

Summer 2011

To: English 304 Students
From: Allison Hitt
Date: May 26, 2011
Subject: Peer Review Instructions – Job Application Package

Welcome to Round Two of peer review.

Getting Ready for Peer Review

Please open your rough drafts, job descriptions, and the “Job Application Package” prompt from our course website (<http://english304-businesswriting.weebly.com>). Now, switch places.

Conducting Peer Review

This peer review session will include reading, writing, and discussing. Starting with the first set of documents, you will read the job ad and rough drafts and make (in-line and summative) comments. You will then repeat this process. Finally, you will discuss with your partner.

Written Comments

Regardless of how you choose to make your comments, please make sure they are visibly different from the original content.

For the cover letters, try to address the following:

- What were your initial impressions of the cover letter?
- Did the writer have a clear opening, body section, and conclusion?
- Was the writer persuasive when articulating her/his skills?
- What should be added to the cover letters?

For the résumés, try to address the following:

- What were your initial impression of the résumé in terms of both content and design?
- What suggestions do you have about formatting?
 - Does the writer use white space, clear headings, and other formatting elements?
- Is the information listed in the résumé consistent?
 - Are experiences written succinctly and with detail?
- Does the writer include all of the required parts (re: the required sections of a résumé and also in terms of the assignment’s criteria)?

Discussion

Once you and your partner are finished with peer review, I would like you to briefly discuss your rough drafts. Since they will read your comments, just provide the highlights.

When finished, please save your peer-reviewed documents and upload them to eCampus.