

PROSPECTIVE COVER LETTER TIPS

ENGL 108 / SEC. H & I / SUMMER LEAP 2009 / OLDHAM & RUBASKY / CHANG & LEE

WEEK

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- Don't start from scratch here! Utilize your our comments, course materials, blog posts, and any previous peer reviews to help frame and enhance your cover letter. The more that you can draw specifically from examples, the more that you will reveal to me your intertextual use of your previous thoughts (e.g. reference your responses to either or both instances here).
- Be critical, analytical, and intertextual. In other words, paraphrase and quote from all of the materials you've used in class; select only things that are relevant and that can support your overall metacognitive assessment of your writing progress and process.
- Consider your overall strengths and successes (mention these and locate them within a specific paper assignment) but don't "oversell" yourself. How do your strengths connect to or affect your difficulties?
- Consider how you built on your specific weak points (mention these and locate them within a specific paper assignment) to become a stronger writer.
- Argue how your writing within the entire portfolio represents the progress that you have made and illustrates the specific changes that you have undergone in your move from high school to college writing.
- Identify general issues regarding how you achieved progress throughout the quarter. You will want to talk critically about how you enacted significant revisions within your paper. Also, be sure to discuss the number of times that you went to the Writing Center (with dates) or any other tutorial help that you received—whether that be extra peer edits in class or other tutorial departments that you received help.
- How what you have learned in this class builds on the knowledge that you came to the class regarding writing and creating a paper (e.g. what you know about organization, claim development, revision, grammar, and so on—you may utilize the rubric here to help frame this part of the portfolio letter)
- How what you have learned in this class acts as a foundation for the type of writing that your degreed field requires once you leave the university and enter the work world.
- When you talk about your portfolio papers, you should directly address what points you decided to incorporate based on the comments that both your peers and your instructor suggested and talk about how you have decided to incorporate or not to incorporate within your final portfolio paper. In addition, you should discuss what attempts you made to help mold your paper closer to the image of the superior portfolio by drawing on the language of the rubric. These papers should represent the progress that you've undergone throughout the quarter and are thus a big part of the weight of the portfolio, so you will want to spend some time on this portion of the letter.
- The cover letter should be in-depth, specific, and reflective, rather than a mere description of what your papers are saying.