

# Critical Job Skills

## COVER LETTER – PEER REVIEW

### STUDENT INFORMATION

Name of Student Being Reviewed: \_\_\_\_\_

Your Name: \_\_\_\_\_

Date: \_\_\_\_\_

Review Date: \_\_\_\_\_

### REVIEW GUIDELINES

Complete this peer review, using the following scale:

- NA** = *Not Applicable*
- 1** = *Unsatisfactory*
- 2** = *Marginal*
- 3** = *Meets Requirements*
- 4** = *Exceeds Requirements*
- 5** = *Exceptional*

### EVALUATION

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
<b>Heading is centered. Name is bold &amp; prominent. All contact information is given. Email is not hyperlinked.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Date of letter is given. Employer address is complete with Name, Title and Address.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Greeting and Salutation use correct punctuation and capitlization.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Attention paragraph is stated in a clear, concise manner, perking the reader's attention.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Body paragraphs give background experience, show career interest and "struts the reader's stuff."</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Concluding paragpah asks for an interview and thanks the reader.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Writer makes no mistakes in capilization and punctuation.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Writer makes no errors in grammar or spelling.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The letter format complies with standard business format.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Letter is typed, clean, and neat with no distraction errors. It was done with pride.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Additional Comments:**