

Reader's Name: Kau Vang

Writer's Name: Matthew Mendoza **Draft:** A

Feedback Key: "A" = Excellent; "B" = Strong; "C" = Average; "D" = Poor/Missing

Resume

Please use the Resume Checklist attached to this assignment to help you provide feedback.

A B C D Overall Format and Appearance

A B C D Contact Information

A B C D Objective

A B C D Education

A B C D Experience

A B C D Activities (Optional)

A B C D Skills (Optional)

Cover Letter

A B C D Has the writer used the same heading as her/his/their resume?

A B C D Has the writer included submission date and addressed her/his/their letter to a specific person?

A B C D Has the writer identified what position s/he/they is/are applying for, the reason s/he/they is/are sending the letter, and how s/he/they heard of the job opening?

A B C D Has the writer identified her/his/their strongest qualifications and clearly explained how these skills/qualifications are related to the job requirements?

A B C D Has the writer described how the skills/knowledge learned from college classes can be used for the job? Has the writer cited relevant education and/or leadership experience, including relevant projects or assignments?

A B C D Has the writer described why s/he/they would like to work for the company/program based on the company/program's mission, values, and/or other unique characteristics?

A B C D Has the writer thanked the search committee for reading the letter and expressed her/his/their interest in speaking with them about the opportunity directly in person?

What do you like about the resume/cover letter? What areas do you think need the most improvement? You may want to answer the questions related to the problem areas in the assignment (indicated by “C” & “D”). Present your answers below.

Hi Mathew! I was impressed right when I opened up your resume and cover letter file! It is very well-organized and concise. Very simple but still appealing towards the eye! There were a lot of sections that were optional which I've seen you've excluded (and is okay), but I feel that incorporating one of those options would definitely make your resume a lot stronger! For example, maybe listing your skills. Whichever is fine. You don't have to implement these factors, but as your peer reviewer, I think it'll make your resume a lot more effective overall and for your employers to know your abilities.

Your objective was also missing from the beginning. Your employer would most likely be interested in your goal as a possible recruitment or future contributor to the company. I understand that keeping resumes up to one page is ideal—I would recommend cutting back on a few previous experiences and focus on the main contributors just so you could squeeze in your objective. Overall, great resume and cover letter!

Side Note I left activities and skills blank as they were optional.