The Portfolio Cover Letter: Content

The letter *must*:

- Demonstrate self-assessment; provide evidence of the writer's ability to be reflective.
- Point to specific examples from the portfolio submissions that prove the writer's assertions about her/his progress and ability.
- Help portfolio readers see the enclosed work as the writer believes it should be seen.
- Include at least three of the following. Each should be its own paragraph:
    - How has your mathematical ability improved this semester?
    - If you have experienced math or test anxiety, how have you addressed this challenge and made improvements?
    - Have you improved the quality of your note taking? Are example problems, vocabulary and key concepts included in your notes?
    - Do your notes help you when studying and preparing for Tests/Quizzes/Assessments?
    - How do you approach taking math Tests/Quizzes/Assessments?
    - How have you improved your retention of material?
    - How often did you use outside resources and how did you benefit?
    - How have you improved your problem solving and critical thinking ability?
    - What were your experiences with group work? How did you develop your skills for working in groups?
    - What were your experiences reading and writing about topics involving mathematics? How could you use these skills in other classes?
    - Do you feel prepared to take the next math course?

The Portfolio Cover Letter: Format

The letter *must*:

- Observe 1-inch top, bottom, and side margins, readable font, and have 5 paragraphs.
- Type the following information:

> **First and Last Name**
> **Course & Section Number**
> **Date**

- Skip two lines and type the following salutation:

> **Dear Portfolio Readers:**

- Skip one line and then type your cover letter in **single-spaced text**. To begin a new paragraph, simply skip one line; do not indent the first line of the paragraph. Cover letter should be about one page in length.
- After you conclude your letter, skip two lines and then close the letter with an appropriate ending (Sincerely, etc.) and your signature.