To: Barton Lui, ENGL 301 99A Student

From: Nicholas Jang, ENGL 301 99A Student

Date: Dec 13, 2020

Subject: Peer Review of Barton Lui’s Application Package Draft

Hi Barton,

Thank you for submitting assignment 4.1 for review. Please see my suggestions below for improvement:

**First Impression**

The first impressions were positive as the package met the assignment criteria and was of appropriate lengths.

**Job Posting**

The job posting was detailed and had proper referencing. This section could be improved if larger spacing was implemented as there is quite a bit of text.

**Cover Letter**

The cover letter was well written and matched with the content of the attached resume. I believe there is a typo of “Oakwyne” as does not match the spelling in your resume. Consider adding an additional line spacing before the sentence starting with “Both personally and professionally”. The graduation date does not match the completion date in the resume.

**Resume**

The resume looked informative with all the appropriate elements included but needs a few editing:

Consider entering the information by text as opposed to a screenshot as the margins are different from previous pages

The correct order for a resume as indicated in the textbook is: Contact information, Carrer Objectives, Education, Work Experience, Personal Data and Interests.

Capitalization should be consistent as the first and third organization are capitalized while the second one is not

Ensure the use of bold is consistent as the UBC is treated differently in the two education experiences

**Reference Letter Requests**

The reference letter requests were organized and followed the strategies specified in the textbook. No changes are warranted for this section.

Overall, your Application Package was complete and met the requirements of the assignment. Please feel free to let me know should you have any questions.

Sincerely,

Nicholas