

Name:

Date:

Task1 :Match the paragraphs with their aims.

A. Stating the job position you are applying for and where you found the information.



I am writing to apply for the volunteer position at the Youth Community Centre.

B. Explaining why you are interested in the job and why you would be a good fit.



I have always been passionate about helping young people develop their skills and confidence. I have experience in organizing youth workshops

C. Mentioning your availability for an interview and when you can start.



I am available for an interview at your convenience. If my application is successful, I can start next Monday.

Task 2: Read the job advert and answer the questions below.

VOLUNTEERS WANTED

Bright Future Charity is looking for friendly and responsible volunteers to assist at our community center.

- Volunteers will help organize events, welcome visitors, and support donation management.
- No prior experience is needed, but volunteers should be reliable and hardworking.

Questions:

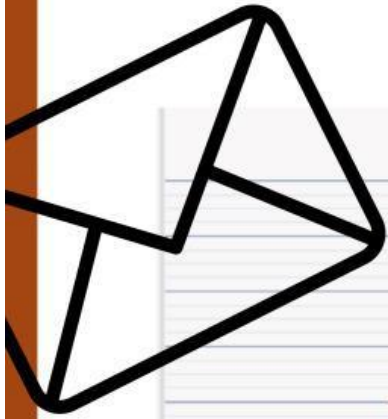
1. What qualities are needed for the job?

.....

2. What are the main duties of the volunteers?

.....

Task 3: Gap-Filling Activity: Complete the Application Letter



[Your Address]

[City, Date]

Bright Future Charity

125 Community Street, Ha Noi

Dear Sir or Madam,

I am writing to apply for a _____ position
at your community center. I saw your
advertisement on _____, and I am very
interested in this opportunity.

I am _____ and _____, and I enjoy
helping others. I believe my skills in
_____ and _____ will be useful for
this position.

I am available for an interview _____. If
my application is successful, I can start
_____.

I look forward to hearing from you.

Yours faithfully,

[Your Name]