing skills they are interested in understanding how your experiences can contribute positively to the position in question do s vocabulary spelling sentence construction structure research and accuracy clarity persuasiveness each of these components can influence the quality of writing how to improve your writing skills like any other skill we can get better at writing with time and practice here are some strategies for developing your own written communication you can use the following sample answers to help you prepare for questions about your writing skills in an interview 1 how would you represent the company s voice in your writing an interviewer may want to know how you would represent the company s voice in your writing to gauge whether you re a good fit for the organisation 1 how do you approach writer s block when working on a

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