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

**Resume Peer Review**

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

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

Major Sections (Make notes on page or below about issues)

€ Personal Information is Present (*Name, Address, Phone, and Email*)

€ Email is appropriate for audience and purpose

€ Resume contains both an Education and Work Experience section

€ Education Section provides following (*Name of School, location, topics studied, GPA {if above 3.0}, honors, relevant courses, dates attended, expected graduation date*)

€ Is education listed in reverse chronological order? (*most recent first*)

€ Work Experience provides following (*Name of Employers, job title, job duties, dates worked, and location)*

€ Is work listed using action verbs? Is the work listed in reverse chronological order? Should any of the jobs be emphasized or downplayed?

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

€ Does the order of the sections seem to make sense? Would you suggest a change in the order to highlight certain strengths of the individual?

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

€ Are optional categories included (*ex: Awards/Achievements, Volunteering, Extracurricular Activities, or Skills*)

€ Are the optional categories organized clearly? Do they follow the formatting of the rest of the resume? Are the descriptions clear and specific?

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

€ Does the person have a “references” section?

€ Does it say “Available on request”?

Check Formatting (Make notes on page or below about issues)

€ Formatting: Only 1 page

€ Formatting: Consistent use of fonts and font size

€ Formatting: Section headings that stand out

€ Formatting: Easy to scan

€ Formatting: clearly organized

€ Formatting: Looks professional

\*\*\*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 any misspellings, awkward phrases/sentences, out of order information, or other visible mistakes.

Additional Peer Review Comments:

Overall Teacher Comments: