

English 1 Portfolio Letter

The first thing readers will see in your portfolio is your portfolio letter. This will be their first impression of your writing, so you will want it to be well-constructed.

Begin the letter with "Dear Professor (fill in your teacher's name) and the Portfolio Committee," and end with "Sincerely," followed by your name. The letter should be **one full page long, typed, and single spaced.**

In the letter, discuss the essays you have included as part of your portfolio, explaining why you chose them and what you see as their strengths. Be specific by referring to actual parts of the essays you are citing. You may want to mention a weakness or two as well, demonstrating to readers that you are doing a fair self-assessment. Again, be specific by referring to particular sections of essays you are submitting.

In addition, explain how you have grown as a writer during this semester and what you know you will still need to work on in English 1A. Be as specific as you can.

And don't forget that you are submitting this letter and your entire portfolio to a team of professional readers. They not only will expect you to defend your statements, they will expect you to proofread and edit your final copy of the letter and essays.