

[Your Full Name]

[Address, City, State, Zip]

[Phone Number] | [Email Address]

[LinkedIn Profile/Portfolio Link]

[Date]

[Hiring Manager Name]

[Writing Center Director/Search Committee Chair]

[Department/Writing Center Name]

[University/College Name]

[Campus Address]

Dear [Mr./Ms./Dr. Last Name or Search Committee],

I am writing to express my strong interest in the [Writing Tutor/Writing Consultant] position at [University Name], as advertised via [Source]. As a [Current Degree Program or Professional Role] with a background in [Specific Field], I am eager to contribute to the academic success of your diverse student body through empathetic and pedagogical writing support.

In my previous experience at [Previous Institution or Workplace], I developed a tutoring philosophy centered on [Specific Philosophy, e.g., non-directive facilitation or process-oriented feedback]. I have successfully assisted students ranging from first-year undergraduates to doctoral candidates across various disciplines, including [List 2-3 Subjects]. I am particularly adept at helping students navigate [Specific Skill, e.g., APA/MLA formatting, thesis development, or ESL/ELL structural challenges], ensuring that the writer-not just the paper-improves through every session.

Beyond one-on-one consultations, I am skilled in [Mention additional skill, e.g., conducting classroom workshops, developing digital resources, or managing scheduling software]. I admire [University Name]'s Writing Center for its commitment to [Mention a specific program or value of the center], and I am confident that my collaborative approach aligns with your center's mission of fostering independent and confident writers.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my tutoring experience and passion for composition can support the [University Name] community.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]