

Procedural Documents

ASK A PEER READER

To see whether your résumé has clearly communicated the intended effect, ask a peer reviewer to read it.

Directions: Give your peer reader this sheet and have him or her record answers to the following questions and then give you suggestions for revision.

1. Is my résumé well organized and complete?

2. Does my résumé clearly state my goal or objective?

3. Is the formatting of my résumé clear and attractive?

4. Other suggestions for revision:
