**Memorandum:**

**To:** Blaine Smit

**From:** Eric Driver

**Date:** March 29, 2017

**Subject:** Peer Review of Application Package

I have reviewed your application package and overall it is very well done Blaine. You have highlighted your skills well and kept both the cover letter and the resume clear and ordered in a proper way to express yourself as a great potential employee. I have found a few minor aspects that could use some tweaking that have been outlined below under the appropriate headings. I have also provided an overview of your document and its major aspects. I hope that you find the following recommendations helpful.

**Cover letter:**

Format: Overall the document contained all necessary components and conveyed you quite well for such a specific position. It may be beneficial to your success to include why you are specifically interested in the Brucejack mine and what aspects of their company appeal to your aspirations. On another note including your email as well as your phone number in the closing statement of your cover letter can allow an employer to reach you more easily and gives them more flexibility to do so.

Experience: When addressing your skill set you may want to go into a little more detail about your duties when fire fighting. Employers like to look for specific experiences and skills that can be of use to them rather than more generalizing statements such as “long hours” and “high grades.” You have some very valuable experience to an employer and with a little revision this could be highlighted more efficiently to impress the employer.

Tone: The proper “you attitude” tone is used throughout the letter and it is clear that you are appreciative of the time that the employee is taking to review your application and take you under consideration. This is very well done and sets a good tone for the remainder of the application package.

**Resume:**

Format: Blaine, your resume is well formatted according to the examples given in the technical writing textbook. Proper formatting is key to enhance the flow of your resume as well as the readability. The use of short sentences and bullet points allow the reader to find the information that they need very quickly. I may consider reordering your education section before your skills as this may be a more important base quality that employers are looking for before they look at what you can do for them specifically.

Tone: The same “you attitude” seen in your cover letter is carried throughout your resume. Well done.

Skills/ Experience: Avoid using adjectives such as “basic” and “comfortable” and replace these with adjectives that imply a greater level of expertise. Something along the lines of “proficient field mapping experience” or “experienced in driving full size pickup trucks on both highway and off-road” can make you sound significantly more appealing to an employer. This being said your skills section does a good job outlining your experience as well as skills that you have gained from these experiences. This is a major aspect of your resume that employers analyze and will be beneficial in your job hunt.

**Request for Reference Letters:**

The requests for reference letters are formatted according to the Technical writing textbook and are short and to the point. One suggestion I may make is that you identify that you will only use their information if they approve you to do so and that you will notify them when said information is used. This provides peace of mind for your references and allows them to be prepared when they are needed.

This application is well written and conveys you as an experienced and qualified new employee. Please take into consideration the minor formatting changes I have suggested and I wish you all the best in your job hunt.