

PEER-REVIEW INSTRUCTIONS (COVERING LETTER & CV)

- **Read the job advert.**
- Read the covering letter and the CV you are reviewing.
- Check whether both the letter and the CV are relevant to the job specifications indicated in the job advertisement.
- How **clear** are both documents? Are they easy or difficult to follow? Why?
- Focus on the criteria presented in the forms and give your assessment by adding "X" to the box you choose. Make sure you assess all the criteria.
- There is also space for your comments. Make sure you comment at least on task fulfilment, structure and clarity for both the CL & CV. Write at least **120 words** altogether.
- Try to comment on both strengths and weaknesses.

Job title:	
Job applicant:	
Reviewer:	

Covering letter assessment criteria

	Very good	Ok	Needs some work	Needs much work	Comments
1 Word count The letter does not exceed one page.					
2 Task fulfilment The letter responds specifically to the job requirements indicated in the job advertisement and it does not repeat what's on the CV, but it complements it.					
3 Structure The letter is written in a formal style and has an appropriate structure (see key to How to write a CL, Task 2)					

4 Clarity The letter is clear and easy to follow.					
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CV assessment criteria

	Very good	Ok	Needs some work	Needs much work	Comments
1 Word count The CV does not exceed two pages.					
2 Task fulfilment The CV is tailored to the position being applied for, i. e. it only contains information relevant to the job.					
3 Structure The CV adheres to the conventions of the genre (see key to How write a CV) and is written in a formal style.					
4 Clarity and layout The CV is clear and easy to follow (margins, white space and text are well-balanced, standard font style & size, line spacing etc.)					

Be Polite and respectful when giving feedback. Here are some useful phrases:

Giving a formal appraisal:	Encouraging self-evaluation:	Discussing progress:
Overall ... / In general ... You seem to have (done) it very well. One of the key strengths is ... Perhaps one thing to work on / consider is ... One thing I wanted to mention is ... I think that ... is an area that might need some improvement.	Have you thought about ...? What do you think would help you to ...? Is this an area you would like to develop?	You have already (done) ... You haven't done ... yet.
		Encouraging people:
		Well done! It's a start. Great work. That has potential.