

In one page or so, introduce your portfolio to your audience (in this case it is primarily Mrs. C, but you can go bit broader if you'd like). So start with "Dear Mrs. C," or "Dear Reader,".

You should address the following:

- Mention the papers you have included.
- A description, with specific examples, of how/why you have revised your work.
- A brief note about what progress you have made as a writer, as well as what you still need to work on.
- Anything else to show how conscious you are of your own writing processes and your development as a writer of academic prose and/or creative ventures.
- These reflections are not limited to this semester and may go back to the start of the year.

Be confident, but acknowledge the faults you have or writing challenges you face. Honesty is good here, as you're trying to "prove" that you are self-reflective and aware.

Think of the letter as a "formal conversation" – you are speaking to a teacher, not a friend, but it is not a formal "report" either. Give it some *personality*.

Please end the letter with either "Sincerely," or "Best regards," and your name at the bottom.

You don't have to use a strict letter form with address headers and inside address at the top, but make it look neat and professional.

Spend some time on the letter: It's the first piece the reader will see in your portfolio, so it's important.

NAME THIS DOCUMENT "LastnameIntroLetter2.docx" (Ex. JohnsonIntroLetter2.docx)