

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Internship Tutor

Dear Hiring Manager,

I am excited to apply for the Internship Tutor position at Acme Corporation, which I discovered on your careers page. With a passion for education and a commitment to fostering student growth, I believe this role aligns perfectly with my skills and aspirations. I am eager to contribute to your team and help guide interns to achieve their full potential.

In my previous role as a peer tutor at my university, I successfully facilitated study groups and one-on-one sessions for over 30 students across various subjects, including mathematics and science. By implementing tailored lesson plans and utilizing diverse teaching methods, I improved overall student performance by an average of 15%. Furthermore, I was awarded the "Outstanding Peer Tutor" recognition for my ability to engage and motivate students, which speaks to my passion for creating an effective and supportive learning environment.

Additionally, during my internship with an educational nonprofit, I developed and delivered workshops aimed at enhancing the skills of new tutors. I was able to increase tutor retention rates by 20% through strategic training sessions that focused on effective communication and teaching techniques. This experience not only honed my leadership abilities but also deepened my understanding of the critical role that mentorship plays in educational success.

I am very enthusiastic about the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application, and I look forward to the possibility of contributing to your team as an Internship Tutor.

Sincerely,

Jordan Lee Thompson