

[Your Full Name]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[LinkedIn Profile / Portfolio Link]

[Date]

[Hiring Manager Name]

[Department Name]

[Institution/Organization Name]

[Street Address]

Dear [Hiring Manager Name or "Search Committee"],

I am writing to express my interest in the [Position Title] position as advertised on [Where You Found the Ad]. With a background in [Your Degree/Field of Study] and [Number] years of experience in academic support, I am confident in my ability to help students refine their writing and achieve their educational goals in a remote environment.

Throughout my career, I have worked with students across various disciplines, including [List 2-3 Subjects]. My tutoring philosophy centers on [Briefly mention your approach, e.g., the Socratic method or scaffolding]. I am highly proficient in providing feedback on [List specific skills, e.g., structural organization, thesis development, and citation styles like APA/MLA/Chicago].

As a remote educator, I am adept at using digital tools such as [List software, e.g., Zoom, Google Docs, Canvas] to provide synchronous and asynchronous support. I pride myself on my ability to build rapport with students virtually and translate complex grammatical or rhetorical concepts into accessible guidance.

I am eager to bring my expertise in academic writing and student mentorship to [Institution/Organization Name]. Thank you for your time and consideration of my application. I look forward to the possibility of discussing how my skills align with the needs of your writing center.

Sincerely,

[Your Signature]

[Your Typed Name]