

ORGANIZING YOUR COVER LETTER

Use the following suggested template to help you compose your cover letter to the ENGL 160 Committee. Your letter should be between 600 and 750 words long and should discuss each of the three writing projects you chose for your portfolio. It should also include comments about how your writing has improved this semester.

Heading:

27 July 2017

First-Year Writing Program
University of Illinois at Chicago

Dear ENGL 160 Committee Members:

Part 1 (each part may be a single paragraph or multiple paragraphs):

Start with a few general statements about what you have accomplished in the course and what skills you feel you have improved on.

Part 2:

Focus on Project 1. Try to include the following:

- *why you chose this piece to be included in your portfolio*
- *what your goals were for improving this project for the portfolio*
- *specific ways you improved the piece*
- *whether you feel you have successfully improved this project and why*
- *specific challenges you faced when working on this project (in both the original writing process and in this final revision for the portfolio)*
- *how this project reflects your strengths and weaknesses as a writer*
- *how this piece shows you are ready for ENGL 160*

Part 3:

Focus on Project 2. Respond to the points above.

Part 4:

Focus on Project 3. Respond to the points above.

Part 5:

Conclude with a discussion of how your writing has improved during the semester, what challenges you still face in your writing, and how you plan to address those challenges in the future (like in ENGL 160).

Closing:

Thank you for your time.

Sincerely,

sign your name

Type your name