

[Your Full Name]

[Your Street Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Current Date]

[Hiring Manager Name]

[Department Name]

[University/Institution Name]

[Campus Address]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my strong interest in the Graduate Writing Tutor position at [University Name], as advertised on [Platform]. As a [Current Degree Program] candidate with a background in [Specific Field], I possess the advanced rhetorical knowledge and pedagogical sensitivity required to support fellow graduate students across diverse academic disciplines.

My experience in [Mention teaching, research, or previous tutoring] has equipped me with a deep understanding of the graduate writing lifecycle, including [Mention specific areas, e.g., dissertation prospecting, literature reviews, or grant proposals]. I am well-versed in navigating various citation styles such as [APA/MLA/Chicago] and am adept at facilitating sessions that address both high-order concerns like structural argumentation and low-order concerns like sentence-level clarity.

I am particularly drawn to [University Name]'s Writing Center because of its commitment to [Mention a specific program or value of the center]. I view writing as a collaborative process and aim to empower students by helping them find their scholarly voice while meeting the rigorous standards of professional academic discourse.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background and tutoring philosophy can contribute to the success of your graduate writing community.

Sincerely,

[Your Signature]

[Your Printed Name]