Application Package Peer Review Template

Author:

Peer reviewer:

Date:

Subject:

First Impressions:

- Are the documents combined together in an appropriate order; Advertisement, Cover Letter, Resume, and finally Reference Letters?
- Are the address and phone numbers on the header?
- Does each letter have a signature at the end?

Organization

Advertisement

- Is the job ad formatted appropriately?
- Is the MLA citation placed just after the AD?

Cover Letter

- Does the subject include the following information about the employer; date, name, company, and Address?
- Does the header contain the following information about the employee; address, phone, and email?
- Does the cover letter end with appropriate contact information?
- Does the cover letter have a signature at the end?

Resumes

- Does the header contain the appropriate contact details?

Reference Letters

- Does the header include the following information about the employee; Name, Address, Phone, and Email?
- Does the subject include the following information about the receiver; Date, Name, Position, and Company?

- Do the letters end with signatures?

Content

- Is the job ad cited in MLA?

Cover Letter:

- Does the letter start with the appropriate greeting?
- Does the first paragraph; enumerate the skills of the individual and describe why they are an appropriate fit for the company?
- Do the subsequent paragraphs explicate the experiences and projects of the individual?
- Does the explanation occur in a way, in which the employer feels that the writer's skill is useful for their company?
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Resume

- Does the resume state the objective that the individual has with respect to the company and their career?
- Does the individual list appropriate skills?
- Does the individual describe the projects adequately; Start Time and End Time, Title, Company/Class, Statement Regarding Task, Enumeration of skills gained or used, and challenges faced and how did they overcome?
- Appropriately described Educational experience; Date Started and Expected Graduation, Major and skills gained
- Describe communication and leadership skills and roles

Reference Letter Request (3)

- Is the reference letter formal and personal?
- Is The greeting appropriate?
- Does the letter politely request for a reference?
- If the receiver does not know the employee well enough, does it include enough information to jog their memory?
- Does the employee describe the position which they are applying for?
- Does the employee clearly state the deadline for the references?
- Does the employee have the appropriate contact details in the final paragraph?

Tone

- Is the tone of the cover letter, resume and reference letter request personal yet formal?

Grammar
- **Are the grammar and spelling correct?**
- **Is the document written in a manner that is easy to understand and ambiguous?**

Concluding Comments