

Vanessa Pavan
51 Keystone Terrace West
Lethbridge, AB
T1J 5B8

September 13, 2016

Tutor Doctor
Lethbridge, AB
T1K 2C9

Re: Tutor Position

To Whom It May Concern,

Please accept my cover letter and resume for the tutor position at Tutor Doctor, Lethbridge. I am a second year history and pre education student at the university, and I learned about this job through the Career and Employment services job board at the university.

While attending high school, I was able to acquire ample experience tutoring students of all ages and subject ranges, such as history, english, and math which allowed me to strengthen my creative problem solving skills. Further, I had the privilege of tutoring a grade nine science class, which allowed me to work both one on one, and in group settings with students. As well, at the University of Lethbridge, I participated in a conversational english tutoring program with an international student which enabled me to showcase my excellent communication skills.

Additionally, my experience with the peer counselling program at Grand Forks Secondary School helped me to develop many key skills which I would apply to benefit to the tutor program. My responsibility entailed bi-weekly conversations with each student to understand how their first year in high-school was progressing; in addition, I supported each student through obstacles they may have been facing. This experience gave me an opportunity act as a role model and mentor for grade eights, yet maintain a close personal relationship with each student. This experience enabled me to strengthen my listening, time management, problem solving and organization skills, thus making me a valuable member to your team.

I look forward for an opportunity to speak further to you about the position as a tutor with the Tutor Doctor program. If I can provide any further information or reference letters I can be contacted at v.pavan@uleth.ca. Thank you for your time and consideration.

Sincerely,

Vanessa Pavan