09 June 2015

2615 Somerset Drive

Los Angeles, CA 90016

Dr. Ilan Mitchell-Smith

California State Long Beach

Horn Center, Room 104

Long Beach, CA 90840

Dear Dr. Mitchell-Smith,

My name is Joseph Okonoboh, a junior studying Mathematics at California State University, Long Beach. On the official website of the CSULB Learning Assistance Center, there is a notice that says, “Applications for the position of student tutor will be open from the beginning of April till the end of May. Late applications will be considered on a space available basis.” I would like to know

* if there is still an available position for the student tutor job,
* if it is possible to send an electronic application that has my scanned signature, and to what email address I should send it to,
* and if there are any other information that is required of an applicant.

I look forward to hearing from you sir. Thank you.

Yours sincerely,

Joseph Okonoboh

CSULB Mathematics Undergrad