

# Ten Step Checklist for Editing Your Profile Essay

1.	<input type="checkbox"/>	Check to make sure that what you wrote makes sense.
2.	<input type="checkbox"/>	Check for missing details. Are there points you forgot to make?
3.	<input type="checkbox"/>	Check for too many simple sentences, including “I”, “like” and “love”. Add prepositional phrases where they make sense.
4.	<input type="checkbox"/>	Check sentence and paragraph sequence. Does one logically follow the other?
5.	<input type="checkbox"/>	Make sure you have some complex sentences with transitions.
6.	<input type="checkbox"/>	Make sure you are communicating what will appeal to the person you want to meet.
7.	<input type="checkbox"/>	Check spelling and punctuation.
8.	<input type="checkbox"/>	Re-read all your edits and correct where needed.
9.	<input type="checkbox"/>	Read aloud and correct where needed.
10.	<input type="checkbox"/>	Repeat 8 and 9 until your profile is the way you want it.

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