

Peer Review: Career Documents

Author: _____ Date: _____

Reviewer: _____

Cover Letter**Circle & Make Comments**

Proper Letter Format

Yes No Needs work

Specific Company/Organization

Yes No Needs work

Introduction: Name of Job & Where Found

Yes No Needs work

Body: Skills & How They Match the Company

Yes No Needs work

Conclusion: Follow-up Info

Yes No Needs work

Proper Tone

Yes No Needs work

Makes You Want to Read the Resume

Yes No Needs work

Neat & Error-Free

Yes No Needs work

Peer Editing: Approach

The goal of a peer review is to work together to produce a more effective work document. Since the peer review usually takes place within an ongoing relationship, you need to work to preserve and strengthen the working relationship. Remember to respect the author's feelings and sense of ownership.

- Put your pencil down and read the entire document; then edit
- Don't use a red pencil
- Try for a face-to-face meeting
- Begin with a positive statement, if possible
- Use "I" statements to offer your observations (I noticed, I wondered, I believe, I did not understand, I could not follow...)
- Do not feel obliged to offer solutions
- Use concrete language
- Offer examples from the author's text
- Use the peer editing worksheet to guide the conversation

Resume**Circle & Make Comments**

Starts with Title & Contact Information	Yes	No	Needs work
Matches the Job Applied for	Yes	No	Needs work
Job Objective, if Appropriate	Yes	No	Needs work
Correct Choice of Education or Experience First	Yes	No	Needs work
Right Amount of Info in Job Descriptions	Yes	No	Needs work
Focus on Accomplishments in Past Jobs	Yes	No	Needs work
Past-Tense Verb Phrases for Past Jobs	Yes	No	Needs work
Reverse Chronological Order for Jobs, Education	Yes	No	Needs work
Makes You Want to Schedule an Interview	Yes	No	Needs work

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Peer Review: Career Documents – Part II

Author: _____ Date: _____

Reviewer: _____

Thank-You Letter

Circle & Make Comments

Proper Letter Format	Yes	No	Needs work
Specific Person at Company/Organization	Yes	No	Needs work
Introduction: Thank-You and Interview Details	Yes	No	Needs work
Body: Specifics about the Interview	Yes	No	Needs work
Conclusion: Follow-up Info	Yes	No	Needs work
Proper Tone	Yes	No	Needs work
Makes You Want to Pursue the Relationship	Yes	No	Needs work
Neat & Error-Free	Yes	No	Needs work

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