

Typing Success Guide

Improve Your Speed. Increase Your Confidence.

"Many employers assess typing speed and accuracy. Practicing before your interview can give you a competitive advantage."

Why Typing Skills Matter

Many employers—especially in healthcare, insurance, customer service, and administrative roles—require employees to enter information quickly and accurately.

Strong typing skills can help you:

- ✓ Increase productivity
 - ✓ Improve accuracy
 - ✓ Perform better on pre-employment assessments
 - ✓ Build confidence during the hiring process
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Recommended Typing Speed

Position	Suggested Typing Speed
Customer Service Representative	35–45 WPM
Claims Specialist	40–50 WPM
Medical Billing Specialist	45–55 WPM
Revenue Cycle Specialist	45–60 WPM
Data Entry Specialist	50–70 WPM

Note: Requirements vary by employer and position.

Free Typing Practice Websites

I would recommend only linking to reputable, free resources, such as:

- Typing.com
- TypingClub
- Ratatype
- Keybr
- Monkeytype
- 10FastFingers

You can include a short description of each, such as:

- **Typing.com** – Beginner-friendly lessons and progress tracking.
 - **Monkeytype** – Great for improving speed and accuracy with customizable tests.
 - **Keybr** – Uses adaptive exercises to strengthen weak keys.
 - **10FastFingers** – Quick one-minute speed tests.
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10-Minute Daily Practice Plan

Encourage consistency:

Monday–Friday

- 5 minutes of typing lessons
- 5 minutes of speed tests

Weekend

- Take a full one-minute typing test.
 - Track your progress.
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Tips for Improving Typing Speed

- ✓ Focus on accuracy before speed.
 - ✓ Keep your eyes on the screen instead of the keyboard.
 - ✓ Sit with good posture.
 - ✓ Use all ten fingers if possible.
 - ✓ Practice consistently.
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Q&Q Goal

Aim to improve your typing speed by 5–10 WPM over the next 30 days while maintaining at least 95% accuracy.

Q&Q Career Tip

Typing speed can be improved with practice. Employers value accuracy just as much as speed, so focus on developing both.

Continue Your Career Journey

 Explore the Career Success Center

 Join the Q&Q Talent Network™

 Learn about the Career Readiness Program™

 www.QQStaffingConsulting.com

Disclaimer

The information contained in this guide is intended for educational and informational purposes only. Following these recommendations does not guarantee employment or job placement. Hiring decisions are made solely by individual employers.

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Building Careers. Strengthening Businesses.