Name of Reviewer: Ian Betts

Author's Name: Carina Helm

Date: November 27, 2016

Title: Peer Review of Application Rough Draft

Hello Carina,

Thank you for submitting your application package rough draft. I am impressed with the thought and effort that that has gone into summarizing why your qualifications are suitable for the position and how they can benefit the employer. In addition, the document conveys how enthusiastic you are about this type of work, which is excellent. With some minor formatting and content changes, the application will be ready to submit to Ms. Tomscha.

Advertisement of Position

- Although the advertisement and MLA citation are present, the font on the advertisement is small and it is difficult to read without adjusting the zoom in the document to about 150%. Finding a different way to format the advertisement so that it is easier to read would be helpful for the reader.

Cover Letter

Formatting

- The cover letter is well formatted. Prior to the body of the letter, the correct information is listed (respondents contact information and address, the advertisers information- but consider looking up an address for the Landscape Ecology Lab, a line identifying the specific job being applied for, the date, and an appropriate greeting). Following the body of the letter, a correct salutation and signature is used.
- The baby blue colour and style of the text in the header (containing your contact information) is somewhat difficult to read. Consider choosing a darker colour and different font style.

Introduction (Paragraph 1)

- The introductory paragraph does an excellent job of introducing yourself, and quickly identifies that you have the background to be considered as a candidate.

Body (Paragraphs 2 & 3)

- The body is strong in that it shows the employer how your skills and experience can be an asset to their project. The third paragraph identifies an understanding for the significance of the project.
- The statement "As you can see from my enclosed resume" may sound cleaner if replaced with "As my enclosed resume outlines".

Conclusion (Paragraph 4)

The conclusion is brief and provides a contact phone number and email address. The wording sounds slightly awkward, however. Consider using "If my background meets your needs, please do not hesitate to contact me at 604-XXX-XXXX or helm.carina@gmail.com".

General Comments:

- It is important to use assertive language in a cover letter. Two examples where this can be improved are:
  1. In the introduction, consider replacing "I plan to graduate" with "I will be graduating"
  2. In paragraph 3, consider replacing "skills that may be an asset for your research" with "skills that will be an asset to your research".
- The cover letter uses "I" a lot. Consider eliminating some of them if possible. This will help the tone be more consistent with the "You-attitude", which focuses on the benefits to the reader while considering their point of view.
- The cover letter does a great job outlining relevant technical skills. Consider adding a statement concerning soft skills (teamwork, work ethic, attitudes etc...) with an example. Teamwork, in particular, may be good to emphasize because it is listed as a job requirement in the posting.

Resume

Formatting

- The resume uses a simple and effective format that makes it easy to read.
- All sections (key skills, education, work experience, volunteer experience, activities and interests are relevant).
- As mentioned with the over letter, consider changing the header to a darker colour and a font style that is easier to read.

Key Skills

- Great job concisely outlining relevant technical skills and appropriate certifications held.

- The resume does a great job outlining relevant technical skills. Consider adding a statement concerning soft skills (teamwork, work ethic, attitudes etc...).
- Under Field Experience, take out the first "and". This makes the sentence flow better.
- Under Certificates, add "an" after "and". This makes the sentence flow better.

Education

- Including an example of a project you completed is an excellent idea!
- Although the reader likely knows the abbreviation for GI Sciences, it may be best to use the full term.

Work Experience

- This section is elegantly written and does a great job of succinctly summarizing your role with previous employers.

Volunteer Experience

- The volunteer experience listed is effective in displaying a personal brand outside of previous work experience.

Activities and Interests

- Although this section is not necessary, in most cases it is worth keeping. In this case it is effective because the job may involve going out into the field, and your interests involve many outdoor activities.

Reference Letter Requests

Formatting

- The reference letters are formatted correctly (they contain the senders address, recipients address, date, subject and greeting above the main body of the text and a salutation and signature below the main body of text).

Content

- Overall, well done introducing why a reference is being requested, the reason the person would be a good reference, and using the "You-attitude" by acknowledging the other persons point of view.
- The first sentence used in all the letters could be improved in terms of flow. Replacing "I am writing to ask if you may be able to provide" with "I am writing to ask if you are able to provide" helps the flow.

- Instead of using "you may be a strong reference", it is advisable to use "you would be a strong reference."
- In the letter to Professor Carles Ferrer-Boix, the last sentence should include the word "my" before "academic career."
- Although a minor detail, greetings involving "Dear" are usually followed by a colon. In the letters, "Dear" is currently followed by a comma.

You have an excellent start to your application package Carina. By making some minor formatting, grammatical, and content changes the application will be ready to submit for the Landscape Ecology Project Assistant position.