## JOURNAL ENTRY #19 ASSIGNMENT PROJECT #3 PEER RESPONSE FORM

## Reader’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Writer’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Draft\_\_\_\_\_\_\_

**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.