

Writing an application letter for volunteer work

1. Read an application letter for a volunteer position. Match the paragraphs with their aims.

A. Saying why you want to do the job

B. Saying when you are available for an interview and can start work

C. Mentioning the job you are applying for and where you got the information from

187 Giang Vo Street

Dong Da, Ha Noi

1 January 20__

Heart to Heart

Charitable Organisation

100 Ha Thanh Street, Ha Noi

Dear Sir or Madam,

Paragraph 1:

I am writing to apply for a volunteer position at the local centre for community development. I heard about this opportunity in a public announcement last Monday.

Paragraph 2:

I am interested in your community development projects because I really care about the life of people in the community and want to offer my services to you. Currently, all my Sunday afternoons are free, and I will be able to help at the centre if I am chosen.

Paragraph 3:

I have already filled in the online application form and sent it in as requested. I am available for an interview on any weekday after 4.30 p.m. or at weekends. If my application is successful I can start immediately.

I look forward to hearing from you.

Yours faithfully,

Nguyen Ha Vi

1.

2.

3.

2. Read the job advert and answer the question below.

VOLUNTEER NEEDED

- Our Heart to Heart Charitable Organisation needs reliable and hard-working volunteers to work at our head office.
- The job will involve welcoming guests and visitors to the office, and receiving and sorting donations.

1. What qualities are needed for the job?

2. What are the job duties?
