

CENTER FOR CAREER DEVELOPMENT AND STUDENT EMPLOYMENT

University of Hawai`i at Mānoa

REVIEW REQUEST FORM

Career Development and Student Employment (CDSE) counselors critique and review resumes, CVs, cover letters, application essays, and other job/career-related documents. To help us better review your material, please complete the following:

NAME: _____ **E-MAIL:** _____

INFORMATION:

1. This document will be used for: (check one and complete the information requested)

- Full-time Employment _____
Position Title & Employer/Organization
- Part-time/Temporary Employment _____
Position Title & Employer/Organization
- Internship Opportunity _____
Internship Title & Employer/Organization
- Graduate/Professional School Application _____
Program & Educational Institution
- Class Assignment _____
Course Number & Instructor
- Other _____
Please Specify

2. Any questions to ask, or concerns to tell the reviewer?

NOTES:

- Please attach this form to your document.
- Your document will be ready for pickup within five (5) business days, you will be notified by e-mail when your document is ready.
- Documents not claimed after (1) months will be discarded.
- Comments are provided as SUGGESTIONS only. You are free to use or not use them as you see fit.
- If you submit a revised draft, please include this form along with your original draft.

FOR CDSE USE:

Received by: _____ Date received: _____
Reviewed by: _____ Date completed: _____
Comments: _____

(Revised draft)

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Reviewed by: _____ Date completed: _____
Comments: _____