

To: Lani Diana

From: Brooke Bowles

Date: June 30, 2017

Subject: Review of Application Package

Hello Lani,

I have reviewed your application package submitted. Overall, your assignment was very well done. I have provided a breakdown below, outlining a few suggestions and comments for your consideration.

Overall Comments:

- The tone and language used throughout package is appropriate and well thought out
- There are slight issues with formatting (highly suggest uploading as PDF for final version as well as when sending to employer)
- It is clear that effort was put into all aspects of package. You provide great attention to detail
- Make sure that you properly cite the job posting - currently missing

Resume

Format: The headers you have chosen are well thought out and in an appropriate order. When I open up the document however, it is listed on three pages, the second page consisting of only one line of writing. I would double check to make sure your version is formatted onto two pages. It may be a good idea to upload it as a PDF to ensure that the formatting remains constant no matter what software the employer is using.

Intro/Objective: I like how you have highlighted your name in bold to help it stand out. However, due to spacing issues, you may need to shrink your information section as it takes up valuable space. You are also missing your email address as well as your postal code needs to be in all caps. Your objective statement is short and precise - very well done.

Education: Your UBCO -mathematics title needs to be under education. For some reason half of it is above the header and half is under. I would also suggest putting a space between your grade percentage and your “Langara College” line. I like that you have listed them in reverse chronological order, and have included your GPA, it helps strengthen your resume.

Work Experience: You have used the same reverse chronological order, which is great. The layout of each entry is clear and easy to read. I would suggest maybe adding an additional point. I would also avoid work repetition, for example, under your basic tutor entry you have two points both starting with the word helped. I would suggest changing one to help show different skills you have.

Personal: You have been able to highlight different awards and skills you have received. Since you have room on the page I would suggest maybe a simple one sentence explanation of each award so the reader is clear on what the award is acknowledging you in.

Application Letter

Introduction: You have a proper introduction for your letter, including the address, date and appropriate salutation. You sent a great tone with your salutation. The only thing I would look at is how you have written date, I would look at a more formal format.

Body: Your first paragraph is well written. You introduce yourself and provide the purpose of the letter. It is clear and easy for the reader to follow. You write, “..be graduating from UBC around May 2019,” I would take out the word around and write it with a more confident tone. The word around send the message to the reader that you may or may not graduate then.

You have outlined specific qualifications and referenced your resume nicely. I would remove the sentence referring to what you may be lacking and just list your positive qualifications. Instead of a negative, keep it all positive.

As per the format shown on pg 379, I would start a new paragraph to list your follow up information. Start it with the sentence reading, “If my background..”

Ensure that you include your email address as it is missing from the last sentence.

Request Letters

Overall: You have met the criteria of including 3 letters and have chosen appropriate references that are able to provide meaningful references. You have set up the letter properly including the addresses and the date. Your letters are very strongly written, I would consider personalizing each a little bit more, especially in the first sentence. As you conclude your letter you do not need to include a period after your name.

Body: Your first sentence for all three letters is the same and reads very generic. You may want to personalize the letters a little to show that thought was put into each letter. You have done a great job of explaining why you value their reference and why they were chosen. You have also highlighted skills you believe you demonstrated to them, this will help them with their writing, resulting in a stronger letter for you - very well done.

You have also provided them with the deadline for your application, but did so in a way that did not read pushy, which is great. You have provided them with everything they need to write reference. I like that you thank them for their time and provide multiple methods to contact you if needed. This is great since some people prefer email while others prefer phone.

Overall this assignment was very well done, I am impressed with your package. Please let me know if you have any questions or need clarification on anything.

All the best,

Brooke