

Key

Number Style: Word or Figure

1. After sending out **25** résumés, Amanda was pleased to have **three** job interviews.
2. She prepared her résumé in about **ten** hours and spent **\$35** on paper and copying. [*Do not add a decimal point and ciphers to even sums of money.*]
3. Her first interview was scheduled for **June 18** at **11** a.m. ~~in the morning~~. [*Never use ordinals (th, rd, nd) when the day follows the month in written expression. Delete "in the morning," which is redundant.*]
4. The address for **one** interview was 4821 **13th** Avenue. [*Use figures for street numbers and ordinals above ten.*]
5. During a **four**-week period, she talked with at least **15** interviewers and managers.
6. **Two** or **three** interviewers at each company questioned her for about **20** minutes. [*Never start a sentence with a figure.*]
7. A well-known company offered her **\$30,000** as a starting salary, but she was hoping for **\$40,000**. [*Don't include the word "dollar" in expressing sums of money written with a dollar sign.*]
8. One job candidate spent **\$300** on a new wardrobe and traveled **1,500** miles to a promising interview. [*Notice the comma in "1,500."*]
9. That candidate received **two** offers on the 15th of the month, but he asked for **seven** days to decide. [*When the day precedes the month, include the ordinal "th."*]
10. He graduated with **\$60,000** in student loans at a **5** percent interest rate. [*Be sure to spell out "percent" in messages other than invoices.*]
11. His best interview was at **One** Rockefeller Plaza, which is just off **Fifth** Avenue.
12. He had only **\$3** in his pocket, but a taxi ride would cost at least **\$15**. [*Don't add decimal points and ciphers to even amounts.*]
13. Eager candidates submit their résumés to **100** or more companies.
14. He was asked to decide before **1** p.m. on the **23rd** of December.
15. It took him only **one** hour to return the **three**-page employment contract.