

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email]

[Your LinkedIn/Portfolio URL]

[Date]

[Hiring Manager Name]

[Title]

[University/Department Name]

[Institution Address]

Dear [Contact Person Name or Search Committee],

I am writing to express my interest in the [Position Title] position at [University/Writing Center Name]. As a specialist in doctoral-level writing with a background in [Your Academic Discipline], I am eager to support your graduate students through the complexities of the dissertation process.

In my previous experience at [Previous Institution/Organization], I have coached doctoral candidates across various stages of research, from initial proposal development to the final defense. I possess a deep understanding of [Style Manuals, e.g., APA, MLA, Chicago] and have successfully guided students in structuring literature reviews, refining methodologies, and maintaining a scholarly voice.

My tutoring philosophy centers on [Briefly mention philosophy, e.g., student agency or scaffolded feedback]. I am adept at helping writers overcome "dissertation block" and managing the unique psychological demands of long-form academic projects. I am confident that my ability to provide critical yet supportive feedback will contribute significantly to the retention and completion rates at [Institution Name].

Thank you for your time and consideration. I look forward to the possibility of discussing how my expertise in advanced academic writing can benefit your writing center.

Sincerely,

[Your Signature]

[Your Printed Name]