



Writing portfolio Cover Letter Organization Strategies

ENG301

There are several ways to organize writing portfolio cover letters

However, we always need to have:

- ▶ An introduction with a clear statement of purpose and direction.
- ▶ Body/supporting paragraphs, each with a central idea.
- ▶ A conclusion which makes a final appeal/point.

Within the body, there are a few approaches we can take

Approach one:

- ▶ Introduce each paper separately, and discuss that paper in one or more paragraphs.
 - ▶ You might, for example, have a single paragraph addressing strengths and issues, with specific examples and analysis in that paragraph of strengths and issues.
 - ▶ Or, you might have a paragraph for strengths, a paragraph for issues, with specific examples and analysis in each paragraph.

Approach two:

- ▶ Identify several key strengths and several key issues from the writing portfolio rubric.
 - ▶ In one paragraph discuss the strengths all three papers share, with specific examples and analysis for each paper.
 - ▶ In one paragraph discuss the issues all three papers share, with specific examples and analysis for each paper.
- ▶ OR
 - ▶ Spend one paragraph on a specific strength all three papers share, another paragraph on another strength they share, etc, with specific examples and analysis.
 - ▶ Spend one paragraph on a specific issue all three papers share, another paragraph on another issue they share, etc, with specific examples and analysis.

Are there other ways to organize?

- ▶ Absolutely.
- ▶ Which approach is best?
- ▶ It depends on the writer. The cover letter is an argument: you are trying to persuade the reader you have successfully addressed the writing portfolio rubric criteria, with features of your ability and learning.
 - ▶ Therefore, you will need to determine which approach rhetorically serves you best. Some may want to focus on each paper in isolation, others may want to focus on key strengths and areas of revision, while others might see a different way to approach the cover letter requirements.