

# CENTER FOR CAREER DEVELOPMENT AND STUDENT EMPLOYMENT

University of Hawai`i at Mānoa

## REVIEW REQUEST FORM

Career Development and Student Employment (CDSE) counselors critique and review resumes, CVs, cover letters, application essays, and other job/career-related documents. To help us better review your material, please complete the following:

**NAME:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

### INFORMATION:

1. This document will be used for: (check one and complete the information requested)

- Full-time Employment \_\_\_\_\_  
*Position Title & Employer/Organization*
- Part-time/Temporary Employment \_\_\_\_\_  
*Position Title & Employer/Organization*
- Internship Opportunity \_\_\_\_\_  
*Internship Title & Employer/Organization*
- Graduate/Professional School Application \_\_\_\_\_  
*Program & Educational Institution*
- Class Assignment \_\_\_\_\_  
*Course Number & Instructor*
- Other \_\_\_\_\_  
*Please Specify*

2. Any questions to ask, or concerns to tell the reviewer?

\_\_\_\_\_  
\_\_\_\_\_

### NOTES:

- Please attach this form to your document.
- Your document will be ready for pickup within five (5) business days, you will be notified by e-mail when your document is ready.
- Documents not claimed after (1) months will be discarded.
- Comments are provided as SUGGESTIONS only. You are free to use or not use them as you see fit.
- If you submit a revised draft, please include this form along with your original draft.

### FOR CDSE USE:

Received by: \_\_\_\_\_ Date received: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_ Date completed: \_\_\_\_\_  
Comments: \_\_\_\_\_

(Revised draft)

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Reviewed by: \_\_\_\_\_ Date completed: \_\_\_\_\_  
Comments: \_\_\_\_\_