

# CSCI-471 Professional Communications

## Career Documents Draft Review Form

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### 1 Evaluation of the Application Letter

Evaluate the Application Letter by checking one box per row in the following table:

Category	Poor	Below Ave	Average	Above Ave	Excellent	Not Applicable
Grammar, structure, format				X		
Content, technical Accuracy					X	
Meets ad requirements					X	
Creative, originality, style				X		

For each of the four categories above, briefly explain your rating:

1. The structure could have been improved by adding the sender's and the receiver's address. The cover letter is too wordy. Some to the point sentences would have been better.
2. The points that are used to portray or highlight what your resume couldn't stand out really well. You focused on exactly the required structures key points for the job ad, which was a big PLUS.
3. Nearly all aspects are being met with the Job ad requirements.
4. Brought out interesting topic to illustrate why this is the ideal candidate, however one area seemed contradictory. Wordiness of it made it lack a bit of its originality.

### 2 Evaluation of the Resume

Evaluate the resume by checking one box per row in the following table:

Category	Poor	Below Ave	Average	Above Ave	Excellent	Not Applicable
Grammar, structure, format				X		
Content, technical Accuracy					X	
Meets ad requirements					X	
Creative, originality, style					X	

For each of the four categories above, briefly explain your rating:

1. The projects don't mention if they were done in a group or by herself. Crucial factor as it then talks about code ownership.
2. All details are well portrayed. Ample of info.
3. Nearly all the technical aspects are being met.
4. Smart to include the course to add on with the work experience.

### **3 Overall Document Rating**

What is your overall rating of the draft documents? use an integer scale with a 0 being the lowest and a 10 being the highest (think of this as a letter grade with 10=A, 9=B 8=C, 7=D, and from 0-6 for an F).

Resume: 9

Letter: 8