**Reviewer’s Checklist – Cover Letter RD Date of Review: \_\_\_\_\_\_\_4/30/21\_\_\_\_\_\_**

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| --- | --- | --- |
|  | **Author’s Name:**  **Joshua Martinez** | **Reviewer’s Name:**  **Jacob Blazina** |
| **+/-** | **Component** | **Reviewer’s Comments:** |
| + | 1. Letterhead with contact info | Good letterhead |
| + | 1. Separator line- what character is used? | Included separator line |
| - | 1. Real experience given | Could include more information about relevant experience. |
| + | 1. Spelling | Good spelling |
| + | 1. Specific details provided | Good job stating what the company does |
| + | 1. Layout clean and clear | Easy to read |
| / | 1. Font 11 – 12 pt for most of document; universal font used | Correct font size, but using times new roman. |
| + | 1. Formal salutation; not “to whom…”- ends with colon | Good salutation |
| + | 1. Dated | Correctly dated |
| + | 1. Source of position identified; job number mentioned if available | Identified the job title |
| + | 1. Follow-up suggested | Suggested follow up |
| + | 1. Signature space | Good signature |
| + | 1. Respectful closing | Includes closing |
| - | 1. Education covered | Could use more info on education |
| + | 1. Experience and Technical skills covered | Good skills experience included |

**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.