

See draft for examples of the following

Peer Review: Career Documents

Author: _____ Date: _____

Reviewer: _____

Cover Letter

Circle & Make Comments

Proper Letter Format	Yes	No	Needs work
Specific Company/Organization	Yes	No	Needs work
Introduction: Name of Job & Where Found	Yes	No	Needs work
Body: Skills & How They Match the Company	Yes	No	Needs work
Conclusion: Follow-up Info	Yes	No	Needs work
Proper Tone	Yes	No	Needs work
Makes You Want to Read the Resume	Yes	No	Needs work
Neat & Error-Free	Yes	No	Needs work

Peer Editing: Approach

The goal of a peer review is to work together to produce a more effective work document. Since the peer review usually takes place within an ongoing relationship, you need to work to preserve and strengthen the working relationship. Remember to respect the author's feelings and sense of ownership.

- Put your pencil down and read the entire document; then edit
- Don't use a red pencil
- Try for a face-to-face meeting
- Begin with a positive statement, if possible
- Use "I" statements to offer your observations (I noticed, I wondered, I believe, I did not understand, I could not follow...)
- Do not feel obliged to offer solutions
- Use concrete language
- Offer examples from the author's text
- Use the peer editing worksheet to guide the conversation