

Remarks: Garrett,

Great work on your resume and cover letter! Below is some feedback and the rubric:

Feedback:

- I like some of the details you included to show your knowledge of the profession
- Follow the correct format for the placement of address/contact information in your letter
- Work on condensing your longer paragraph on the cover letter
- Remove hyperlinks from your letter
- Use a title, and not the person's first name when you address them at the top of your letter
- Make sure to read your letter out loud to help identify sentences where your wording needs work
- Avoid putting content too close to the edge of the page (like your name)
- Make sure all of the content fits onto one page
- Try adding your achievements to the individual positions where you received them
- Work on simplifying down some of your longer bullet items on your resume (especially if they are over one line)