Suzanne—

The changes to your resume made it a more streamlined document for sure, and, in that way easier to read. I do think that some things are lost in the transition. A few things to consider—start with your expected degree. It’s a more important degree and chronologically, it goes first. Secondly, make another section where you call it an honor and then identify the semesters you’ve made dean’s list. If your GPA is high enough, either overall or in your major, I’d include that. I would put your work experience in the center of the page. The skills you list are, for the most part, soft (leadership skills), without something in your resume that says you’ve done this, it doesn’t mean anything. You have more space now, you might use some bolding and white space to create a document that draws the eye to the places you want it to go. For instance, just even in education using bold to highlight the names of degrees and/or schools.

Your cover letter is clear and succinct. Without seeing the actual job description, I can’t be of more use to you other than to say that the middle paragraph is tremendously vague. I would actually use the language of the job add—the specific skills it asks for—and tie it to the job you had that taught you that skill. It will make for a longer paragraph, but it will be more meaningful. And it will help them to know the story of your resume.

Eso—

Your cover letter is very strong. I like the second paragraph best where you talk about a specific job that required specific skills. I think that these are tied to what the job asks for. You might very specifically reference the job ad here—the position description asks for \_\_\_\_\_. As a tutor on Korean language and Mathematics, I \_\_\_\_\_. Do you see how that might work. I love how you write about your Dunkin’ Donuts experience (you must feel right at home here since there is a Dunkin’ Donuts on every corner in Massachusetts). However, I don’t really see how it is connected to teaching. If you can make it connected, say so. If not, you might cut it. Your letter is long. That’s not necessarily a bad thing, but folks might not read it all the way. You could give yourself some space room by cutting your top matter from the letter and instead putting your contact info at the bottom under your name. It will make for a more balanced document.

Oh, Eso, your resume is just too long. As I read it, my goals was to find 16 lines I could save in order to have your resume be one page. I found 10 lines on the first page and five lines on the second page. So that leaves you with only one line. I know it is tempting to include every little piece of information, but you want to keep the focus on what matters most, and that is your relevant work experience in this instance. Otherwise, I think your formatting and organization is strong. Your tense was wrong for your bulleted list, and I fixed that. But most of all, I want you to get this to one page.

Tracie—

I think that your resume does not do your work experience and history service. I don’t think you were in class when we talked about a one page resume, but that’s pretty much industry standard regardless of where you are at in your career. You can get some space on yours by eliminating the objective—it’s a personal pet peeve of mine, but, generally, what do they really accomplish? Everyone knows you write a resume to get a job. Move your BSU education above BCC—chronological, most recent first. I’d cut your big skills section in the middle of your page. Those skills are not tied to a specific job—a future employer would look at it and you could have made it up. On the other hand, your actual work experience is very impressive. You’ve been with the same company for a long time and you’ve worked your way up. You want to document that more carefully. And you give short shrift to your management experience. Everything gets a bullet except that. No! give yourself more credit. Also, style wise, I don’t really love the all cap, serif titles. You might try sans-serif. You might also try bolding but not all caps. Play with it, but get it to one page and show off the long, excellent work history that you have.

I could not find a cover letter for you. I went on a deleting frenzy, and I could have deleted it. If you have it and could include it in your portfolio I can get you feedback on that and you will receive full credit for this part of the assignment.