

Employment Project Peer Review Worksheet – Resume

Writer's name:

Reviewer's name:

Directions: Save a copy of each resume draft Blackboard assigns to you. Save this file to your computer as well. For each assigned peer review draft fill out this form, answering the below questions with as many details as possible. When you are finished, upload this file to the cover letter peer review area. You may also use the Comments feature in Word to leave specific feedback in the writer's copy and upload that copy back to the same peer review area. REMEMBER: Be constructive but be polite; as our course policy states, "be excellent to each other."

First, take 10-20 seconds to scan the resume. What are your initial impressions from this brief scan?

DESIGN CONCERNS

1. How easy is the contact information to find? Is the reader's eye drawn to the writer's name?
2. Are columns of information aligned precisely?
3. Do section headings stand out without taking up too much space?
4. Divide the page into four quarters. Is each quarter of the page filled with about the same quantity of text?
5. How does typography (font style, use of bold/italic/size) bring attention to important information? How does it present detailed information legibly?
6. Overall look of the resume – are there any "walls of text" or giant patches of white? Offer suggestions to address any of these issues.

CONTENT

8. Is contact information listed prominently? Does it include phone and email? (These days listing your street or mailing address is often optional)
9. Objective: If present, does the objective state clearly what the writer wants to accomplish both personally and for the company? Is the objective worded to emphasize what the writer can do for the company, and not the other way around? (Objective statements are optional, and may be removed or replaced with a skills statement.)
10. Education: Must include name and location of institution(s), dates of attendance, major, minor, degree obtained (or "date expected"). Everything should be written out (Bachelor of Arts, not B.A.) Optional points to include here are relevant course work, GPA, specializations, certificates, etc. Refer to examples from assigned readings if you have questions about how this should look. **Comments:**

11. Work experience: How detailed are the work experiences? Do entries in this section include position title, name and location of employer, dates of employment?

12. Evaluate the action words used to describe experience. Suggest alternative words to strongly and clearly describe tasks and activities.

13. Would you suggest that the writer include any of these sections? “Honors and Activities”; “Skills”; “Summary of Qualifications,” “Relevant Course Work” and if so, why?

15. Carefully scrutinize the draft for any typographical, spelling, or punctuation errors. Mark them on the resume draft (turn on TRACK CHANGES in Word) or make note of them here:

16. List at least three strong points of the draft.