

# TIA PLENZIK

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30 July 2023

Ms. Margaret Long  
Education Tutoring Inc.  
123 Main Street  
Townsville, NY 12345

Dear Ms. Margaret,

Your open position for a tutor recently caught my eye as I am looking to apply my skills and knowledge in an area that assists others. My dedicated work ethic, patience, and highly personable attitude are also excellent matches to your organization and open position. I just completed my third year of studies in the Bachelor of Arts Psychology program at SUNY Brockport and expect to graduate in May 2024.

Throughout my education I have improved my organizational and time management skills and further developed my abilities to think analytically, logically, and creatively. Several course projects entailed detailed research and evaluation and involved collaborating effectively with others.

My work experience has further enhanced my interpersonal and communication skills, and taught me how to work with, and assist, a variety of individuals. I have demonstrated that I can learn new tasks quickly and efficiently while providing a high level of customer service. Finally, I am extremely self-assured about relaying information in a clear, concise, and understanding manner. Although my strengths lie within biology and mathematics, I am completely confident that my skills can assist in any of your requested subject areas.

Thank you for taking the time to review my application. I look forward to speaking with you soon to further discuss how my qualifications could benefit your open position.

Sincerely,

Tia Plenzik