**James Allen**

**[Street Address] ⬩ New York, NY 55900 ⬩ CELL: 555-555-55555 ⬩ [Email Address]**

**Today’s date**

Mr. Gerald Morgan

School name

Address, City, State, zip

Dear Gerald Morgan,

Re: Job Ad – Tutor

Your ad for tutors for The College without Walls caught my eye and I just had to respond.

As you can see by examining the attached resume, I have many years of experience both teaching in a classroom and providing private tutoring.

My strongest subjects are the natural sciences (biology, microbiology, embryology, botany, chemistry, biochemistry, physics, and zoology), statistics, and English, but I am capable of handling other subjects as well.

I am patient and understanding of mental blocks that students of all ages have against the afore-mentioned subjects, and have perfected techniques which enable me to teach the material clearly in a manner that helps students to retain what we’ve learned.

I am familiar with the college curriculum for these subjects and, having taught them myself, know which areas I should focus my tutoring sessions on. I have experience in tutoring students from ages 18 to 98, and have taught blind and hearing-impaired students with the same success.

My hours are flexible and I’m sure we can work out a schedule for your students that meets their needs.

If you let me know which field interests you, I can arrange a mini-tutoring sample when I come for an interview.

Sincerely,

James Allen