



To Dr Jared Grogan
From Michael Dunne
Date January 29, 2015

Subject Results of Workshop and Peer Feedback for Project One

I have had an opportunity to review the feedback from the workshop in class and have decided to revise my objective on my resume and to relate my skills to the job posting in my cover letter.

Workshop Results

In reviewing my cover letter, the workshop group found it to be an overall great start. They found the header to be good, but would prefer to see a line added addressing the letter to the Human Resources department. The biggest improvement that can be made on the cover letter is specifically linking my skills to the job opening. It was also suggested that I add “Enclosure: Resume” at the bottom of the letter. Regarding my resume, the group felt that it was well organized and that the contact info was placed. The group felt that a stronger objective was needed. Also noted, was that bolding the items on the resume related to the job would highlight those items. The last critique was to use just one GPA on the resume.

Revision Strategies and Procedures

The most valuable change that can be made is to the objective on the resume. Writing a more reader centered objective that highlights what the position will contribute to the business is fundamental to creating a persuasive argument. Revising portions of the cover letter to relate skills to requirements of the position will strengthen the impact that the letter has on the reader. Reviewing of the job posting and creating links between my abilities and the requirements of the position will accomplish this. Minor corrections to the cover letter will be made. Modifying the letter adding Human Resources Department to the address on the cover letter and “Enclosure: Resume” at the bottom of the letter will complete the process.