Technical Writing/Cover Letter/Resume Creation and Peer Review (In-Class Assignment)

1. Please make sure to review the grading criteria given to you in the previous instruction sheet.

2. Write both a cover letter and a resume aimed at the advertisement you brought to class today.

3. Make sure the content and format corresponds to the information we discussed last class and today.

4. After you are done, trade your cover letter and resume with a classmate for feedback. (You can switch computers and use track changes for direct editing.) Your classmate should answer the following questions and give this sheet to you:

    a. Do both the resume and cover letter LOOK professional? Does the resume follow Robin Williams' principles of design (contrast, repetition, alignment, proximity)? Any suggestions for improvement?

    b. Has all required information been included? (objective, education, employment history, etc.) If not, what is missing? Does the information seem thorough? Is wording active and concise? How can this information be improved?

    c. Is the job objective specific and focused on the needs of the employer? Any suggestions or concerns?

    d. Do both the resume and cover letter target the job advertisement? How could they be improved?

    e. Edit both carefully using track changes in Word. Any feedback regarding the changes?

Reviewed by_____ (this should be someone else's name).

5. After getting feedback, you will revise as necessary and turn in the resulting resume and cover letter to me on Wednesday, November 16. I would like to see this sheet filled out, the first drafts of your resume/cover letter, the final drafts, and the job advertisement.