

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:

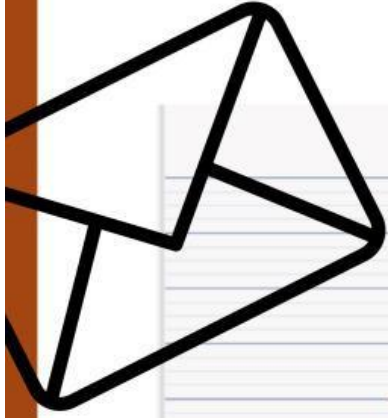
1. What qualities are needed for the job?

.....

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]