

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email]
[Your LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]
[Department Name]
[Institution/University Name]
[Institution Address]

Dear [Mr./Ms./Mx./Dr.] [Last Name],

Re: Application for ESL Academic Writing Tutor Position

I am writing to express my enthusiastic interest in the ESL Academic Writing Tutor position at [Institution Name], as advertised on [Platform/Website]. With a [Degree Name] in [Field of Study, e.g., TESOL/Applied Linguistics] and [Number] years of experience supporting international students in higher education, I am confident in my ability to help your students achieve academic excellence through personalized writing mentorship.

Throughout my career, I have specialized in assisting ESL learners with the nuances of academic discourse, including [Skill 1: e.g., APA/MLA citation], [Skill 2: e.g., thesis development], and [Skill 3: e.g., structural logic]. At [Previous Institution], I successfully guided students from diverse linguistic backgrounds to improve their writing proficiency by [specific achievement or metric]. I am particularly skilled at identifying common interlanguage errors and providing constructive feedback that empowers students to develop their independent editing skills.

Your program's commitment to [mention a specific value of the institution, e.g., inclusive pedagogy or holistic student support] aligns perfectly with my tutoring philosophy. I am eager to bring my expertise in [specific software or methodology] to the [Department Name] team and contribute to the academic success of your international student body.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my background in ESL pedagogy can benefit the students at [Institution Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]