

[Your Full Name]
[Address, City, State, Zip]
[Phone Number]
[University Email Address]
[Date]

[Hiring Manager Name/Director Name]
Writing Center Director
[University Name]
[Department Address]

Dear [Director Name or Search Committee],

I am writing to express my interest in the Peer Tutor position at the [University Name] Writing Center for the [Semester/Year] academic term. As a [Major] student with a passion for collaborative learning and a strong background in [specific academic area], I am eager to support fellow students in developing their writing voices.

During my time at [University Name], I have developed a deep understanding of various rhetorical styles, including [APA/MLA/Chicago] formatting. My experience in [specific course or previous role] has prepared me to address diverse writing needs, ranging from brainstorming and structural organization to final polishing. I believe that writing is a process, and my approach centers on empowering writers rather than simply correcting errors.

Furthermore, my ability to [mention a soft skill, e.g., communicate empathetically or provide constructive feedback] allows me to create a welcoming environment for students from all disciplines. I am particularly interested in the Writing Center's mission to [mention a specific mission point, e.g., support ESL students or promote inclusive pedagogy].

Thank you for your time and consideration. I have attached my resume and [writing sample/faculty recommendation] for your review. I look forward to the possibility of discussing how I can contribute to the Writing Center team.

Sincerely,

[Your Signature]
[Your Printed Name]