

Writing Challenge 11.0: A Lot to Cover Letter

engl 281 / sec. B / autumn quarter 2011-12 / chang

In a sense, your final writing challenge asks you to end where you began, to think back on your quarter's worth of reading, writing, and learning, and to write a different kind of personal statement. This week's paper takes the form of a formal cover letter for your Final Portfolio. Your cover letter functions as a kind of academic, intellectual, and rhetorical self-assessment of the writing you have done and a self-reflection of how you see yourself participating in the class and the academic community beyond. Your cover letter should be a best example of your ability to make claims, to utilize evidence, to analyze that evidence, and to draw conclusions—in this case about yourself. A superior cover letter will incorporate the language of the course, draw on assignment sheets and lectures, as well as cite comments on your work from me or your workshops. Strategically quoting or paraphrasing passages from your own work (both strong and weak samples) is another way to make your argument concrete. Your cover letter must be 2 to 4 pages, single-spaced, in business letter format, and should selectively address, describe, synthesize, and critique (not as a laundry list): 1) your experience and progress in ENGL 281, 2) the ENGL 281 outcomes and assignments, 3) the readings and assignments, 4) your writing process and writing strengths and challenges, 5) your participation, 6) your Final Portfolio, 7) your approaches to future academic writing, and 8) a final self-assessment. Be clear, precise, and organized. Be honest, analytical, and reflective. Format, mechanics, and spelling really count. Make sure to sign your letter.

Guidelines and Due Dates

Format: 2-4 pages, typed, no title page, single-spaced, business letter format
Due: Monday, December 12, as part of the Final Portfolio

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