Guide for the WOC Portfolio Cover Letter

The following is a guide for completing your WOC Portfolio Cover Letter, a required piece of the Portfolio. This guide is meant to help you understand the basics of the cover letter. Be sure to use your Cover Letter to thoroughly explain your WOC Portfolio choices.

Begin your letter this way. If you are submitting for the first time, use submitting. If not, use resubmitting.

Dear portfolio readers,

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

Continue your letter this way. An example of this is:

Written Work:
ECN 105S, which uses sources
HST 215H, which uses sources

Oral Work:
ART 100A, which doesn't use sources
BIO 141N, which uses sources

Written work:
1. Course prefix, number, and letter and indicate if it uses sources
2. Course prefix, number, and letter and indicate if it uses sources

Oral work:
1. Course prefix, number and letter and indicate if it uses sources
2. Course prefix, number and letter and indicate if it uses sources

Continue based on these directions. Write four paragraphs—one paragraph for your first written piece, one for your second written piece, one for your first oral presentation, and one for your second oral presentation.

Begin the body of your cover letter with a paragraph about the first piece of work you've included in your WOC Portfolio. In the paragraph, indicate which course the work is from, and explain the assignment's requirements and designated audience. Discuss your use of sources, your reasons for choosing the assignment for your WOC Portfolio, and, if any, the revisions you've made to the assignment since first completing it. Be sure to include what makes your work proficient at the sophomore level and the ways the work aligns with the WOC Rubrics.

Next, write about any special circumstances you have. If you have none, you should omit this part.

If necessary, write a paragraph that explains any special circumstances such as (but not limited to): being a transfer student, submitting early, submitting only one portion of the portfolio, or permission you received to use certain pieces of work.

Finish your letter this way. Be sure to type your full name and the date.

Sincerely,

Name
Date

Need help with the Cover Letter or any other part of the WOC Portfolio?
Stop by the IC Program Office (KHIC 233) or email icore@mountunion.edu.