

University of the Witwatersrand

Wartenweiler Library, ground floor

East Campus,

🖀(011) 717 4125/4136

## **Cover letter**

# Please tell us your name, discipline, your year in the degree, or whether you are a postdoc or faculty member:

# Would you like an online response or would you like to book a face-to-face consultation?

# Working title of assignment:

Write a short cover letter below to explain:

1. your topic,
2. the strengths of your current draft,
3. what you would improve if you had more time,
4. lastly, what you are particularly struggling with?

(The consultant will not be able to read a whole thesis or a lengthy text, so select a section you would like them to read and discuss.)

Dear WWC consultant,

**I understand that the WWC is not an editing service and has no influence on essay marks. It is a peer review service, designed to aid revision, and life-long habits of writing. (**By continuing with this cover letter, I am recording my understanding of this.)

Signed: Date:

Email your cover letter and draft to [writingresponse.WWC@wits.ac.za](mailto:writingresponse.WWC@wits.ac.za)

Allow at least three days for us to get back to you.