

[Your Full Name]
[Your Major/Year]
[Your Student ID Number]
[Your Email Address]
[Your Phone Number]

[Date]

[Writing Center Director Name]
[Writing Center Name]
[University Name]

Dear [Name of Director or Selection Committee],

Introduction: I am writing to express my strong interest in the Undergraduate Writing Center Mentor position at [University Name] for the [Semester/Year] term. As a [Your Major] student with a passion for collaborative learning and clear communication, I am eager to support my peers in developing their voices as writers.

Academic Background: My academic experience has provided me with a solid foundation in [mention specific writing styles, e.g., APA, MLA, or Chicago]. Having completed [mention relevant coursework or high grades in writing-intensive classes], I have developed the critical thinking and revision skills necessary to provide constructive feedback across various disciplines.

Relevant Skills/Experience: Beyond my own writing, I have [mention any relevant experience, e.g., tutoring, peer-reviewing, or leadership roles]. I believe that a mentor's role is not to "fix" a paper, but to facilitate a dialogue that empowers the writer. I am particularly interested in [mention a specific interest, e.g., ESL support, creative writing, or technical reports].

Conclusion: I am enthusiastic about the opportunity to contribute to the [University Name] Writing Center community and to help foster a supportive environment for all student writers. Thank you for your time and consideration of my application.

Sincerely,

[Your Signature]
[Your Printed Name]