

# Possible CV/cover-letter review questions

## Cover-letter Summary:

- What is job being applied for?
- Why is applicant appropriate for job?
- What is reason given?
- Where did the applicant learn about job?
- Why does applicant want this job?

## Cover-letter proofing:

- Does letter have sender's address or letterhead?
- Does it have date and receiver's address?
- Does it have appropriate form of address? (e.g. "To Whom it May Concern").
- Does it have appropriate sign-off (e.g. "Yours sincerely")?
- Any spelling mistakes or punctuation errors?
- Does letter begin with the job being applied for?
- Is the argument for the applicant's appropriateness for this job backed up with examples from CV?
- Is all of the information from the "Cover-letter summary" above in the letter?

## CV Summary:

- What is most relevant work experience for job?
- What is highest relevant educational award?
- What is most interesting relevant fact about applicant?

## CV proofing:

- Easy to access key information: education history, work history?
- Design appear professional?
- Most related skills specified in CV?
- Punctuation or spelling mistakes?
- Clear or cluttered? Possible to tell quickly which part is which?
- Easy to pick out dates from job titles or education sections?