

UNIVERSITY WRITING CENTER
20+ years of student success
www.csulb.edu/uwc
(562) 985 -5162
SSG 245

GWAR Portfolio Cover Letters

Overview: The cover letter you will turn in with your GWAR portfolio will serve to introduce you and your portfolio to the review committee. Remember, this is your chance to argue that your portfolio should pass the review. This handout is meant to supplement any materials your instructor gives you regarding your cover letter; always follow his or her guidelines before ours.

Content

Your cover letter should include several things:

- a) was or what you chose to write about.
- b) c) How it was written: Was this a timed-class essay? A take-home assignment? Did you write several drafts? Peer reviews? Tutoring sessions?
- 2) A reflection on how your writing has improved in the course of this class. Consider a few of the following questions: What were your goals going into this class? What was the hardest on in each piece? In what areas did you succeed? In what areas did you struggle for improvement? Which assignment taught you the most about writing? Which assignment mentioned above.
- 3) Why should the committee pass your portfolio? Is there anything else you want to mention about your work?
- 4) A thank you: thank the committee for their time and consideration. You do not need to sign your name.

Portfolio

The GWAR Portfolio

Your portfolio will contain the following documents:

Copyright (C) 2016 All rights reserved. This handout is part of a library of instructional materials used in California State University, Long Beach's writing center, the Writer's Resource Lab. Educators and students welcome to distribute copies as long as they do so with attribution to all organizations and authors. Commercial distribution is prohibited.

- A Table of Contents listing all of the documents contained in the portfolio
- A signed Security Statement (provided by instructor)
- A Release Statement (provided by instructor)
- A Cover Letter
- Two revised essays (minimum of 5 full pages each) with all drafts attached
- One inclass essay written at the end of the term.

Practice: So, you wrote several paragraphs in response to the items listed above. Now steposw stentstis at)