

**[Your Full Name]**

[Your Address]

[Phone Number] | [Email Address]

[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]

[Department Name, e.g., Writing Center]

[Institution Name]

[Institution Address]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my interest in the **Composition and Rhetoric Writing Tutor** position at [Institution Name]. With a background in [Your Major/Field of Study] and a deep commitment to the rhetorical process, I am eager to assist students in developing their voices and refining their academic writing strategies.

My approach to tutoring is grounded in the belief that writing is a collaborative, iterative process. I am experienced in helping students navigate various stages of composition, including:

- [Skill 1: e.g., Invention and brainstorming strategies]
- [Skill 2: e.g., Analyzing rhetorical situations and audience awareness]
- [Skill 3: e.g., Structural organization and evidence integration]
- [Skill 4: e.g., Proper citation styles such as MLA, APA, or Chicago]

During my time as [Previous Role/Relevant Experience], I successfully [Action/Result, e.g., mentored students across diverse disciplines to improve their argumentative clarity]. I prioritize creating a supportive environment where writers feel empowered to take risks and improve their critical thinking skills.

I am impressed by [Institution Name]'s dedication to [Specific Program Detail] and would welcome the opportunity to contribute to your writing community. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]