

**UNIVERSITY WRITING CENTER**  
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**SSC - 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:

- 1) A brief explanation of each of the pieces included in your portfolio. You might include some or all of the following depending on how many different types of work you are including:
  - a) The type of assignment: research paper, in-class essay, persuasive essay, analytical essay, proposal, etc.
  - b) The prompt or topic. This may be obvious from the title. If it is not, explain briefly what the assignment was or what you chose to write about.
  - c) How it was written: Was this a timed in-class essay? A take-home assignment? Did you go through several drafts? Peer reviews? Tutoring sessions?
- 2) A reflection on how your writing has improved in the course of this class, and why. You might wish to consider a few of the following questions: What were your goals going into the class? What did you work the hardest on in each piece? In what areas did you succeed? In what areas do you feel there is still room for improvement? Which assignment taught you the most about writing? Reference the pieces you mentioned above.
- 3) Why should the committee pass your portfolio? Is there anything else you want them to know as they read your work?
- 4) A thank you: thank the committee for their time and consideration.
- 5) Your signature

### **Formatting**

- 1) Your cover letter should be left-justified, single-spaced (unless your teacher instructs you to double-space), and in a business-like font in a standard size. 12-point Times New Roman is widely accepted.
- 2) You don't need to follow formal "business format" with your address, etc. You can start simply with "Dear Portfolio Readers" and make sure your own name and the date are somewhere on the page.

### **The GWAR Portfolio**

Your portfolio will contain the following documents:

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- 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 in-class essay written at the end of the term.

**Practice:** So, you wrote several paragraphs in response to the items listed above. Now step back and look at your letter as a whole. Does each section work together with the others? Are the transitions smooth? Does the order they are in make sense?