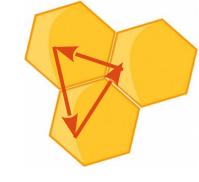
Workshop: CV & Coverletter



Contents:

- > Feedback how-to review.
- Sample questions.

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Reviewer:

- 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.

Writer:

- · 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?

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