

**The University of Manitoba**  
**Learning Assistance Centre**  
**Writing Tutor Application Form**

Name \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Student Number \_\_\_\_\_

Phone (Home) \_\_\_\_\_ Cell # \_\_\_\_\_

E-mail \_\_\_\_\_ \*

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My current course load is: \_\_\_\_\_

Fall = \_\_\_\_\_ credit hours      Winter = \_\_\_\_\_ credit hours

Current GPA      \_\_\_\_\_

Major GPA      \_\_\_\_\_

**Note:** We will be confirming GPA, and we consider the submission of this application permission to do so.

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Between September 15, 2008 and April 3, 2009 I am available for at least 2 hours on the following weekdays:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

Currently there are training meetings scheduled once a month, Wednesday, 3-4 pm.

Can you attend? Yes \_\_\_\_\_ No \_\_\_\_\_

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**Please attach a**

1. resume with current references (academic preferred);
2. cover letter that explains why you would like to be a writing tutor. Describe your writing strengths and weaknesses, as well as the skills and talents you would bring to the tutoring program;
3. marked writing assignment (minimum 3-5 pages double-spaced) from a class you have taken recently; and a
4. copy of your academic schedule.

You should **submit this application** form and attachments to the **Learning Assistance Centre, 201 Tier** or **email** them to Kathy Block at [block@cc.umanitoba.ca](mailto:block@cc.umanitoba.ca) .

\*This personal information is being collected under the authority of *The University of Manitoba Act* and will be used for the purpose of assessing and hiring writing tutors. It is protected by the Protection of Privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, contact the FIPPA Coordinator's Office, (204) 474-8339, c/o Archives & Special Collections, 331 Dafoe Library, University of Manitoba, R3T 2N2.