Career Prep Peer Review Form

Reviewers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student whose work is being reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Cover Letter** | All ratings at 1-5 with 5 being highest |
| The***introduction*** incorporates all elements—the participant, the position or reason for contact, how the opening was discovered, and genuine interest in the position.—and ultimately grabs the employer’s attention. | 1 2 3 4 5 |
| In the ***body*** of the letter, participant provides several strong qualifications and clearly relates these skills to the job at hand; participant clearly explains how his/her interest and skills can benefit the company | 1 2 3 4 5 |
| The ***conclusion*** includes a thank you to the employer for his/her time and contact | 1 2 3 4 5 |
| The overall ***quality*** of the writing flows well, is clear, concise, and gets right to the point; it is convincing and contains minimal spelling or grammatical errors (less than 2). | 1 2 3 4 5 |
| **Resume** | All ratings at 1-5 with 5 being highest |
| The resume follows a reverse chronological format; it uses clear and appropriate headers to organize information; it has a professional appearance. | 1 2 3 4 5 |
| Information is relevant to the position being applied for, it is obvious that research has been done on skills needed | 1 2 3 4 5 |
| Participant consistently uses strong, clear and concise words throughout the resume; clarity of expression is consistent. | 1 2 3 4 5 |

Total: