TO: Angel Reynoso

POSTED BY: Timothy Jelinek

DATE: March 6, 2023

SUBJECT: Job Application Peer Review

Résumé

The résumé**s** have a standard and consistent margin. They use an appropriate font that is easily legible. The résumés are balanced but have some white space on the right side of the document which allows for easy readability. The language is clear and specific. An example of the résumé**s** being clear and specific is where Angel lists that they've been on the deans list for two semesters and has a GPA of 3.5. The contact information is clearly presented at the top of the résumés. The goal is clearly stated in the opening paragraph saying the goal is to obtain an internship. The degree information such as name and name of institutions are presented on both résumés. Both résumés show experience gained in a logical order and shows what the job tasks entailed. The résumés show appropriate skills and experiences.

Letter of Application

The letters of application have a standard and consistent margin. The content is clear and specific saying the role they are applying for and what experience they have. The applicant's name and information is appropriately presented at the top. The paragraph talks about their education at Gateway Technical College. The paragraph talks about finishing an apprenticeship which is valuable towards the role. There is a clear topic sentence showing interest in the position of IT Internship. The letters of application politely request an interview.

Memo

The memo reflects audience research by talking about how long Twin Disc has been around and how they manufactured transmissions for landing crafts in WWII. The applicant referenced experience in an apprenticeship during school based on Twin Disc wanting someone who can learn new skills while in school. The letters of application reflected the research in the memo.