

Short Paper 6: Cover Letter

eng 3060j / spring 2019 / ohio university / chang

In a sense, your final short paper (which counts as both creative and academic) asks you to end where you began, to think back on your semester's worth of reading, writing, and learning, and to write a different kind of personal statement: a formal cover letter for your Final Paper or Project. Your cover letter functions as a kind of academic and rhetorical self-assessment of the work you have done and a self-reflection of how you see yourself participating in the class and 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. 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 ENG 3060J, 2) the ENGL 3060J outcomes and assignments, 3) the readings and assignments, 4) your writing process and writing strengths and challenges, 5) your participation, 6) your Final Project, 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

- Outcomes:** Writing for specific audiences, purposes; different genre of writing; show ability to summarize, analyze, synthesize, and use rhetorical strategies
- Format:** 2-4 pages, typed, no title page, single-spaced, business letter format, single-sided print
- Final Due:** on the same day as the Final Project on _____, via Blackboard, by 11:59 PM
-

Short Paper 6: Cover Letter

eng 3060j / spring 2019 / ohio university / chang

In a sense, your final short paper (which counts as both creative and academic) asks you to end where you began, to think back on your semester's worth of reading, writing, and learning, and to write a different kind of personal statement: a formal cover letter for your Final Paper or Project. Your cover letter functions as a kind of academic and rhetorical self-assessment of the work you have done and a self-reflection of how you see yourself participating in the class and 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. 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 ENG 3060J, 2) the ENGL 3060J outcomes and assignments, 3) the readings and assignments, 4) your writing process and writing strengths and challenges, 5) your participation, 6) your Final Project, 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

- Outcomes:** Writing for specific audiences, purposes; different genre of writing; show ability to summarize, analyze, synthesize, and use rhetorical strategies
- Format:** 2-4 pages, typed, no title page, single-spaced, business letter format, single-sided print
- Final Due:** on the same day as the Final Project on _____, via Blackboard, by 11:59 PM