**Reviewer’s Checklist – Cover Letter RD Date of Review:** 02/03/2022

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| --- | --- | --- | --- |
|  | **Reviewer’s Name:** Aidan Hopper | **Author’s Name:** Deeanna Champaco | |
| **+/-** | **Component** | **Reviewer’s Comments:** | **Codes:**  **(0 if OK)** |
| + | 1. Length 1 page | Covers most of the page | 0 |
| + | 1. Letterhead with contact info; size of font? | Has letterhead | 0 |
| + | 1. Separator line- what character is used? | Has separator line | 0 |
| + | 1. Paragraph on work experience | Yes has paragraph about current job | 0 |
| / | 1. Paragraph on education and classes | Talks about CWU and programming experience but could be more specific | 0 |
| + | 1. Enclosures? What does it say after? | Good, says resume after enclosures | 0 |
| + | 1. Font 11 – 12 pt for most of document; universal font used? Which? | Times New Roman 12pt | 0 |
| + | 1. Formal salutation; not “to whom…”- Has recipient’s name and address; ends with colon | Good, addressed to Trisha Beard | 0 |
| + | 1. Dated | Yes, 02/02/2022 | 0 |
| - | 1. Source of position identified; job number mentioned if available | Does not identify source of position | 165 |
| + | 1. Follow-up suggested | Good, added phone number and email in conclusion | 0 |
| / | 1. Experience and Technical skills covered | Talked about their experience with python and java | |
| + | 1. Real experience given | Talked about real work experience and was very specific with duties | |
| / | 1. Specific details provided | Was very specific about work experience section but was not on the education section | |
| / | 1. Layout clean and clear; whitespace balanced | White space needs to be balanced more consistently | |
| + | 1. Signature space | Has space for signature | |
| + | 1. Respectful closing | Good on this | |
| + | 1. Spelling | No spelling errors | |

**KEY:**

**+**  = ok as it is

/ = needs minor work

**-** = could use more work

**NOTE**: Please be sure to complete this with thoughtful, informational comments. If many are blank, you will lose points as a reviewer.