

**Peer Review: Career Documents**

Author: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_

**Cover Letter**

**Circle & Make Comments**

	Yes	No	Needs work
Proper Letter Format			
Specific Company/Organization			
Introduction: Name of Job & Where Found			
Body: Skills & How They Match the Company			
Conclusion: Follow-up Info			
Proper Tone			
Makes You Want to Read the Resume			
Neat & Error-Free			

**Peer Editing: Approach**

*The goal of a peer review is to work together to produce a more effective work document. Since the peer review usually takes place within an ongoing relationship, you need to work to preserve and strengthen the working relationship. Remember to respect the author's feelings and sense of ownership.*

- Put your pencil down and read the entire document; then edit
- Don't use a red pencil
- Try for a face-to-face meeting
- Begin with a positive statement, if possible
- Use "I" statements to offer your observations (I noticed, I wondered, I believe, I did not understand, I could not follow...)
- Do not feel obliged to offer solutions
- Use concrete language
- Offer examples from the author's text
- Use the peer editing worksheet to guide the conversation

See draft for examples of the following

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<b>Resume</b>	<b>Circle &amp; Make Comments</b>		
Starts with Title & Contact Information	Yes	No	Needs work
Matches the Job Applied for	Yes	No	Needs work
Job Objective, if Appropriate	Yes	No	Needs work
Correct Choice of Education or Experience First	Yes	No	Needs work
Right Amount of Info in Job Descriptions	Yes	No	Needs work
Focus on Accomplishments in Past Jobs	Yes	No	Needs work
Past-Tense Verb Phrases for Past Jobs	Yes	No	Needs work
Reverse Chronological Order for Jobs, Education	Yes	No	Needs work
Makes You Want to Schedule an Interview	Yes	No	Needs work

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**Peer Review: Career Documents – Part II**

Author: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_

**Thank-You Letter**

**Circle & Make Comments**

	Yes	No	Needs work
Proper Letter Format			
Specific Person at Company/Organization			
Introduction: Thank-You and Interview Details			
Body: Specifics about the Interview			
Conclusion: Follow-up Info			
Proper Tone			
Makes You Want to Pursue the Relationship			
Neat & Error-Free			

See draft for examples of the following

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