

Peer Review of Cover Letters and Resumes

Step One

Break into groups of three, and then read your partners' cover letters and resumes.

Step Two

Answer Chris' questions in an MS Word file:

Chris' Questions:

- What are two, specific, impressive things that you see in the cover letter and resume?
- What advice do you have about the layout and look of both documents? Is there anything that strikes you as odd or off-putting. **Be specific.**
- What are two or three **specific** things that the writer might do to improve his or her cover letter and resume.

Step Three

Answer the writer's questions in your MS Word file as well

Author's Questions: You want to pose specific questions to your readers that go beyond yes or no. Thus, rather than asking, "Does my objective work?" you want to ask, "What changes, in terms of language, might you offer to me about my objective?"

Step Four

Add other advice and encouragement, and make sure that you talk through your comments with the writers.