To: Rodrigo Samayoa, ENGL 30 Student

From: Evan Ruiz, ENGL301 student

Date: December 14, 2020

Subject: Peer review of Application Package Draft

Thank you for submitting your application package! Below is the review of your draft.

Impressions:

Wonderful job Rodrigo! There is a lot of great work here. Your use of color, concise writing style, and well organized format made your Application Package Draft informate, easy to review, and enjoyable to read.

- Consider reorganizing. Would it make sense to put the job description first?
- Given the way the sections are formatted I had to skip ahead to gain context for your cover letter

Cover Letter:

No suggestions here, Rodrigo. Great use of and formatting to get you point across in an effective manner.

Resume:

Again, I would like to acknowledge how well you did on organization, formatting and use of color. Given these factors your resume had a great "eye-appael" and, therefore, was easy to review.

- Great use of organizing the entire page: more specifically, your use of "section" allowed me and a potential employer to find the important parts of the resume, or those that are most applicable to any given job.
- Consider putting your LinkedIn Profile in your Cover Letter, "Contact" section.

Reference Letter

I liked the way that you used your employers/ peers first name when applicable. More so, you did a great job of building on this by taking the time to introduce small talk in the introduction of your letter.

For the references that may be more formal, consider being more specific in your request. What do you want the letter to say and or what do you want them to address?

Grammar/ tone:

I would suggest doing one final read through to ensure there are no run on sentences or missed commas. However, there were no grammatical errors that stuck out in your Application Package. Great job!

Conclusion:

Overall, your Application Package Draft was very well written. Given that you, clearly, put a lot of time into the draft, I anticipate that you will only have to make small adjustments for the Final Application Package. Please feel free to email me back at evanfruiz@gmail.com with any questions, comments or concerns you might have.

Warm regards,

Evan Ruiz