

## Résumé & Cover Letter Peer Review

Some good advice for peer reviewing these documents. There's lots out there on the web to choose from—this one seemed to be the most well-rounded—sw

This review adapted from:

<https://www.google.com/url?sa=t&ret=j&q=&esrc=s&source=web&cd=1&cad=rja&ved=0CDIQFjAA&url=http%3A%2F%2Fplaza.ufl.edu%2Fgarnold%2Fs09%2F5236resumepeerreview.doc&ei=3OcTUaGeLZHSqwGz3ICIBA&usg=AFOjCNGqt4T59ktVRXaN5XvXIIdiFpt942Q&sig2=JmoazwMSPvgZQR-apiSZtw>

### Résumé

1. Suggest any ways the visual layout of the document could be improved.  
(A few good rules of thumb: the most important headings are in bold; your name is the biggest part of the page; no more than three fonts are used (generally one for your name and one for the rest of the page); readable fonts (size 11 or 12).
2. Check the résumé for parallel structure.  
(Each bulleted subheading should start with a similar word-type, preferably active verbs like managed, maintained, and advised, and should be grammatically parallel. Educational degrees should be listed the same way. All headings of the same level should be grammatically and visually parallel).
3. Read the résumé carefully looking for any grammatical errors. Grammar is more flexible on résumés, so do all bulleted items end with a period? If not, do none of the items end with a period? Are all of the sentences (or fragments) active instead of passive?
4. Read the résumé carefully, marking any syntax or wording errors—are all terms that should be spelled out actually spelled out?  
Is jargon used correctly?
5. Look at the résumé you now have and mark any other concerns you have.  
For example, is information listed in reverse chronological order?  
Should the person cut some information? Add information?  
How would you change this if it were your résumé?

## Cover Letter

1. Check the Heading, Inside Address, and Salutation of the letter—are the writer’s name (optional) and address, date, and addressee listed correctly? Is the salutation formatted correctly?
2. On the paper, comment on your impression of the letter’s greeting. How would you react to this greeting if this letter were sent to you?
3. Does the letter show that the writer is familiar with the company? Does the letter discuss specific characteristics and qualifications of the applicant? Does the letter discuss the ways those qualifications would benefit the company or exemplify traits this company desires? If so, point out good examples of this. If not, explain how this could be done more effectively.
4. Does the final paragraph (probably paragraph three or four) close courteously? Does it suggest what the reader should do (please call or email me to schedule an interview)? Does it thank the reader? If not, make suggestions for how these things could be done effectively in this particular letter.
5. Check the closing. Is it friendly without being overly friendly (“Yours very truly,” or “Love”)? Is it formatted properly? (Regards, Best, Respectfully are good options for a closing)
6. Check for 3 lines skipped and then the name typed. Is some form of “Enclosure” included at the bottom of the letter? (encl.)
7. Read over the entire letter looking for any instances of passive voice.
8. Mark any issues with grammar, jargon, or sentences that are hard to read.
9. What else would you change if this were your letter?

### Other possible sources to consult:

[http://www.readwritethink.org/files/resources/lesson\\_images/lesson1110/Resume%20Peer%20Review%20Worksheet.pdf](http://www.readwritethink.org/files/resources/lesson_images/lesson1110/Resume%20Peer%20Review%20Worksheet.pdf)