

Peer Review for Résumés and Cover Letters

Directions: First read over your peers' rough drafts of their résumés and cover letters and as you do so, mark any spelling, punctuation or grammar errors you see. Then evaluate the following elements:

Layout:

- ❑ Does the cover letter appear to be formatted correctly? Use the samples in the text book for comparison.
 - ✍ If any element of the layout or format looks wrong, write a note to let the student know.

- ❑ Is the résumé hard to read for any reason?
 - ✍ If the résumé looks too busy or full, or too empty, if the text is cramped or huge or sloppy, or if there are lots of errors, write a note to let the student know.

- ❑ Does the résumé contain a proper header, and sections on education, experience, and skills in proper reverse chronological order?
 - ✍ If any of these sections is missing or incorrect write a note to let the student know.

Content:

- ❑ Does the student seem to have some legitimate qualifications for the job the cover letter says they are looking for?
 - ✍ If the person doesn't seem qualified at all, write a note suggesting they may need to try for a different type of job. Give suggestions if you can think of something the person would be better qualified for.

- ❑ Does the student highlight their achievements?
 - ✍ There shouldn't be any sentences in either résumé or cover letter where the student seems to be putting him or herself down. The résumé should not mention a low GPA (under 3.0) but should mention a high GPA. If you see problems make a note.

- ❑ Is the résumé too long or too dense?
 - ✍ The résumé should be only one page. If it's two pages, it's too long. If it's one page full of tons of tiny text, it's too long. Help your peer find elements to trim.

- ❑ Does the résumé feel empty or like there's not enough substance?
 - ✍ If so, suggest the student think of other things, like volunteer work or social activities that they participate in that would help fill things out.

- ❑ Does the cover letter provide a good segue into the résumé?
 - ✍ The cover letter should introduce the person and what they're looking for and the résumé should give facts about their qualifications. If this isn't the case, make a note.