Below are editing samples showing my changes in green:

**Example 1:** The Transportation Security Administration (TSA) is an agency of the United States Department of Homeland Security that ensurcoordinates and manages the safety of airthose travel passengers in the U.S. The agency hires people in many fields to perform the duties that allow it to run effectively. Exploring the jobs TSA offersing via airplane in the United States. Since the agency has various positions throughout the organization, it typically hires for entry- to high-level roles. Learning what those positions are and what they entail can help you decide if a career inwith the agency fits your career goals the right fit for you.

**Example 2:** One of the most important roles of a CTO is an internal communicator for the business. CTOs work with everyone in the company and even outside vendors and customers. This requires good communication skills such as active listening and makes the CTO an integral part of the company Possessing effective communication skills is important because they often speak with internal staff and outside vendors and customers. This can include having good verbal and written skills to respond to questions and requests professionally, and active listening to comprehend what others are saying. For example, if a company is overhauling its internal employee policies, some employees might have questions about new policies. The CTO can either provide an answer or communicate those questions to the leadership team or someoneto others who can answer them.

*Example 3:* Some employers may also prefer a candidate with a post-graduate degree, to know that applicants have a strong background inconfirm their research ability.

**Example 4:** Prepare application materials, such as a cover letter and resume that is customized with, and add your relevant skills and experience for being a lexicographerthe position. Since this is a career involving writing and editing skills, it's also important to submit an error-free application. Review the job description of each job you apply to, ensuring that you meet the requirements and ensure you submit a thoughtful application that best represents you.Personalizing your materials for each job you apply to can help get the attention of hiring managers. to show your attention to detail. Also, review the job descriptions to know what qualifications, education and skill set the company's looking for in a candidate. This can help you write an impactful and thoughtful cover letter that may make you more noticeable.