

## Part 4- Partner Evaluation

### Application

- Is the job application filled out (no blank spots)?
- Is the writing neat and legible?

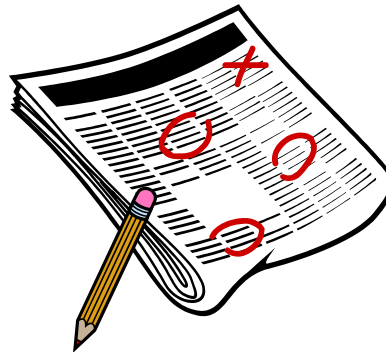


### Cover Letter

- Has the cover letter been edited for spelling?
- Has the cover letter been edited for grammar?
- Has the cover letter been edited for formatting (as per the cover letter example we covered in class)?
- Is the cover letter one page or less?
- Does the cover letter look appealing?
- Is the cover letter addressed to an individual?
- Is the cover letter signed?
- Does the cover letter include the applicants name and contact information?
- Does the cover letter include a date?

### Resume

- Has the resume been edited for spelling?
- Has the resume been edited for grammar?
- Has the resume been edited for formatting (as per the resume example we covered in class)?
- Is the resume two pages or less?
- Does the resume look appealing?
- Does the resume include the following elements:
  - Name and contact information?
  - Objective?
  - Education/Training?
  - Work Experience?
  - Volunteer Experience?
  - Skills?
  - Interests/Hobbies?
  - At least THREE references?



Name of applicant: \_\_\_\_\_

Name of Editor: \_\_\_\_\_