

COVER LETTER FIRST DRAFT WORKSHOP

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

WEEK

4

Today's workshop focuses on your first draft of the Prospective Cover Letter and focuses on the key requirements of the assignment. While you workshop in small groups, you should have the following on hand: your Cover Letter draft, the Prospective Essay assignment prompt, the Course Outcomes Workshop sheet, and your Prospective Brainstorming worksheet. Each group member should read their Cover Letter draft out loud in turn. Then, for each draft, address and comment and take notes on the following:

Format

First and foremost, is the cover letter in proper formal business letter format? Is there a sender's address? A recipient's address? Date? Salutation? Is the body in block paragraph format? Is there a closing? A signature?

Introduction

Does the Cover Letter open confidently, specifically, courteously, and provide the purpose for the letter?

Identify one thing that is successful or works well in the introduction. Why does it work well?

Identify one thing that does not work so well or needs clarification in the introduction. What specifically would improve it?

Body

How is the Cover Letter organized? Is there a clear outline? Does the writer follow a plan (e.g. organized by Course Outcome or assignment or chronology)?

Identify one paragraph that is successful. Why does it work well? What specifics and details does it provide? How does it demonstrate reflection and analysis?

Identify one paragraph that is not as successful. Why? What specifically would improve it?

Conclusion

Does the Cover Letter come to a satisfying, interesting, and confident close? Does the letter offer a final assessment or self-reflection?

Identify one thing that is successful or works well in the conclusion. Why does it work well?

Identify one thing that does not work so well or needs clarification in the conclusion. What specifically would improve it?