**3-Page Reflection Paper: The Cover Letter**

The only new component in your portfolio is a 3-page reflection in the form of a letter describing your progress as a writer this semester.

**Requirements:**

* 3 pages long (formatted like all of our other papers – MLA)
* Address the letter to me or to an important person in your life. (this gives you a **specific audience**)
* Even though this is personal in nature (using “I”), revise it like you would a paper and consider word choice/tone accordingly. This is an academic piece of writing.
* As with all of our papers, consider organization—drawing in the reader (introduction), providing evidence for your points, transitioning from sentence to sentence and paragraph to paragraph, and leaving the reader with a deeper point to consider (conclusion).
* The reflection should also exhibit your editing skills, showing your ability to turn in a **clean final draft**.

**Below are some tips and questions to help you. *Don’t* just answer the questions and turn that in as a reflection. Instead, *use*them to consider how to write the reflection.**

**(**Consult all materials (assignment prompts, your drafts with my comments/peer comments, your final drafts with comments, assigned readings, and anything else posted on D2L) to re-trace your steps. Think back to the beginning of the class, your expectations for the class, past writing experiences, and other issues related to writing. Have any of your thoughts and skill levels changed over the semester? How specifically?)

**1. In the first paragraph**, discuss your general impression of your achievement this semester and what I can expect to find as evidence for this impression in your portfolio. *What would you like to highlight as a personal accomplishment? What challenges have you struggled with but at least partially overcome? What else do you think a reader of your portfolio should be aware of or pay attention to when browsing through your work?*

**2. In the body paragraphs** start by providing a general description of what is in the portfolio and then transition to a detailed discussion of each of the 4 papers. I suggest devoting at least 1-2 paragraphs to each paper and its drafts. Here are some questions to consider: *What was the purpose of each paper? How did you come up with, narrow, and refine your topic? What do you feel you accomplished particularly well in this project? What was the biggest improvement from one draft to the next? What feedback or realization was most helpful to you in researching, drafting, or revising it? What areas for further improvement do you still see?*

**3. Finally,** reflect on your strengths and abilities as a writer:*What have you learned about writing? What problems have you encountered, and how have you solved them?***Then** identify writing issues, challenges, or continuing goals for your future.

**Tip 1:**Do not simply rely on or repeat your instructor’s comments. This letter should be about your own voice and perspective, and while you can take comments (mine and your peers’) into consideration, please don’t limit your own commentary to agreeing with them.

**TIP 2:** The reflective letter presents an opportunity for you to reflect on **your writing,** rather than on your experience or performance in the class as a whole. While your comments and opinions on the class are very much encouraged and welcomed on the course evaluation forms, please make this reflective letter specifically about your writing.