

[Your Full Name]

[Your Address / City, State]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile / Portfolio URL]

[Date]

[Recipient Name or Hiring Manager]

[Company or Institution Name]

[Address]

Dear [Recipient Name or "Hiring Team"],

I am writing to express my interest in the Private Academic Writing Tutor position as advertised on [Platform Name]. With a background in [Your Field of Study] and [Number] years of experience assisting students in refining their rhetoric, research methodology, and structural clarity, I am confident in my ability to help your clients achieve academic excellence.

Throughout my tenure as a [Current/Previous Role], I have developed a personalized approach to tutoring that focuses on [Key Skill: e.g., thesis development, citation accuracy, or creative flow]. I have successfully guided students through various writing stages, from initial brainstorming to final proofreading, across disciplines including [List 2-3 Subjects]. My goal is always to empower students to find their unique voice while adhering to rigorous academic standards such as [APA/MLA/Chicago] styles.

Key highlights of my qualifications include:

- [Highlight 1: e.g., Mastery of advanced grammar and syntax]
- [Highlight 2: e.g., Experience working with ESL/ELL students or Graduate-level writers]
- [Highlight 3: e.g., Proven track record of improving student grades or confidence]

I am eager to bring my passion for the written word and my commitment to student success to your team. Thank you for your time and for considering my application. I look forward to the possibility of discussing how my tutoring style aligns with your requirements.

Sincerely,

[Your Signature]

[Your Printed Name]