



COVER LETTER REVIEW

Name: Jeanne Blanc **Filename:** JBlancCL2020.doc

English Grammar & Vocabulary	COMMENTS
Punctuation	Missing a possessive preposition on the word “years” in the first paragraph.
Prepositions	No errors.
Verbs/Tenses	Verb tense errors appear five times throughout the document.
Vocabulary	Excellent.
Terminology	Good use of current business idioms and abbreviations specific to your sector.
Typographical Errors	Your need to include the HR Manager’s correct email address.

Content	COMMENTS
Sentence Clarity	<p>Highlight your ability to drive business growth both offline and online.</p> <p>Sentences are a little long - It is better to select fewer relevant points and to explain them in more detail.</p> <ul style="list-style-type: none"> • Need to highlight your multi-cultural experience and knowledge of international apparel production and sales skills. • Your strong numeracy skills are important in the sector you are applying for; therefore, this should be highlighted in your letter.
Paragraph Structure	The last sentence is more appropriate at the beginning of the letter.
Selling Points	<ul style="list-style-type: none"> • Need to include more of your luxury experience since you are moving into this sector. • The letter is heavily focused on why you want the job. You need to find a better balance and include reasons why a company should hire you.
Language Tone	Tone is appropriate.
Narrative Flow	Too much of your resumé is repeated in your cover letter.
Layout & Font	Excellent.

Section Summary	RECOMMENDATIONS
English Grammar & Vocabulary	Needs improvement.
Content	Needs improvement.
Layout & Appearance	Job Ready!
Overall	Needs improvement.



LEGEND

- **Job Ready!**
Congratulations, all elements are first-rate. No corrections are needed.
- **Needs Improvement**
There are some refinements and corrections required to get your document to job ready!
- **Requires Significant Improvement**
Your document needs to be substantially revised to get it to job ready!

NEXT STEPS

We recommend the following services to address the issues that we identified in your résumé:

- **Proofread Your Cover Letter**
<https://www.geoword.io/products/proof-read>

GeoWord will check and correct: spelling and grammar, verb tense and prepositional phrases, business terms and colloquial word usage as well as basic sentence structure.

- **Create New Cover Letter**
<https://www.geoword.io/products/build-resume-cover-letter>

GeoWord will re-create your résumé from the ground up in perfect English, free of grammatical errors and expertly constructed to make sure you stand apart from your competition.