

Workshop: Cover Letters and ResumesPortfolio Author's Name JoshPeer Reviewer's Name Peter

Examine your partner's cover letter and resume (in that order) and write responses to the following questions. After you've finished writing your responses, discuss them with your partner and then give your partner this sheet with your comments.

1. Do the layout and formatting of the cover letter have a professional look and feel? If so, what specific elements create that professional look and feel? If not, what specific elements are problematic and how can they be improved/changed? Answer the same questions for the resume.

2. Who is the audience for these documents? What is the purpose of the cover letter: prospecting or application? What is the position the author is applying for? Are the documents tailored to that particular audience and job position? How? How can this be improved?

3. Look at p 38 of NU's Career Guide. Does the organization of the cover letter follow the guidelines for cover letter content (opening paragraph, middle paragraph(s), closing paragraph)?

4. What is the organizational scheme of the resume: chronological, functional, combination? Is this effective? Why?

5. Are all relevant categories included in the resume? What are the categories? Would you suggest adding or removing any categories? Do all contents fit appropriately within each category?

6. What specific strengths, transferable skills, and values does the resume communicate? The cover letter?

7. Does the cover letter describe the author's career directions and professional interests? What are they? Does the resume describe the same directions and interests?

8. Does the author use power verbs to begin statements describing his/her experience in the resume?