

Peer Review: Resume and Cover Letter

Reviewer: Joshua

Reviewee: Joshua

- Before you begin answering these questions, please read your partner's document and write comments or make corrections in the Google Docs document.
- Copy and paste these questions at the end of your partner's Google document.
- Then, go through the questions below and answer each one.
- Next, share your comments and responses with your partner. Please have a conversation with your partner to clarify any issues.
- Finally, copy and paste **everything** (your partner's draft and your responses to the questions) into the text box under the BlackBoard assignment.

Please answer as thoroughly as possible.

You can begin with a Yes or No, but continue on and explain why. Try to be as constructive and honest as possible.

GENERAL:

What is your first impression of the potential candidate based on the overall appearance of the submitted materials? Explain in detail.

RESUME

1. Is the resume neat and organized? Explain. Yes it is easy to follow
2. Are all of the entries listed in reverse chronological order? Yes
3. Is there a heading for each section? Yes
4. Is the contact information clear and easy to find? Yes
5. Does the education section seem complete? Yes
6. Does the work and/or volunteer section seem complete? Yes
7. What is missing or what can be improved? List 3 suggestions for this resume:
 - I. Add a bit more information on your resume and make it more organized
 - II. Change the format to be more professional
 - III. Add relevant course you took to help out
8. What is the best feature of this resume? Why? Explain: The best feature of this resume is the details, he adds in his awards, where he worked and all his past task.

COVER LETTER

1. Does the letter look like it belongs in a set with the resume? For example, is it in the same font, size, style? Explain. It is a bit different from the resume but it fits.
2. Is the header in the proper format? No
3. Does the letter include: Date *Y or N* / Salutation *Y or N* / Signature *Y or N*
yes
4. How is the tone of the letter? Too casual? Too robotic? Explain: it is professional
5. Does the applicant reference the job and company in the opening sentences?
Y
6. Does it seem like the applicant did some research on the company? Does he/she seem to know what the company does or what the job entails? Y
7. Does the applicant write clearly and use their experience and interests to inform the letter?
Y
8. Does the applicant seem to respond to the job posting or is the letter generic? Explain: yes they seem to respond to the job posting
9. Would you hire this candidate for the job? Y or N Explain and give suggestions for improvement: yes i would, they seem like they are a hard worker and would be a great employee.

JOB POSTING

1. Is the job posting included? No
2. Does this seem like an appropriate fit for the candidate? Explain. yes