

Sample Cover Letter

Address Selection Criteria

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The Panel
Jigsaw Selection Committee
My Class
School Address from Website

Dear Panel,

Ref: e.g. student number

I am writing to submit my [portfolio](#) for consideration with regards inclusion in the classroom Virtual & Traditional Art Gallery for 2013.

There are 20 jigsaws in my gallery that show my steady rate of progressive improvement in the area of design and composition over the course of the year. I have created the portfolio to read chronologically from the beginning of the current year until now.

The 'image set' I am most proud of is the Punch Through Cartoon called **Hopeful Shelly**

I like this image because I enjoy drawings cartoons and I believe this joke works well.



[Click image to see punch line](#)

When creating this Punch Through Joke, I got a feel for the fun involved with, and the potential for animating short quips. I intend to experiment with animation as my next focused goal for the rest of the year. I believe that this will contribute to our class project and I have another partner called Geoff who would like to work on this with me.

Wooden Jigsaw

The image I would like selected to me made up into a wooden jigsaw is



[The Two Wolves](#)

I like the composition of this piece and the message contained in the story. It symbolizes the purpose and the value of critique. A wooden jigsaw would serve as a permanent and tangible reminder of how we have worked together as a team to achieve class goals in 2013.

Class Community Gift

The image I believe represents the widest appeal for the school community and is the most attractive and colourful is simply called "Fruit." I would like to see the jigsaw called Fruit selected to give as a gift to those people who have been so helpful to our community throughout the year because it is bright and cheerful. I think they would like and appreciate that sentiment.



[Fruit](#)

I have enjoyed working on this project and believe our class has learned a great deal about many valuable topics.

Thank you for the opportunity to submit this work for consideration. I look forward to hearing from you. I can be contacted at any time on the contact details listed above.

Yours sincerely,

Jo Murphy

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