

Peer Review Checklist – Resume and Cover Letter

Applicant's Name: _____

Reviewer's Name: _____

1. Do the cover letter and resume both target a specific job description and organization/company?

Strengths:

Suggestions for improvement:

2. Does the cover letter establish (1) the specific position the writer is applying for, (2) interest or knowledge of the company, (3) the writer's relevant credentials?

Strengths:

Suggestions for improvement:

3. Does the cover letter build off the resume or merely recap the resume's highlights?

Strengths:

Suggestions for improvement:

4. Does the cover letter convey a "you-attitude"?

Strengths:

Suggestions for improvement:

5. Does the resume use FAB format and break most experience down into accomplishments or benefits?

Strengths:

Suggestions for improvement:

6. Does the resume and cover letter convey experience or skills relevant to the demands of the position for which the writer is applying?

Strengths:

Suggestions for improvement:

7. Does the resume/cover letter differentiate the writer/applicant from others?

Strengths:

Suggestions for improvement: