

For a document like a cover letter or a resume, list the number of drafts you would have. How many times would you proofread them? And what would you look for in each draft and proofread?

Answer:

Draft 0 to have the basic information I want the documents to contain

Draft 1 to proofread the documents for readability

Draft 2 to proofread the document for not only readability, but also interestingness and how well it grabs the reader

Draft 3 to proofread the documents for grammar and punctuation errors

Have someone else proofread it and gather their feedback

Draft 4: Fix the errors and issues that were found during feedback-gathering.

Note: Each of these drafts can have multiple sub-drafts.