

Cover Letter Peer Review Guide

1. Does the writer address the letter to the contact person listed in the job advertisement?
2. Does the letter convince the reader the writer is an outstanding job candidate? Does the writer accomplish this goal without sounding arrogant? How can the writer improve in this area?
3. Does the writer state the reasons for wanting to work for the company? If not, provide some suggestions.
4. Does the letter tell how the writer will contribute to the organization's success and work well with both colleagues and clients? How can the writer strengthen such statements?
5. Does the writer choose a few points of greatest interest to the potential employer to discuss? Do these points include information about education and experience as well as address the skills the employer is looking for in prospective employees? How can the writer improve these points?
6. Does the letter include any extraneous information, or does it need to include information that is left out? Where?
7. Does the letter avoid generalities and supply specific details and information to support the claims? If not, where should they be added?
8. Are there smooth transitions from sentence to sentence and from one paragraph to the next? If not, suggest ways the writer could improve the cohesion and continuity of the letter.
9. Does the letter follow a full block format that is both visually pleasing and professional?
10. Is the letter limited to one page in length?