**MEMORANDUM**

To: Stuart Fleming, Team Member

From: Zahra Surani, Team Member

Date: July 17, 2015

Subject: Peer Review for Application Package Draft

I have reviewed your Application Package for an internship with the Airbus Group. You have a lot of strong qualities in your cover letter, which is a document that stands out in an application.

**Layout**

Your cover letter is well laid out. It may just be my computer, but some spacing in your resume is needed between headings. Also in your resume, I don’t think it is necessary to provide a list of courses, you have already showed that you completed the program and it is taking up room. Refer to page 386-387 for examples of resume layouts as per instructions for this assignment. In your reference letters, it seems like there is a lot of recipient information. In your first reference letter request, I feel like you should pick one of these titles: “Food, Nutrition and Health Program, Vancouver Campus, Faculty of Land and Food Systems”. Also, I there should be a space between your paragraphs in the first letter. Your third reference letter request is a good example of the recipient information.

**Content**

The advertisement is very detailed, which is good, but it seems a bit lengthy which makes it hard to dissect the main points. I’m not sure how long it is suppose to be but maybe you can try and remove some of the unnecessary information. You resume shows you have a lot of experience, however are all the details necessary for the internship you are applying for? It is a bit hard to read everything on the resume because there is so much detail. If it is all relevant then that’s good, but if not, you can remove what isn’t to keep the focus on the position you are applying for. The overall layout of your resume looks great! Your reference letter contents are excellent!

**Grammar**

I realize this is a rough draft but remember to proof read the contents of your application package because there are some minor grammatical errors. Also, some of your sentences can be less wordy and more to the point, you want to sound confident instead of questionable about your qualities.

**Organization**

In your Cover Letter, the address could be condensed. For instance, I don’t think you need to write “Airbus in Germany” since the address already shows this. I am not sure if you need a phone number either. I wonder if the reference number would be better in a subject line. You can refer to pg. 394 in the text for an example of a cover letter for an application. I have made some comments directly on the document for easy editing purposes (see attachment below).

**Strengths**

The advertisement has a lot of information about the position. You did a great job representing your strengths in the cover letter. You have a very strong resume, excellent! Your reference letter requests are excellent and professional yet personable.

**Overall Comments**

Everything is coming together really well Stuart. A few things to go over, I would check if a phone number is necessary for the recipient information on your letters. Also, try to cut down the recipient information like your third letter, which is a good example to follow. I know you will proofread, but don’t forget to go over your grammar and sentence structures so they are more clear and concise, you are usually very good at doing this so I am not worried.