Nora Charles

1234 Main St. Lexington, VA 24450 \*\* (555) 123-4567 \*\* [nora.charles@gmail.com](mailto:nora.charles@gmail.com)

March 12th, 2019

Dulcinea Kane, PhD

VMI Writing Center Director

1234 3rd Ave.

Lexington, VA 24450

Introduction: Interesting hook to grab the reader’s attention. Move on to specifics of what you’re applying for.

Dear Dr. Kane,

Writing is in my very bones. Starting at age 6, I journaled every mundane detail and life-altering event that I experienced. It naturally followed that I would then move to critiquing both my own writing and everyone else’s writing as well. Therefore, I am uniquely suited to fill the position as a writing center consultant at the Virginia Military Institute writing center. As a veteran teacher and writing center mentor, I have the experience and skills necessary to mentor college students in writing in a variety of academic subjects. I also have a B.A. in English Literature and Writing and an M.Ed in English Education.

My most recent work experience was teaching middle school students at Lexington Middle School in Lexington, VA. I was able to mentor students in their growth as academics and writers. During my time at LMS, I encountered students diverse in their backgrounds. Some students came from academic households where writing, reading and education were highly encouraged while other students came from less academically focused backgrounds. My main focus in teaching has always been to connect to all students and encourage growth both in writing ability and writing confidence.

Body Paragraphs:

Move on to the specific skills you have that make you a competitive candidate. If you don’t have direct experience, make the case for transferrable skills.

During my undergraduate tenure, I worked in the Luther College writing center. While there, I honed the skill of reading and critiquing writing on demand. My focus was always on writing style, clarity, and organization. In a limited amount of time, my time was best spent improving the quality of writing rather than strictly editing for grammar, usage and mechanics. In my personal life, I have also “worked” as editor for my husband, a psychology professor, in his academic journal writing. This has allowed me to practice the skill of editing for clarity, style and organization even in a field in which I have no expertise. Having the ability to read papers in a wide variety of academic subjects will make me uniquely suited for working in the VMI writing center.

Thank you for your time, and I hope to hear from you at your earliest convenience.

Sincerely,

Nora Charles