

Cover Letter Peer Review

Reviewer Name: _____
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: