Reviewer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cover Letter Peer Review**

Resume Creator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_

Major Sections (Make notes on letter or below about issues):

€ Does the Letter follow proper block formatting? Look at your template.

€ Personal Information is present (*Addresses are correct and formatted properly*)

€ Paragraph #1 – Tells you what job the applicant is applying for, and how they heard about the job.

 Suggestions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

€ Paragraph #2 – Highlights 1-3 qualifications that the applicant possesses. **These qualifications/skills are impressive and desirable. IT’S SPECIFIC WITH PLENTY OF DETAILS.**

 Suggestions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

€ Paragraph #2 – The applicant has chosen experiences to share **THAT FIT THE JOB** they are applying for.

 Suggestions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

€ Paragraph #3 – The applicant politely asks for an interview *(ex: “I would love to meet with you to discuss this position further”*).

 Suggestions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

€ Paragraph #3 – Applicant thanks the reader and provides contact info including Email and phone #

€ Email provided is appropriate for audience and purpose.

€ Letter is finished with the word “Sincerely,” followed by 3 blank lines

€ Applicant’s name is typed out at the base of the letter

€ Applicant’s signature is written in blue or black ink between “Sincerely,” and Applicant’s typed name.

€ Optional: At base of letter the word “Enclosure(s):” appears with a list of other items sent with the cover letter.

Check Formatting (Make notes on actual letter or below about issues):

€ Formatting: 2” Top Margin

€ Formatting: Uses Block Formatting

€ Formatting: No Indenting of paragraphs

€ Formatting: Double spacing and Quad Spacing in appropriate places

€ Formatting: Font size (12) and style is simple

€ Formatting: Colon at the end of “Dear Mr./Mrs. Blank:”

\*\*\*You are encouraged to offer more feedback on the back of this page\*\*\*

♣Teacher comments & score on back♣

List three best qualities of the draft:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List three suggestions for revision:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final Step: Go back and circle or mark on the letter any misspellings, awkward phrases/sentences, out of order information, or other visible mistakes.

Additional Peer Review Comments:

Overall Teacher Comments: