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rbailey@anyemail.com

**May 3, 20XX**

**Michael Smith**

**English Department**

**University of Oregon**

**123 Alder St.**

**Eugene, OR 97403**

**Dear Mr. Smith:**

I am writing in response to your ad in the Emerald regarding a writing tutor position in the English Department and the University of Oregon this summer. I understand this to be a part-time job from June through September assisting ESL and Introductory English students in writing essays and creative papers for summer classes. I am perfect for this position in regard to my education, experience and proximity.

I am currently attending the University of Portland as an English major with a minor in Creative Writing. I hope to teach high school English upon graduation. I am a junior this year and will be returning to my parents’ home in Eugene for the summer, where I hope to continue to strengthen my skills as a writer and a teacher. I am a full-time student with a 4.0 grade point average. I also work part time in the UP writing center as an assistant. I correct essays and coach students on the structure of a paper, including thesis statements, enthymemes, introductions, conclusions and textual evidence. I have a passion for the written word, and I love to help others discover that passion as well while they develop these essential skills.

Attached is my resume. I can also provide letters of recommendation upon request. I look forward to hearing from you at a mutually agreeable time. Thank you for your consideration.

**Sincerely,**

**Rachel Bailey**