

# Revision 3.3: Prospective Cover Letter Draft

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gis 140 / sec. A / early fall quarter 2007-08 / chang



You have all the right stuff and now it is time to pick and choose and put it together: Short Paper 3.1 provides a start on your Prospective essay, Short Paper 2.2 gives you potential points and experiences to include and develop in your essay, and all of your experiences these past weeks are fodder for your explication, analysis, and reflection.

For this assignment, draw on the previous short assignments, on the week's discussions and workshops about your cover letter, and your own understanding of GIS 140 and your participation in the class to develop a full rough draft of your Prospective essay. Keep the guidelines established by the assignment sheet in mind. Also keep in mind that this is a formal assignment, a business letter, an assessment of your process, progress, practices, behaviors, skills, strategies, and engagement with the course, your peers, the material, and the instructor. This is your opportunity to make your experiences shine, to argue for your strengths, to understand your difficulties, and to demonstrate your use and understanding of the GIS 140 outcomes and assignments. Your letter should be both **reflective** and **prospective**—look back and look forward. Finally, your Prospective Cover Letter should employ all of the rhetorical strategies you have learned all quarter—it should be your best and most polished piece of writing.

**Turn in:** 2-4 pages, typed, no title page, proper business letter format, single-spaced, stapled  
Bring 2 copies to class

**Due:** Thursday, September 13

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