

Letter to the Judges

On presentation night, the first impression that the judges form will be based on your portfolio. One of the first impressions they form of your portfolio will be based on your letter to them; therefore, you want to make this letter interesting, clear, and correct.

The purpose of the letter is to introduce yourself and your project to the judges. Consequently, the letter should contain the following:

- a paragraph introducing yourself and explaining why you chose this project
- a paragraph explaining what you learned and/or gained from your project
- any other topics that you wish to include

In the appropriate paragraphs in the letter, you might want to mention one or several of the following:

- family background and support
- schooling, intense learning experiences
- hobbies, interests, passions
- goals, driving principles, dreams, plans for the future
- handicaps or unusual circumstances, obstacles overcome, problems solved
- special experiences related to the project
- relationship of the project to a career goal
- expressions of gratitude to those who gave you special support
- expressions of regret such as "I wish I had..."
- your views on any subject that you think will give the judges useful information about you as a person and a graduate

Use correct business form in writing your letter. The proper format is attached.

Write a thorough letter, but remember that each judge's time is limited. Write concisely, without unnecessary wordiness (verbiage) and repetition (redundancies). Have your advisor and/or mentor proofread before placing the letter in your portfolio.