Kamala Applicant

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May 1, 2020

Kora Lee

Director, Human Resources

Tutor Corps

123 Business Rd.

Business City, NY 54321

Dear Ms. Lee,

Please accept my enthusiastic application to Tutor Corps. I would love the opportunity to be a hardworking, passionate member of your summer tutoring program. As soon as I read the description of the program, I knew I was a well-qualified candidate for the position.

I have extensive tutoring experience in a variety of fields. I have tutored in English as well as Calculus. I have helped students learn to analyze literature, write essays, understand historical events, and graph parabolas. Your program requires that tutors be able to assist students in multiple subjects, and my experience would allow me to do just that.

You also state in your job posting that you require tutors that can work with students of all ages. As a summer camp counselor, I have experience working with preschool and kindergarten-age students. I have also tutored middle school students in reading, as well as college and high school students. Through these tutoring and counseling positions, I have learned how to best teach each age group. For example, I created songs to teach my three-year-old campers the camp rules, but I gave my college student daily quizzes to help her prepare for exams.

I am passionate about helping students improve in all academic subjects. I still remember my excitement when my calculus student received her first “A” on a quiz! I am confident that my passion and experience are the qualities you are looking for at Tutor Corps. Thank you so much for your time and consideration.

Sincerely,

*Kamala Applicant* (signature hard copy letter)

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