

[Your Full Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]
[Title]
[Department Name]
[Institution/Organization Name]
[Street Address]
[City, State, Zip Code]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my enthusiastic interest in the Science Academic Writing Tutor position at [Institution Name], as advertised on [Platform where job was found]. With a [Degree Name] in [Scientific Discipline] and extensive experience in technical communication, I am eager to help students translate complex scientific data into clear, rigorous academic prose.

During my tenure at [Previous Institution/Role], I mentored students across various disciplines, including [List 2-3 Sciences, e.g., Biology, Chemistry, Physics]. I specialize in guiding students through the structural requirements of [Specific Document Types, e.g., IMRaD reports, literature reviews, or grant proposals]. My tutoring philosophy centers on empowering students to maintain scientific integrity while adhering to [Specific Style Guides, e.g., APA, AMA, or CSE] formatting standards.

Beyond technical proficiency, I am adept at identifying common rhetorical pitfalls in STEM writing, such as passive voice overuse and lack of logical flow between experimental results and discussion. I am committed to fostering a supportive environment where students of diverse linguistic backgrounds can improve their scientific literacy and confidence.

I look forward to the possibility of discussing how my background in both laboratory research and pedagogical support can benefit the [Name of Writing Center/Department] at [Institution Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]