

Template for the WOC Portfolio Cover Letter

Feel free to use the template below to help you write or revise your cover letter. Anywhere there is an underlined section, simply select or fill in the specifics for your portfolio and delete the underline. If any material is not relevant, do not include it.

Dear portfolio readers,

I am submitting/resubmitting my 2nd Year WOC Portfolio for evaluation. Included in this portfolio are the following items:

Written work:

1. (Course # and Letter, if applicable) _____, which does/does not use sources
2. (Course # and Letter, if applicable) _____, which does/does not use sources

Oral work:

1. (Course # and Letter, if applicable) _____, which does/does not use sources
2. (Course # and Letter, if applicable) _____, which does/does not use sources

[An example:]

Written Work:

1. PSY110S, which does use sources
2. BIO 141N, which does use sources

Oral Work:

1. BIO 141N, which does use sources
2. THE 200A, which does use sources

[The body of the cover letter can follow this pattern:]

The first/second piece of writing/presentation is from Course #. I am including it because _____
_____. [If you are submitting a revised portfolio, start by saying
the following: I revised X, Y, and Z since I last submitted it to this portfolio because _____
_____.] For this assignment, we were required to _____
_____, _____ and _____. The audience designated for this assignment was
_____. Sources were/were not required for
this assignment. This piece of writing/presentation shows how well I can _____
_____. In particular, I made sure to
_____ and _____.
When looking over the WOC Rubrics, I am most confident about x, y, and/or z areas because _____
_____. While I know I can improve
_____, I did my best to _____ by _____
_____. This piece of writing/presentation meets the minimum proficiency level of 2
because it _____.

[Repeat for each of the four required submission items.]

Sincerely,

[Your name]

[Date submitted]