

## Peer Review Worksheet

Answer the following questions about your partner's Letter of Introduction with a 50-100 word response. Offer a detailed answer to each question with examples from the letter itself. Email your completed sheet to your partner and CC me: [jlobell@ccny.cuny.edu](mailto:jlobell@ccny.cuny.edu)

### **1. Does the author strike a professional tone?**

Yes, the tone of the author seems professional yet interesting. The reading is easy and keeps reader engaged. The sentences are compact and straight forward.

### **2. Does the letter offer a proper balance between past background and future goals?**

I would recommend adding some experiences and skills he possesses that have direct connection to what he plans to do at NVIDIA. Things like programming languages and development environments I believe are what employers look for in these fields.

### **3. Does the letter demonstrate an understanding of the company or agency involved?**

Yes, as much as possible. From what I know about the company they are very broad, so it is difficult to propose a certain position. Although, adding a certain project might be a good idea to show that you have knowledge about how engineers in that company are assigned. I liked when you mentioned AI infrastructure as that plays an incredible role in the company's growth over the last years.

### **4. Do you get a strong sense of the author's personality and character?**

Yes, the author seems enthusiastic and driven. He mentions his social skills also which play a big part of working at large firms.

### **5. Are there typos, spelling errors, or grammatical mistakes?**

Not that I noticed.