

Cover Letter and Resume Workshop

Use this sheet as a guide for peer review, writing on the documents themselves.

The Cover Letter

1. Does the writer stress specific qualifications for the job sought? Is there anything in the resume that ought to appear in the letter as well? Could the letter elaborate on or help explain something in the resume?
2. Does the letter focus on the employer's needs? Does it address everything asked for in the advertisement?
3. Does the first paragraph:
 - specify the job sought? yes no
 - name the source of job information? yes no
 - offer a specific reason to hire the candidate? yes no
4. Does the central paragraph(s):
 - focus on the employer's needs? yes no
 - offer details that help us read the resume? yes no
 - highlight the writer's best qualification(s)? yes no
5. Does the final paragraph:
 - include contact information? yes no
 - close cordially? yes no
6. Is this document "letter perfect"? yes no
Circle any mistakes or inconsistencies in the letter itself.

The Resume:

1. How does it look as a visual product? Is it easy to locate information?
Would you adjust the layout, spacing, typefaces, or font sizes?
2. Is the organization the most logical? Is employment listed in reverse chronology?
Are the most important jobs and qualifications highlighted and given the most space?
3. Is the format consistent throughout? Is the document letter perfect?
Circle any mistakes or inconsistencies that you notice.