

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Tutor

Dear Hiring Manager,

I am excited to apply for the Tutor position at Acme Corporation, as advertised on your company website. With a passion for education and a strong commitment to student success, I believe my background in tutoring and personalized instructional strategies will be a valuable asset to your team. I am particularly impressed by Acme Corporation's dedication to fostering a supportive learning environment, and I am eager to contribute to this mission.

In my previous role as a math tutor at Riverside High School, I successfully helped students improve their grades by an average of 20% within a single semester. One of my key achievements was developing a tailored study program for a group of struggling students, which included interactive learning activities and regular assessments. As a result, not only did their understanding of complex mathematical concepts deepen, but their confidence also soared, leading to improved participation in class discussions.

Additionally, I have experience working with students with diverse learning needs, including those with ADHD and dyslexia. By utilizing multi-sensory teaching techniques and creating individualized lesson plans, I have been able to engage these students effectively and help them achieve their academic goals. For instance, one student who initially struggled with reading comprehension went from a grade level of 2.5 to 4.0 in just six months, showcasing the impact of tailored instructional approaches.

I am eager to bring my expertise in personalized tutoring to Acme Corporation and would love the opportunity to discuss how I can contribute to your students' success. Thank you for considering my application; I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Taylor