March 25, 2007

University Writing Program
801 22nd Street, NW, Rome 556
Washington, DC 20052
ATTN: Symposium Review Panel

Dear Review Panel:

Start with a very brief paragraph saying who you are (name, section of UW20, instructor) and explicitly proposing a presentation for the Spring 2007 University Writing and Research Symposium. Include your title, the number of presenters (if more than one), and the basic format/medium in which you plan to give it (e.g., a formal paper, a performance, etc.). This information will be identical to that on the cover sheet you also enclose with your proposal.

Next, include a paragraph or two that gives an overview of your project and how it will contribute to the Symposium. This may be based, in part, on your abstract, but it should be sure to address what it is about your project that will be of particular interest to Symposium attendees (a mix of first-year students in UW20 and other courses, GW faculty, and other DC community members).

- For example, is the topic itself of broad or specialized interest, or does it raise key intellectual, moral, or political problems, issues, or questions?
- Do your methods, sources, or claims represent a significant challenge to conventional wisdom or the existing scholarly literature on the topic?
- Is your proposed presentation style particularly innovative or engaging?

Next, include a paragraph that describes your project’s state of completion and outlines what you plan to do to prepare/adapt your project for the Symposium: research you still intend to do, translating your material for public presentation, etc. If you plan to do something with this work beyond the Symposium (for example, as your UW20 research project), describe those plans.

Though it’s included elsewhere in the application packet, it’s standard to close a cover letter like this by providing some form of contact information (such as your e-mail address) suggesting your willingness to answer further questions, comments, or concerns the review panel might have. End on a forward-looking note along the lines of “I look forward to hearing the review panel’s thoughts on my project, and I look forward to presenting it at the Symposium.”

Sincerely,

[hand-write your signature]

Your Name Here
UW20, Section XX