

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

As a highly-skilled, enthusiastic, and educated English postgraduate with experience in supporting students outside of the classroom environment, I can meet the academic challenges faced by today’s students as they take up online tutoring due to the rising pandemic. With great enthusiasm and interest, I submit my resume for your review.

With my passion for helping students, complemented by my expertise in writing, and reading comprehension, grammar, punctuation, and sentence formation, I believe that I could significantly impact as your next Online English Tutor. From evaluating students’ learning capabilities to helping them prepare for their language examination, I have propelled in suggesting new learning techniques. Throughout my career, I have gained hands-on experience tutoring students of varying skill and age levels. My stellar communication and motivational skills are finely honed, and these are just a few areas in which I excel.

Highlights of my qualifications include –

* Tutoring online students ranging from 3rd grade to 12th grade, administering weekly examinations, evaluating progress, and developing extra coaching classes when needed.
* Strong interest in reading various types of books covering diverse topics from politics to magazines to sports journals, so that I can cover across genres and stay tuned with the present generation’s wavelength.
* Implementing ongoing quizzes, to analyze the vocabulary and grammar strength of students, and motivating them to participate in debates, speeches, and JAMS.
* Holding a Master’s degree in English obtained from (University Name) in (year).

With my experience and credentials, I would like to dedicate my service to your esteemed organization by joining as your new Online English Tutor. I am more prepared to dedicate myself towards the highest tutoring standards and would surpass your expectations for this role. I look forward to discussing my qualifications in further detail.

Thank you for your time and consideration.

Sincerely,

[Your Name]

**Robert Smith**

**Online English Tutor**