

# Tutor cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

## SAMPLE LETTER: EXPERIENCED

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Dear Academic Head,

I am writing to apply for the senior chemistry faculty position for your JEE and NEET batches. I have seven years of experience teaching Class 11 and 12 chemistry, currently at a coaching institute in Hyderabad where I handle three batches of about 45 students each.

Apart from regular classes, I built a chapter-wise question bank of around 1,500 problems, tagged by difficulty and exam pattern, which the institute now uses for weekly tests across all its centres. When I noticed that students were losing marks on physical chemistry calculations, I started a 30-minute numerical practice session before every Sunday test, and my batches' average in that section rose steadily over the year. I also meet the parents of students who fall behind and agree a short improvement plan with them.

I hold an M.Sc in Chemistry and have cleared CSIR-NET, which helps me handle conceptual doubts that go beyond the syllabus.

I am drawn to your institute's smaller batch sizes, which would give me more time for individual students. My notice period is one month, and I would be glad to take a demo lecture for your panel.

Regards,

[Your name]

## SAMPLE LETTER: FRESHER

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Dear Centre Head,

I am applying for the maths tutor position at your learning centre. I completed my B.Sc in Mathematics this summer and have been tutoring school students at home for the past two years, and I would now like to teach in a centre with a structured syllabus and regular tests.

I currently teach nine students from Classes 8 to 10, most of them from CBSE schools and three from the State Board. For each chapter I prepare a short worksheet that moves from basic to board-level questions, and I keep a simple record of the mistakes each student repeats. One Class 9 student who was failing her algebra tests at the start of the year was scoring above 70 marks in her school exams by the final term, and her parents referred two more families to me.

I also volunteered for a semester at an NGO evening school, teaching fractions and decimals to children who had missed regular schooling.

I can teach weekday evenings and weekend mornings, and I am available to join immediately. I would welcome the chance to take a demo class on any Class 9 or 10 topic you choose.

Regards,

[Your name]

## BEFORE YOU SEND IT

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- Name the classes, subjects and boards you teach in the opening lines, such as Class 9 and 10 maths for CBSE and ICSE, so the centre can match you to a batch.
- Describe your method and how you track progress instead of promising marks, ranks or selections. Parents and centres distrust guarantees and value steady, visible improvement.
- Offer a demo class and suggest a topic you teach well. For online roles, mention your laptop, headset and internet reliability in one short line.
- Keep the letter to about 250 words and attach mark sheets only if asked. A website link with sample worksheets or short teaching videos helps you stand out.