Writing the Cover Letter for the English Portfolio

For the narrative/cover letter for your portfolio, discuss how you approach each essay; difficulties you face while writing, what you learned from the class based on the challenges you have. The cover letter should be 350-550 words.

The purpose of the cover letter is to
1. Introduce yourself to your reader
2. Summarize your papers so your reader will know what to expect
3. Explain why the contents of your portfolio go together / how the papers cohere
4. Describe your progress and what you have learned in the English sequence
5. Identify the aspects of writing that you will continue to develop as you progress through the writing-intensive courses at SFAI.

Begin with...
“Dear Reader,”

**What**: titles of your three essays that you are submitting and 1-2 sentences about each.

**Why**: did you write about these topics? Why did you bring your own experience/interests into these essays? 1-2 sentences about each.

**How**: do you think your essays have improved from the 1st to the last? Assess your learning process from this class...

**Last Paragraph**: Difficulties you have with writing, how did these essays improve?

[if you are using the same issues for both essays from this class, you can use that to your advantage... how did your thinking develop?]

Sign your cover letter at the end.

**PROMPTS TO HELP YOU BEGIN WRITING YOUR PORTFOLIO COVER LETTER**

- Provide a brief overview of what your papers are about. If applicable, try to help your reader see them as part of a larger, overarching interest that you bring to your coursework.
- Compare and contrast the papers. How are they similar or different?
- To what extent do these three essays demonstrate your abilities as a writer? As a critic?
• What specific abilities do your essays demonstrate?
• Describe your writing process. What steps do you take to address an assignment?
• Compare and contrast your process of writing each of these papers. How did your process affect the outcomes of your papers?
• What were some of the revision steps that you took, after receiving feedback?
• What is something you learned that you will continue to remember when you write? What will you continue to work on as you move through your other writing-intensive courses?