

**Recommended Guidelines
for the Student Portfolio Cover Letter
EN 101/A**

Length: 3 paragraphs

Use your cover letter to introduce readers to the work in your portfolio and your development as a writer over the course of the semester. You do not need to have a thesis, but you should have 3 focused paragraphs that provide specific details about your work and your writing process. Each paragraph should address one of the following areas:

- 1.) Your work and your development as a writer: What should readers of your portfolio expect? What are the strengths of your essays? How do they demonstrate that your writing had improved since the beginning of the class? What do you like about these essays?
- 2.) Your writing process: How has your writing process changed as a result of this class? What steps do you take to prepare, draft, revise, and edit your papers? How are these various steps helpful to you? If you wish, you may acknowledge the people who have provided you with assistance. Describe the ways that these people have been helpful to you.
- 3.) A look ahead: What areas will you need to continue to work on in EN 102 or 109?