

TO: Jasmine Sandhu
FROM: Leo Teng-Hou Liu (LL)
DATE: March 13, 2015
RE: Peer Review of Application Package Draft

Hi Jasmine,

Reading through your application package, it is very clear that you are interested in the dental hygiene/dentistry field. Your application package is very focused and clear. Here are some comments regarding it that I hope you find useful:

Job Details

From the title of the document: International Volunteer Destination Preference Form, it seems that the position you are applying for is a volunteer position, where the applicant will be able to choose a destination where they will volunteer as either a Dentist, a Hygienist, a Dental Assistant, or a Paramedic.

- **Background Information**

The application form gives only a small amount of detail regarding the actual position. Important details such as the company name, and what the volunteer will actually be doing and where when they are hired seems to be missing. If there is a more general job description page, it would be good to have a link to it so that the reader can better understand why someone would want to apply to the job.

Cover Letter

- **Initial Impression**

Your work history and your strengths are well covered. It's like to have some more detail regarding your history, such as your work at free clinics, which is definitely an asset. It seems that your interests and the interests of the organization Kindness In Action are aligned perfectly. I would suggest emphasizing this aspect of your character and your previous work even more. Perhaps say something about what you believe Kindness In Action's goals and beliefs are, and what your own are, and how they are aligned. That should be easy because it is obvious from your work history and interests that you do believe in helping people.

- **Format**

One thing that stood out to me regarding your application package is the nice formatting it has, especially with the signature at the bottom. It's hard to tell if that is your actual signature that you were able to add to the document, but even if it isn't, it looks very nice.

- **Background**

There is a small amount of history on your move to Canada, and your previous work as a Dentist in India, those were very interesting facts, and it adds to your application since you come from a more unique background. Since the cover letter should be short, perhaps there isn't more room to expand on your personal history relative to working in a different country, but I found the information interesting on a personal level.

- **Work History**

There are three paragraphs worth of detail on your work history, which is conveyed very professionally. Maybe one thing you can add would be some detail on what you do at the general practice you work at part time.

Resume

- **Formatting**

The formatting for your resume is clean and very easy to read. The ordering of your resume: Objective, Work Experience, Education, Volunteer Work, Interests, References, is very appropriate and ordered to their importance.

- **Work Experience**

The work experience you have and the details you added for each job is very good. It's easy to see what jobs you had held previously and what they entailed. It's nice that you put the dates on the left side of the page; it makes it much easier to read than when they are on the right side. I might adopt this formatting for my own resume.

- **Education**

The formatting of your education history is very clean as well, just like your work experience. It is curious that you are pursuing a Dental Hygiene Degree after already receiving a Dental Hygiene Diploma. These are probably very different things that I don't have the background to understand.

- **Volunteer Work**

It would be good to add more details to what your specific responsibilities are for each of these volunteer roles, perhaps who your clientele were. It would be good to hear if you helped out kids or the disadvantaged.

Reference Letters

- **Tone and Format**

The tone of your reference letters are appropriate and professional. The formatting is clean and easy to read. The only thing that might be good to add in terms of format would be the title and company of the person you are writing to. Even though this might not be necessary in a modern day email, it might be for a physical letter.

- **Content**

It might be good to add some more detail on Kindness In Action and what they do so that your writer has a better understanding of who she/he is writing for.

Final Thoughts

Your application package is very well done, professional and complete. The comments I give above are simply suggestions at improvement that might be helpful, but even as it is, this application package seems like it would have a very high chance of getting you contacted by the organization, especially with your background and interest in helping others. If you are actually trying to apply for this position, you are definitely highly likely to get it.