Workshop:
CV & Coverletter

Contents:

➢ Feedback how-to review.

➢ Sample questions.

Peer-review process

<u>Reviewer:</u>

1. Reads full work first.

2. Summarises it.

3. Mentions most important issues.

4. Is constructive:

   · Gives the why.

   · Gives suggestions.

   · Is specific.

   · Notes the positive.

<u>Writer:</u>

· Values feedback.

· Expects some criticism.

· Decides which is good feedback.

· Revises accordingly.

Possible CV/cover-letter review questions

Cover-letter Summary:
- What is the job being applied for?
- Why is this applicant appropriate for this job?
  - What is the reason given?
- Where did the applicant learn about the job?
- Why does the applicant want to do this job?

CV Summary:
- What, if any, is the most relevant work experience for the current job?
- What, if any, is the highest relevant educational award?
- What, if any, is the most interesting relevant fact about this applicant?

Cover-letter proofing:
- Does the letter have the sender's address or letterhead?
- Does it have the date and the receiver's address?
- Does it have an appropriate form of address? (e.g. "To Whom it May Concern").
- Does it have an appropriate sign-off (e.g. "Yours sincerely")?
- Are there any spelling mistakes or punctuation errors?
- Does the letter begin with the job being applied for or contain it in a subject line?
- Is the argument for the applicant's appropriateness for this job backed up with examples that can be found in the CV?
- Is all of the information from the "Cover-letter summary" above in the letter?

CV proofing:
- Is it easy to access key information: education history, work history?
- Does the design appear professional?
- Are the skills most related to the job specified in the CV?
- Are there any punctuation or spelling mistakes?
- Is it clear or cluttered? Is it possible to tell at a glance which part corresponds to which?
- Is it easy to pick out dates from job titles or education sections?
- Is there any photograph or other information that may be used to discriminate?