

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number] | [Email Address]

[Portfolio/LinkedIn Link]

[Date]

[Hiring Manager Name]

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

[Institution Name]

[University Address]

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

I am writing to express my interest in the [Job Title] position at [Institution Name] as advertised on [Where you found the listing]. With a background in [Your Academic Major/Field] and a commitment to fostering critical thinking and rhetorical clarity, I am eager to support students in navigating the complexities of humanities discourse.

During my time at [Previous Institution/Role], I developed a pedagogical approach focused on the unique demands of humanities writing, including [List specific skills, e.g., archival research, formal analysis, or theoretical application]. I have a proven track record of guiding students through the drafting process, helping them move from broad thematic observations to nuanced, thesis-driven arguments. My tutoring philosophy centers on empowering students to find their unique scholarly voice while adhering to the conventions of [Specify Citation Style, e.g., Chicago, MLA, or APA].

I am particularly drawn to [Institution Name]'s reputation for [Mention a specific program or values of the writing center]. I am confident that my ability to break down complex texts and facilitate constructive feedback will make me an asset to your academic community. I look forward to the possibility of discussing how my experience aligns with the needs of your students.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]