Dear Hiring Committee:

I am writing in response to your advertisement on Indeed for new tutors. With a master’s degree in English and several years of teaching and tutoring experience, I believe I would excel in this position.

I think my diverse professional background sets me apart from other applicants. Before designing and teaching first-year composition courses at the University of Tennessee, Knoxville, I worked as a Spanish teacher and part-time dorm parent at Hampshire Country School, a boarding school for boys with non-verbal learning disabilities. I have always sought to challenge myself as an educator, which is why for three months last fall I volunteered as an ESL and Spanish instructor at an orphanage in Jiminí, Dominican Republic. Through my current jobs as both a first-year writing instructor at Hudson County Community College and a substitute teacher with School Professionals, I have further strengthened my interpersonal and classroom management skills. With the same patience and persistence which has allowed me to succeed when working with disadvantaged students in the past, I am confident that I can meet the unique educational needs of the students served by Tutors on Wheels.

I believe I have the exact combination of accomplishments and enthusiasm to be an exceptional tutor at your institution. Below you will find my résumé. I can be reached via e-mail at abish777@gmail or via phone at 865/803-5568. Thank you for your consideration, and I greatly anticipate your response.

Sincerely,

Andrew Bishop

370 Manhattan Avenue,

Apt 4J NY, NY, 10026

**Andrew Bishop**

370 Manhattan Avenue, Apt. 4J NY, NY, 10026

[abish777@gmail.com](mailto:abish777@gmail.com)

Mobile: 865-803-5568

**Education**

***The University of Tennessee, Knoxville*** (UTK). M.A. in English. (May 2012).

GPA: 4.0

***The University of Richmond***. B.A. in English. Spanish minor. (May 2008).

Cumulative GPA: 3.72; GPA in the field of English: 3.81

**Employment History**

***Adjunct English Instructor at Hudson County Community College, NJ*** *(2013 – present)*

Teach three sections of College Composition II, a course focused on rhetoric and research for academic essay-writing.

***Substitute Teacher, School Professionals*** *(2013 - present)*

Substitute teach English, Spanish, science, and social studies at private and charter schools in the Bronx, Harlem, and other areas of New York City.

***Editorial Intern at Bedford/St. Martin’s*** *(summer of 2013)*

Researched supplementary e-resources for an American literature anthology. Drafted a student essay for a developmental writing textbook. Helped to create and edit other educational content, such as chapter opening visuals and student exercises.

***Tutor, Huntington Learning Center*** *(2013)*

Guided students through Huntington’s reading and math curriculum. Proctored pre and post tests.

***Graduate Teaching Associate, UTK*** *(2011 – 2012)*

Taught two sections of English 101, a first-year college composition course focused on analysis and argument, in the fall of 2011. Taught two sections of English 102, a first-year college composition course focused on research, in the spring of 2012. Developed my own version of English 102, with appropriate research/writing assignments and readings, titled, “Inquiry into Singer-Songwriters.”

***Teaching Assistant & Writing Center Tutor, UTK*** *(2010 – 201l)*

Apprenticed with one English 101 instructor and one English 102 instructor, tutored in the Writing Center, and completed English 505, Composition Pedagogy. Nominated for the Best New Tutor Award.

***Spanish Instructor & Part-time Dorm Parent, Hampshire Country School, NH*** *(2009 – 2010)*

Taught Spanish, levels I-III, to students, ages nine to nineteen, who suffered from Asperger’s Syndrome, Non Verbal Learning Disabilities, or Attention Deficit Hyperactivity Disorder. Led after-school activities, cared for students at meal times and in the dorm, conferenced with parents, and wrote monthly assessments of student in-class performance.

***North American Language & Culture Assistant, Virgen del Espino Secondary School, Soria, Spain*** *(2008 - 2009)*

Aided native teachers with their English language classes, guided my own English language activities, evaluated student writing, and provided afterschool student tutoring.

**Volunteer Work**

Volunteered at an orphanage and primary care clinic run by Chadasha in Jiminí, Dominican Republic (July - October, 2012). Translated for visiting American doctors, and taught English to native staff members, Spanish to American staff members, and English and guitar to children.

Volunteered with the World Pediatric Project (WPP) in Richmond, VA (Fall 2005 and September 2007 – May 2008). Served as a liaison between WPP staff and patients and families brought to the U.S. from Central and South America.

**Awards**

Valerie Kay Hardy English Essay Contest Winner, The University of Richmond, (2008), for an essay that considered the “relative autonomy” of the character Gerty MacDowell in James Joyce’s *Ulysses.*

**Additional Interests**

Poetry, art history, roots music, songwriting, soccer, and backpacking.