**Jenny Austin  
Writing Tutor**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.com

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4th September 20XX[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to apply for the position of Writing Tutor with [Hiring Manager’s Company]. As a current college student majoring in English and with several years of experience tutoring in writing, I believe I meet the qualifications for the job.

I have previously tutored several students in writing, covering topics such as essay structure, grammar, and proper citation. I have also worked as a peer tutor in a college writing center, helping students to identify their strengths and weaknesses and develop their writing skills. Through this job, I have learned to be patient, understanding, and encouraging for my students.

I am also familiar with the different challenges that students might face when writing essays, from time management to understanding topic complexity. I am confident that I can help my students create a strong essay that can help them achieve their academic goals.

In addition to my tutoring experience, I am also an active member of my college’s writing club, which has helped me to stay up to date with the latest writing and citation trends. I am confident that this experience, combined with my knowledge of writing and my communication skills, can help me be an effective Writing Tutor at [Hiring Manager’s Company].

I am eager to demonstrate my writing tutoring skills and help students develop their writing skills. I would be grateful for the opportunity to discuss this position in more detail. Please do not hesitate to contact me at [Phone Number] or [Email Address] if you have any questions or would like additional information.

Sincerely,

**Your Name**

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