

Date

SAMPLE PRIOR LEARNING COVER LETTER

Central Michigan University
Prior Learning Assessment Team
CMU Innovation and Online
802 Industrial Drive
Mount Pleasant, MI 48858

Dear Prior Learning Assessment Team:

Please accept my Prior Learning Portfolio for consideration for academic credit for the learning I have achieved through my [*work, training or life*] experiences.

Add in any comments about your portfolio [*such as combing training into one tab, combining similar positions at different companies – whatever you want to point out in your portfolio*].

Thank you in advance for your review

Best regards,