# Wayne State University
College of Engineering

**To**      Dr. Jared Grogan
**From**   Jai Govind
**Date**   January 30, 2015

**Subject**   Results of Workshop and Peer Feedback for Project One

I have decided to implement many of the revisions suggested by my peer reviewers, and some of my own. My cover letter needs to be polished for a stronger impact, and be free of errors. Resume will need to be reformatted, easy to scan, and skills based. My professional webpage requires visual updates with new backgrounds, and photos.

**Workshop Results**
My peer reviewers were extremely helpful, and pointed out many revisions that I need to make for my project. The first paragraph of my cover letter has grammatical errors, but shows that I have researched the company. It also states too much information about the company, which could be used later. My cover letter follows all of Anderson's guidelines, but was vague on the position applied for. It needs some improvements, but less than my resume. My resume has bad formatting, and is not spaced properly. It is hard to scan, has bad formatting, and is very short. It could be improved with an emphasis on skills, better headings, and bullets. Two revision suggestions were to list my volunteer work, and expand on my skills. My webpage needs to incorporate better visuals, but is simple and easy to navigate.

**Revision Strategies and Procedures**
My highest order of concern is my resume, which needs the most revision and received the most criticism. I plan to completely redesign my resume with better formatting, and a well-balanced layout. Since I do not have much employment history, I will highlight the skills that I have acquired through my education and internship. The cover letter is my next order of concern, because it needs expand on my revised resume. I need to state the position applied for, and fix grammar errors in the first paragraph. My lowest order of concern is my webpage, because it only needs a few minor improvements. Some background changes, a new font type, and a professional photo are the only revisions needed.

I will revise the project, and complete it by Monday.