To: Annie Maurer, ENGL 301 student

From : Shujun Peng, ENGL301 student

Date : December 15,2020

Subject: Peer review of the application package

Thank you for submitting your application package. Below is the review of your application package, and hope you find my suggestions helpful.

**First Impression:**

The application is well-written. The resume is very detailed and professional, the reference letters were written in a respectful manner.

**Organization :**

All documents are well-formatted, and the organization of the application package is very easy to follow. In the resume section, all the important co-op experience were prioritized in the document, well done!

**Content:**

The application package is informative, all necessary information (except for the third letter requesting for reference) is included

**Job Advertisement:**

\* In the Job posting section, perhaps change “reference” to ” work cited” (following the MLA citation format)

**Cover Letter:**

\* Perhaps adding a signature at the end of the cover letter will make the letters seem more professional.

\*While conveying a professional tone, highlighting your skills in the cover letter.

\* If possible, add some volunteering experiences in the cover letter.

**Resume :**

* Resume is effective and concise.
* Important Co-op experience is a big strength of this resume. Highlighting your skills in the resume could make this resume better.
* Adding more contact information if possible
* Adding more details in “Achievement and Awards” might strengthen the document.

**Reference Request Letters:**

Adding your contact information at the end of every reference letter will strengthen the letters.

**Conclusion :**

With the following edits, this application package will be an excellent document.

1. Replace the word “reference” to “work cited”in the job posting section

2. Adding your signature to the document

3. Adding your contact information in every document

4. highlighting your skills in the cover letter

5. Adding more skills, such as language skills, etc.

6. Adding more details in “Achievement and Awards”in the resume

Overall, your application package looks excellent! Hope my suggestions will assist you when writing the final application draft. If you have any questions or concerns, please feel free to contact me.

Best Regards,

Shujun Peng.